

UCR DINING SERVICES MEAL CARD LIST

- Please complete form clearly and legibly.
- Enter the Full Name and last 8 digits of each guest's UCR Card.
- Submit completed form to your building's Resident Services Office at least 5 days prior to the date of event.
- The RSO will check the meal card numbers for accuracy and forward the validated Meal Card List to Dining Services 3 days prior to the event date for a final guest count.
- Invalid and illegible card number entries will be subtracted from the final guest count.
- If the validated meal card list is not received by Dining Services at least 3 days before the event date, the event will be cancelled.
- Meal Plan access will be inactivated for all guests who sign up for the Hall Dinner or Pack-Out.
- The minimum guest count for all Hall Dinners and Pack-Outs is 15. The maximum is 50.

Staff Name		Phone No:	
Building:		Hall:	
Event Type:	<input type="checkbox"/> Hall Dinner <input type="checkbox"/> PackOut	Event Date:	
Event Day:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <small>NOTE: HALL DINNERS ARE AVAILABLE MONDAY – THURSDAY ONLY.</small>		

	Full Name	UCR Card No.		Full Name	UCR Card No.
1			26		
2			27		
3			28		
4			29		
5			30		
6			31		
7			32		
8			33		
9			34		
10			35		
11			36		
12			37		
13			38		
14			39		
15			40		
16			41		
17			42		
18			43		
19			44		
20			45		
21			46		
22			47		
23			48		
24			49		
25			50		