



# FOOD SERVICE REQUEST FORM

Requests are to be submitted at least one week prior to the scheduled event.

## Event Information

Organization: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

# of Attendees: \_\_\_\_\_

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

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

Billing Contact Person: \_\_\_\_\_

Phone/Ext: \_\_\_\_\_

Email: \_\_\_\_\_

## Type of Service

*All breakfast and lunch menu items include coffee, tea, and water service.*

Coffee & Tea Service \$1.50

Includes regular, decaf, and hot water for tea.

Continental Breakfast \$4.50

Assorted pastries.

Deluxe Continental Breakfast \$5.50

Assorted pastries and bagels. Served with whipped cream cheese and a fresh fruit tray.

Hot Breakfast \$7.00

Scrambled eggs, breakfast meats, and potatoes. Served with assorted pastries.

Cold Lunch \$7.00

i.e. sandwiches, wraps, and/or salads.

Hot Lunch \$8.00

Chef's Choice. Includes an entrée, starch, vegetable, and salad or dessert.

*\*Substitutions may be made depending on availability of certain menu items. Prices listed are per person.*

Special dietary needs: \_\_\_\_\_

## Location

Dining Room:  Triple Classroom:  Board Room:  Other: \_\_\_\_\_

*By signing, you indicate that you agree to the cost listed, which is calculated based on the number of attendees.*

Cost: \$ \_\_\_\_\_ Contact Person Signature: \_\_\_\_\_

## CULINARY OFFICE USE ONLY

Approved:  Declined:  CA Instructor Signature: \_\_\_\_\_