

South Fayette School District Food Service Department Catering Request Form

Name of Requester: _____ Today's Date _____ 2008-2009

Date of Activity/Event: _____

Time of Activity/Event: _____ (MUST be received 10 days prior to function)

of Guest to be served: _____

NOTE: Prior to Ordering Food, Space & Equipment must be approved on the Facility Calendar

Deliver to:

Building: ADMIN HS MS ELE Room Location: _____

Food Service Request (Check all that applies)

Email to: wood@southfayette.org

| Beverages | Snacks | Meal Service | Reception |
|--|---|--|--|
| <input type="checkbox"/> Coffee <input type="checkbox"/> Reg <input type="checkbox"/> Dec. <input type="checkbox"/> Hot Tea (flavored) <input type="checkbox"/> Iced Tea Bottle <input type="checkbox"/> Diet Iced Tea Bottle <input type="checkbox"/> Soda Drinks (Cans) (Coke Products) <input type="checkbox"/> Soda Fountain drinks – unlimited 9oz cups <input type="checkbox"/> 5 Gallons Iced Tea <input type="checkbox"/> 5 Gallons Lemonade <input type="checkbox"/> Other <input type="checkbox"/> Juice Mini Cartons <input type="checkbox"/> Orange Juice <input type="checkbox"/> Apple Juice <input type="checkbox"/> Grape Juice <input type="checkbox"/> Pineapple/Banana WATER: <input type="checkbox"/> Bottled Water (20 oz) <input type="checkbox"/> Pitcher Ice Water Other Request: _____ | <input type="checkbox"/> Bagels <input type="checkbox"/> Donuts <input type="checkbox"/> Pastries/Danish <input type="checkbox"/> Scones Assorted <input type="checkbox"/> Fruit Tray <input type="checkbox"/> Mini Muffins <input type="checkbox"/> Cherry Strudel <input type="checkbox"/> Nutri Grain Bars <input type="checkbox"/> Vegetable Tray <input type="checkbox"/> Cheese & Crackers <input type="checkbox"/> Cookies (circle) <input type="checkbox"/> Sugar <input type="checkbox"/> Choc.Chip <input type="checkbox"/> 1 oz <input type="checkbox"/> 4 oz <input type="checkbox"/> Chips & Pretzels <input type="checkbox"/> (large bowls) <input type="checkbox"/> Individual Serving Bags <input type="checkbox"/> Snack Mix <input type="checkbox"/> Yogurts <input type="checkbox"/> Other Other Request: _____ | <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Salads - Individual or family style Dressings: <input type="checkbox"/> Italian <input type="checkbox"/> Ranch Pizza 16" Round <input type="checkbox"/> 8 cut <input type="checkbox"/> 10 cut <input type="checkbox"/> Cheese \$7.95 <input type="checkbox"/> Sausage \$8.95 <input type="checkbox"/> Pepperoni \$8.95 <input type="checkbox"/> Pep/Sausage \$8.95 <input type="checkbox"/> White Pizza \$7.95 | <input type="checkbox"/> Hors d'oeuvres <input type="checkbox"/> Hot <input type="checkbox"/> Cold <input type="checkbox"/> Pastries <input type="checkbox"/> Desserts <input type="checkbox"/> Pie _____ <input type="checkbox"/> Gourmet Cakes <input type="checkbox"/> Punch (Circle) Lemonade Fruit Punch Iced Tea <input type="checkbox"/> Mini Cheese Cakes <input type="checkbox"/> Brownies <input type="checkbox"/> Cookies List: Note: The Food Service Director will contact Requester to identify menu items or meal service. Luncheon and dinner selections will be custom designed for your event. |

Charge Cost to: _____ School District - Budget Account _____
 _____ Organization Name and Address: _____

Circle:

| | | |
|---------------------|-------------------------------|--|
| Linen (tablecloths) | Skirted Gift Table | VIP Guest that is attending: _____ |
| Centerpieces | Skirted Coffee Station | Other Special Instructions: |
| Silverware | Skirted Dessert Table | QUICK BOX LUNCH _____ w/paper products |
| Disposal ware | Skirted Display Table | |
| Box Lunches | Glassware or plastic 9oz cups | |

Requests must be submitted 10 days prior to event. Cancellations will be accepted up until 5 days before event. Cancellations within 5 days of the event will be subjected to a fee to cover food cost of food already purchased. Our Procedure: First, go to website www.southfayette.org and reserve your space on the facilities calendar. Everyone is required to have clearance for the space before the food should be ordered. Second, use this "Catering Request" form to order food/beverages. When the Catering Department receives this form, we will contact you directly for details. Thank You.

Send this form directly through email to wood@southfayette.org or interoffice mail directly to South Fayette High School, attn: Tricia Wood, Supervisor of Food Services