



CATERING REQUEST

Thank you for supporting our program.

Please submit all requests 10 days in advance and be mindful of the order minimum requirements.

EVENT DETAILS

Event Name: _____

Event Location: _____

Event Date: _____ Delivery Time: _____

ITEMS REQUESTED

Breakfast – 12-person minimum

	COST	QTY
<input type="checkbox"/> Parfait Bar <i>Fresh fruit, vanilla yogurt, and granola</i>	\$5/person	
<input type="checkbox"/> Muffins <input type="checkbox"/> Chocolate Chip <input type="checkbox"/> Lemon Poppyseed <input type="checkbox"/> Blueberry <input type="checkbox"/> Chocolate Fudge	\$23.75/doz	
<input type="checkbox"/> Bagels <input type="checkbox"/> 8-Grain <input type="checkbox"/> Plain <input type="checkbox"/> Blueberry	\$23.75/doz	
<input type="checkbox"/> Mini Danish Tray <input type="checkbox"/> Apple <input type="checkbox"/> Cherry <input type="checkbox"/> Cheese	\$21.95/doz	
<input type="checkbox"/> Mini Scone Tray <input type="checkbox"/> Blueberry <input type="checkbox"/> Lemon Poppyseed <input type="checkbox"/> Orange Cranberry	\$22.95/doz	

Lunch – 10-person minimum (except pizza)

	COST	QTY
<input type="checkbox"/> Deli Sandwiches <i>Turkey or ham with cheese, lettuce, tomato, and onion on choice of bread</i> <input type="checkbox"/> Squaw <input type="checkbox"/> White <input type="checkbox"/> Whole Wheat <input type="checkbox"/> Sourdough	\$7.75/person	
<input type="checkbox"/> Santa Fe Chicken Salad <i>Make your own salad from a selection of romaine lettuce, black beans, diced tomatoes, diced onions, corn, chicken strips, shredded cheese, tortilla chips, and cilantro ranch dressing</i>	\$9.00/person	
<input type="checkbox"/> Pizza Hut <i>8 slices on whole grain crust</i> <input type="checkbox"/> Cheese <input type="checkbox"/> Pepperoni <input type="checkbox"/> Veggie	\$17.75/each	

Dessert

	COST	QTY
<input type="checkbox"/> Cookie Tray <i>Freshly baked chocolate chip cookies straight from our kitchen</i>	\$20.00/doz	
<input type="checkbox"/> Fresh Fruit <i>Seasonal variety</i>	\$2.00/person	

Beverages – 12-order minimum

	COST	QTY
<input type="checkbox"/> Coffee Station	\$1.50/person	
<input type="checkbox"/> Hot Tea Station	\$1.00/person	
<input type="checkbox"/> 100% juice (4 oz) <input type="checkbox"/> Apple <input type="checkbox"/> Orange <input type="checkbox"/> Berry	\$0.25/person	
<input type="checkbox"/> Milk (8 oz) <input type="checkbox"/> White 1% <input type="checkbox"/> Chocolate	\$0.50/person	
<input type="checkbox"/> Bottled Water (16 oz)	\$1.50/each or	
	\$20/case of 24	

Paper Supplies: _____

Comments: _____

REQUESTOR

Requested by: _____

Date of Request: _____

Bill To: _____

OFFICE USE ONLY

Food Cost	\$
Supply Cost	\$
Labor Cost	\$
Total Cost	\$