

Dining Services Request Form

Must be submitted To Deborah Brown, Office of Student Activities.

It is your responsibility to ensure all requests are *submitted and finalized* **3** weeks prior to event.

Event: _____

Day/Date: _____

Location: _____

*Start Time: _____ *End Time: _____

Estimated Count: _____ (**Attendance guarantee due 3 days before event**).

Person in charge: _____

Mailbox: _____ Telephone: _____

Group's Treasurer: _____

Mailbox: _____ Telephone : _____

Account # _____

(Request will NOT be filled without an account number)

ALL ITEMS COME WITH APPROPRIATE PAPER GOODS AND SERVING UTENSILS

*NOTE: All pick ups and deliveries must take place before 8:00 p.m.

Pick Up service ware items must be returned the day following the event.

MENU: Please select item(s) by placing an **X** in the space provided and circling pick up or delivery:

Beverages:	Pick Up	Delivery
___ Coffee Service		
___ (Reg./Decaf, Hot Water, Teabags, Condiments, Creamers)	\$1.00	\$1.40
___ Assorted Sodas	\$.60	\$.90
___ Bottled Water	\$.40	\$.80
___ Assorted Juices	\$.35	\$.50
___ Punch (Fruit, Island) (circle one)	\$.45	\$.65
___ Hot Chocolate and/or Hot Cider packets (Seasonal)	\$.30	\$.40

MENU: Please select item(s) by placing an **X** in the space provided

Food:	Pick Up	Delivery
___ Chicken Tenders	\$2.00	\$3.00
___ Meatballs	\$1.50	\$2.00
*Swedish, BBQ, or Sweet-n-Sour		
___ Buffalo Wings	\$2.00	\$2.60
___ Box Lunches	\$5.00	\$7.00 (see Catering Guide for selections)
___ Tortilla Chips & Salsa	\$.45	\$.60
___ Snack Mix	\$.25	\$.35
___ Potato Chips & Dip	\$.45	\$.75
___ Pretzels	\$.30	\$.45
___ Coffeecake	\$.60	\$.85
___ Danish	\$.45	\$.60
___ Fresh Fruit Tray	\$.50	\$.75
___ Cheese & Cracker Trays	\$.70	\$.95
___ Vegetable Tray w/Dip	\$.45	\$.75
___ Granola Bars	\$.40	\$.55
___ Brownies	\$.90	\$1.25
___ Fresh Baked Cookies	\$.60	\$.75
___ Cookie Tray (Pepperidge Farm)	\$.40	\$.65
___ Ice	N/C	

Prices are per person & subject to change.

If ordering for less than 25, please contact Dining Services as some items may not be available.

If additional selections are needed, please contact Dining Services at x 8271.

Other: _____

Set Up: (please include information on the reservation. A diagram is also required for any chair/table set-ups.)

Set Up forwarded to Media: _____ Trash Cans ordered from Physical Plant _____