

ASD No. 5 Food & Nutrition Services Catering Form

Please fill out all sections, make a copy and send original to Food Services, Attn: Jaime Matisons

You will be contacted to confirm your request.

★ WE PREFER "2 WEEKS NOTICE" FOR ALL CATERING NEEDS ★

Event Details

Event Name:	Today's Date:
Building Location:	Event Date:
Headcount: If you are waiting on RSVP's, a final headcount will be provided to Jaime @ x2256 by _____.	Event Start Time: Food Set Up Time: Event End Time:
Contact Name: Title: Work Phone: Cell (optional): Email:	Method of Payment: <input type="checkbox"/> Bill Me – Mailing Address: _____ <input type="checkbox"/> Account Code: _____

Catering Needs

(Please see reverse side for menu options and details – be specific in your request)

Food Items Requested:	Other Items Requested: <input type="checkbox"/> I would like napkins - \$0.10 per person Color preference: _____ <input type="checkbox"/> I would like cups - \$0.25 per person <input type="checkbox"/> paper <input type="checkbox"/> plastic <input type="checkbox"/> I would like silverware - \$0.25 per person <input type="checkbox"/> forks <input type="checkbox"/> spoons <input type="checkbox"/> knives I <input type="checkbox"/> would like 7" paper plates - \$0.25 per person Color preference: _____ <input type="checkbox"/> I would like plastic table cloths - (circle one) \$3.00 rectangle ___# tables OR \$5.00 round: ___# tables Color preference: _____
	TOTAL:

Catering Contacts:

Jaime Matisons – Food Service Supervisor x2256; jmatisons@asd5.org

Michelle Ryan – Food Service Secretary x2198 mryan@asd5.org

Jennifer Lytle – Catering @ AHS: x2090; jlytle@asd5.org

Food Service Use Only

Notes:

Date/Copies Sent to Catering Staff:

Pick Up Location: Pick

Up Time: Delivered

By: Date Confirmed:

Date Billed:

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AlaCarte:

Meat & Cheese Tray	\$45.00 Serves 20
Assortment of Meats and Cheese, Crackers included	
Fruit or Veggie Tray	\$40.00 Serves 20
Assortment of Fresh Fruits or Vegetables and Dip	
Wrap Sandwich Tray	\$45.00 Serves 12
Your choice of Ham, Turkey, Turkey Salad, Chicken Salad or Veggie	
Side Salads	\$45.00 Serves 20
Macaroni, Potato, Caesar, Green, Broccoli, Fruit, Coleslaw, or Pasta Salad	
Chips & Salsa	\$20.00 Serves 20
Fruit & Granola Parfaits	\$5.00 each
Snack Assortment	\$1.00 each
Meeting Snack Basket	\$25.00 Serves 20

We are happy to create a menu specific to your event.

Entrees:

Continental Breakfast	\$4.50 per person
Pastry Assortment, Fruit, Beverage & Coffee/Tea Service	
Breakfast*	\$6.00 per person
Lunch*	\$8.00 per person
Dinner*	\$10.00 per person
*Beverage included with Breakfast, Lunch, and Dinner Menus	
Casseroles	\$35.00 Serves 25
Specialty Box Lunch	\$8.00 in district/\$9.00 out of district
Field Trip Sack Lunch	During School Hours – no charge with class roster

Desserts & Baked Goods:

Cookie Assortment	\$6.00 dozen
Brownies	\$7.00 dozen
Breakfast Pastries	\$10.00 dozen
Cinnamon Rolls (Wednesday's Only)	\$15.00 dozen
Bakery Cakes (sheet cake)	\$20.00

Beverages:

Cold Beverages	\$1.50 each
Bottled Water (16 oz) and Large Juice (Dole 16 oz)	
Milk (8 oz) or Small Juice (4 oz)	\$0.75 each
Coffee Service Includes Cream, Sugar & Cups	\$8.00 service
Punch or Iced Tea w/ Cups	\$15.00
	serves 15 (8oz)

Ordering:

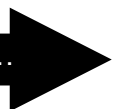
All orders can be arranged by:

- Filling out the attached “**Catering Request Order Form**” and sending it to Food Services.
- You will be contacted to confirm your request.
- **A 2 week notice is requested for all orders.**
- For questions – Please call the Aberdeen School District Food Services Office at 538-2198 or email jmatisons@asd5.org.



- Customers are responsible for their own set-up & cleanup unless other arrangements have been made.
- Delivery fees may apply.
- All billing will reflect the head count given prior to the event or the number of attendees, whichever is higher.
- An invoice will be sent to you upon completion of the event/order.
- A 10% service charge will be applied for “item only” orders through US Foods. You must be a district employee purchasing for school building purpose.

Order Form on back...



Aberdeen School District – Food & Nutrition Services Catering

900 Cleveland Street, Aberdeen, WA 98520 Phone:360.538.2198 Fax: 360.538.2254

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