



PICNIC FORM
LC Dining Services

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 pickup or delivery:

Beverages:	Pick Up	Delivery			
___ Assorted Sodas	\$.60	\$.90			
___ Bottled Water	\$.40	\$.80			
 Food:	 Pick Up	 Delivery	 Cooked	 Uncooked	
___ Hamburgers/Buns	\$2.00	\$3.00	+	___ \$.20	___ N/C
___ Chicken Breast/Buns	\$2.25	\$3.25	+	___ \$.20	___ N/C
___ Garden Burger/Buns	\$1.95	\$2.95	+	___ \$.20	___ N/C
*Above items come with lettuce, tomato, pickle, cheese, and condiments					
___ Hotdogs/Buns	\$1.35	\$1.95	+	___ \$.20	___ N/C
*Comes with Condiments					
___ Potato Chips & Dip	\$.45	\$.75			
___ Baked Beans	\$.45	\$.65			
___ Potato Salad	\$.45	\$.65			
___ Pasta Salad	\$.45	\$.65			
___ Vegetable Tray	\$.45	\$.75			
___ Fresh Fruit Tray	\$.50	\$.75			
___ Fresh Baked Cookies	\$.60	\$.75			
___ Brownies	\$.90	\$1.25			
___ Strawberry Shortcake	\$.90	\$1.25			
___ Ice	N/C	N/C			
___ Charcoal	\$18.00 (40# bag)				
___ Lighter Fluid	\$ 3.00				
___ Gas Grill	\$50.00 (staff person required to be present)				

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 _____