

**Food & Nutrition Services**  
**Special Function Request Form**  
**Effective 09/22/2023**



**Today's Date:** \_\_\_\_\_

**PO#** \_\_\_\_\_

**Date of Function:** \_\_\_\_\_

**Number Attending:** \_\_\_\_\_

**Time of Function:** \_\_\_\_\_


**Delivery Time by Custodians:** \_\_\_\_\_


**Location of Function:** \_\_\_\_\_


**Purpose of Event:** \_\_\_\_\_


**Requested by:** \_\_\_\_\_

**Bill to Dept/School:** \_\_\_\_\_

QTY	Drinks	
	Coffee/Tea (minimum 12 pp) \$1.25	
	Water, 8 oz. \$.75	
	Water, 16.9 oz. \$1.30	
	Water, 8 oz./48/case \$15.50	
	Water, 16.9 oz./24/case \$8.50	
	Soda, 12 oz. \$1.50	
	Assorted Hal/s Seltzers \$2.00 each	

QTY	Snacks	
	Brownies Platter	\$18.00 DZ
	Freshly Baked Cookies	\$18.00 DZ
	Assorted Hal's Chips	\$2.00 each

QTY	All bagel orders come with cream cheese, butter butter and jelly	
	Assorted Bagels, min one doz	\$50.00
	Assorted Bagels, Muffins and Danish, min one doz	\$75.00
	Assorted Muffins	\$21.00 DZ
	Assorted Danish	\$32.00 DZ
	Assorted Donuts	\$18.00 DZ
	Crumb Cakes 1/2 Sheet (Plain, Marble, Raspberry)	\$42.00

QTY	Fruit and Salads	
	Individual Fruit Cups, \$3.50 each, min 12	
	Fruit Salad Platter (serves 10-12) \$30.00	
	Whole Fruit Platter/Basket .95 each, minimum 10 pieces	
	Garden Salad (serves 10-12)	\$20.00
	Greek Salad Platter (serves 10-12)	\$20.00
	Add Breaded Chicken Pieces, add \$10	

QTY	Sandwiches	
	Boars Head Sandwiches (Oven Gold Turkey, Sausalito Turkey, Honey Maple Turkey, Buffalo Chicken, Plain Chicken, Low Salt Ham, and Salami)	\$5.50 each
	Tuna Salad Sandwich	\$4.95 each
	Egg Salad Sandwich	\$4.95 each
	Fresh Mozzarella, Tomato and Basil	\$4.95 each
	Kosher Bagel Boxes with Tuna or Egg Salad	\$7.95 each

**Staffing requirements - Please Specify:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**\*\*Minimum 3 Day Advance Notice Required\*\***

**\*\*\*NO CHANGES OR CANCELLATIONS HONORED WITHIN 24 HOURS\*\*\***

**Order delivery and end of event pick up/clean up is made by YOU and YOUR B & G staff members.**

**[Please email your order to foodservices@greatneck.k12.ny.us](mailto:foodservices@greatneck.k12.ny.us)**

**Administrative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_