



281-284-0714
E-mail orders to:
sclay@ccisd.net
mfuller@ccisd.net
catering@ccisd.net

CCISD CATERING ORDER FORM

Date of Event

of Guests

Time of Event:

Set Up BY Time:

Please have someone on-site to receive order 20 min prior to set up BY time.

School / Department:

Location Drop Off/Room #

Name of Person Hosting the Event

Budget Code for Billing:

Contact Person:

Phone#

Orders before 8am and after 3pm, please provide on site cell phone #

LIST MENU ITEMS & QUANTITY

SPECIAL INSTRUCTIONS FOR THE EVENT

Orders for less than 10 guests must be placed and confirmed at least 3 days in advance.
Orders with 10 or more guests must be placed and confirmed at least 5 days in advance.

REVISIONS to any order must be made at least 24 hours prior to the event date.
CANCELLATIONS must be made at least 48 hours in advance.

Please make checks payable to: CCISD Catering P. O. Box 799, League City, TX 77574