

## Special Events Catering Request Form

Name of Event: \_\_\_\_\_ Serving Location: \_\_\_\_\_ Tables Needed: \_\_\_\_\_

Event Date: \_\_\_\_\_ Set Up Time: \_\_\_\_\_

Event Time: \_\_\_\_\_ Number Expected: \_\_\_\_\_

Event Place: \_\_\_\_\_ Billing Account Code: \_\_\_\_\_

### Food Needed:

Continental Breakfast: Served with Juice, Assortment of Pastries, Fresh Fruit & Cheese Plate. \$3.25/person

Eye Opener: Served with Juice, Fresh Seasonal Fruit, Scrambled Eggs, Sausage & Biscuit or Muffin \$3.95/person

Southern Style: Served with Juice, Country Gravy with Sausage over Biscuits and Seasonal Fruit \$3.95/person

Build A Parfait: Served with Yogurt, Seasonal Fruit, Granola, Assorted Pastries & Beverage \$3.95/person

Cold Cut Subs: Served with Deli Sub Sandwich, Pasta Salad, Chips, Fresh Fruit & Beverage \$5.75/person

Going Green: Served with Chef Salad w/dressing, Crackers or Roll, Fresh Fruit & Beverage \$5.25/person

Pizza Party: Served with 2 slices of Pizza, Fresh Veggies and Dip, Fresh Baked Cookie & Beverage \$5.50/person

Lunch Buffet: Served buffet style with Sliced Deli Meats & Cheese, Lettuce and Tomato, Choice of Croissant, Bread or Roll, Pasta Salad, Choice of Fruit or Veggie Tray w/Dip & Beverage \$5.95/person

Fresh Fruit or Veggie Trays: Served with seasonal fruit or veggies. Great for any meeting or event!

Small Tray (serves 15-25)	\$28.00	add Cheese for \$10
Med. Tray (serves 25-35)	\$38.00	add Cheese for \$12
Large (serves 35-45)	\$45.00	add Cheese for \$15

### Beverages:

Coffee \_\_\_\_\_, Juice \_\_\_\_\_, Water \_\_\_\_\_, Ice Tea \_\_\_\_\_, Punch \_\_\_\_\_

### Condiments:

Sugar \_\_\_\_\_, Sugar Substitute \_\_\_\_\_, Creamer \_\_\_\_\_, Salt/Pepper \_\_\_\_\_, Salsa \_\_\_\_\_, Ranch dressing \_\_\_\_\_, Butter \_\_\_\_\_

Other \_\_\_\_\_

### Supplies Needed:

Coffee Urn \_\_\_\_\_, Pitcher \_\_\_\_\_, Insulated Beverage Servers \_\_\_\_\_, Coffee Stir Sticks \_\_\_\_\_, Cups \_\_\_\_\_, Plates \_\_\_\_\_ (sm/lg)

Plastic Silverware: Forks \_\_\_\_\_, Spoon \_\_\_\_\_, Knife \_\_\_\_\_, Napkins \_\_\_\_\_, Tablecloths \_\_\_\_\_ (How many \_\_\_\_\_, long tables or round

Regular Silverware: Forks \_\_\_\_\_, Spoon \_\_\_\_\_, Knife \_\_\_\_\_, Serving Trays \_\_\_\_\_, Serving Spoons \_\_\_\_\_, Tongs \_\_\_\_\_, Baskets \_\_\_\_\_,

Chafing dish \_\_\_\_\_, Fuel for Chafing dish \_\_\_\_\_, Special Request \_\_\_\_\_

We are able to accommodate additional meal options with advance notice just give us a call at 276-5814 to place your order. There will be an additional charge for after-hours labor and for any equipment that is not returned to the nutritional services department.

Heather Williams, Nutritional Service Manager 276-5813

Becky Schiola, Nutritional Service Assistant 276-5814