



# Catering Service Request Form

**Submit all requests to:  
Jane Sweney**

**Nutrition Services Program Assistant**

**Email: jswene@district16.org**

**Phone: 763-600-5041**

**Fax: 763-600-5582**

Date/Day/Time of Event: \_\_\_\_\_

Organization/Dept: \_\_\_\_\_

Phone Number/ext: \_\_\_\_\_

Requested By: \_\_\_\_\_

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

All catering functions require at least a

**7 day notice** to plan staffing & place food orders

<b>BEVERAGES</b> (ALL beverages include cups and napkins)			<b>Quantity</b>
<b>Coffee</b>	1/2 Pot = 25 cups	\$ 12.50	Includes sugar, cream & stir sticks
	1 Pot = 50 cups	\$ 25.00	
<b>Milk</b>	1/2 pint	\$ 0.50	
<b>Juice</b>	4 oz cup	\$ 0.60	Apple
			Grape
			Orange
<b>Fruit Punch</b>	Gallon	\$ 8.00	
<b>Lemonade</b>	Gallon	\$ 8.00	

<b>FOOD</b> (ALL food includes plates, cutlery and napkins)			<b>Quantity</b>
<b>Gourmet Cookies</b>	2 oz / dozen	\$ 8.50	
<b>Classic Cookies</b>	1 oz / dozen	\$6.50	
<b>Cinnamon Rolls</b>	2.5 oz / dozen	\$ 10.00	
<b>Snacks</b>	1 oz	\$ 1.25	Popcorn
			Pretzels
			Chips
<b>Yogurt and Fruit Parfait</b>	9 oz cups	\$ 3.25	
<b>Veggie and Dip Tray</b>	Small (10-15)	\$ 20.00	
	Medium (25-30)	\$ 40.00	
	Large (40-50)	\$ 65.00	
<b>Fresh Fruit Tray</b>	Small (10-15)	\$ 30.00	
	Medium (25-30)	\$ 45.00	
	Large (40-50)	\$ 80.00	

Special order or instructions (if any): \_\_\_\_\_