

# Nutrition Services

## Special Event Request Form

### Kitchen Use

School Dude Schedule ID# \_\_\_\_\_ Event Title: \_\_\_\_\_

School: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone/email: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Event start time: \_\_\_\_\_

Budget Code: \_\_\_\_\_ Event end time: \_\_\_\_\_

\$40.00/Hour (2023-2024 SY)

Qty. Kitchen staff requesting: \_\_\_\_\_

Time staff needed to Start (arrival/prep): \_\_\_\_\_

Start Serving Time: \_\_\_\_\_

End Serving Time: \_\_\_\_\_

Time staff is to Finish (complete clean-up): \_\_\_\_\_

Is Food needed to be ordered by Nutr. Svcs? Yes / No  
(Please contact Willow Waldron at X 2838, 2 weeks prior to event for Food Orders)

Menu: \_\_\_\_\_

Estimated # Serving: \_\_\_\_\_

Duties of Staff and Add'l Info: \_\_\_\_\_

*Email completed form to [cdiaz@psd1.org](mailto:cdiaz@psd1.org)  
If any questions, please call 546-2836.*

#### Nutrition Services Use Only

**Approved: Yes / No by:** \_\_\_\_\_

**Names Kitchen staff scheduled:** \_\_\_\_\_

**Time staff needed to Start (arrival/prep):** \_\_\_\_\_

**Time scheduled to Finish (complete clean-up):** \_\_\_\_\_

**Notes:** \_\_\_\_\_