

LC Dining Services PICKUP FORM

(Form to be used only when group is picking up and returning items) (Hot Food not available for pickup)

This form must be submitted To Deborah Brown, Office of Student Activities at least 3.5 weeks prior to event.

It is the group's responsibility to ensure all requests are submitted and finalized 3 weeks prior to event.

Event: _____ Day/Date: _____

Location: _____

Start Time: _____ End Time: _____ Estimated Count: _____

Guaranteed #s are due 3 business days before event – Cancellations must also be made 3 business days prior to event.

Name of Organization: _____

Person in charge: _____ Telephone: _____

Alternate Person in charge: _____ Telephone: _____

Account # _____ OR Pay by Check (Please check)

(Request will NOT be filled without an account number)

Taxes added to orders paid by check

ALL ITEMS COME WITH APPROPRIATE PAPER GOODS AND SERVING UTENSILS

For pickups after 8 PM or on weekends, Please stop by the Catering office prior to your event for instructions on where to pick up items.

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

MENU: To Select Item(s) Please CIRCLE or HIGHLIGHT and indicate quantity:

<u>Beverages</u>	<u>Price</u>	<u>Qty</u>	<u>Displays</u>	<u>Price</u>	<u>Qty</u>
Punch: Island or Fruit			Diced Seasonal Fruit Display		
2.5 Gallon	\$20.00	—	Small (serves up to 20)	\$20.00	—
5 Gallon	\$30.00	—	Medium (serves 20-45)	\$40.00	—
Water			Large (serves 50-75)	\$65.00	—
2.5 Gallon	\$8.00	—	Cubed Cheese and Cracker Display		
5 Gallon	\$13.00	—	Small (serves up to 20)	\$25.00	—
Coffee (Regular or Decaf)			Medium (serves 20-45)	\$49.00	—
2 Liters (Pump Pot)	\$10.00	—	Large (serves 50-75)	\$73.00	—
2.5 Gallon	\$25.00	—	Artisan Cheese and Cracker Display		
5 Gallon	\$45.00	—	Small (serves up to 20)	\$30.00	—
Hot water with Tea / Chocolate / Cider			Medium (serves 20-45)	\$59.00	—
2 Liters	\$8.00	—	Large (serves 50-75)	\$98.00	—
2.5 Gallon / 5 Gallon	\$19.00/ \$35.00	—	Garden Vegetable Display with Ranch Dip		
Sodas (Each)	\$0.80	—	Small (serves up to 20)	\$20.00	—
Bottled Water (Each)	\$0.65	—	Medium (serves 20-45)	\$40.00	—
			Large (serves 50-75)	\$65.00	—

A La Carte-Cold Items

	<u>Price</u>	<u>Qty</u>
Curried Chicken Salad Bites in Puff Pastry (50 pieces)	\$45.00	—
Walnut and Grape Chicken Salad in Phyllo (50 pieces)	\$45.00	—
Cherry Tomato and Cheddar Cube Picks (50 pieces)	\$45.00	—
Assorted Finger Sandwiches (50 pieces)	\$45.00	—
Select from Walnut and Grape Chicken Salad, Cream Cheese and Cucumber, Ham and Cheese Pinwheels		

Sweets

	<u>Price</u>	<u>Qty</u>
Assorted Petit Fours (50 pieces)	\$40.00	—
Marble Pound Cake (Approx 24 Pieces)	\$15.00	—
Sweet Street Dessert Bar (50 pieces)	\$42.00	—
Assorted Miniature Cheesecake (50 pieces)	\$58.00	—
Rockslide Brownie (12 Bite-Size Pieces)	\$11.00	—
Devonshire Brownie (12 Bite-Size Pieces)	\$14.00	—
Fresh Baked Cookies (per dozen)	\$8.00	—
Pepperidge Farm Cookie Assortment (30 pieces)	\$10.00	—

Dry Snack Buffet

Tortilla Chips and Salsa	\$0.55 per person	—
Chips and Dip	\$0.55 per person	—
Pretzels	\$0.45 per person	—
Nuts	\$0.65 per person	—

Heartier Options

	<u>Price</u>	<u>Qty</u>
Premade Sandwich Wraps	\$2.75 per piece (Halves)	—
Select From: Turkey Bacon Ranch Wrap (Halves)		
Chicken Salad on a Mini Croissant		
Honey Ham & Swiss on Whole Grain (Halves)		
Chefs Salad Platter w/ Dressings	\$4.75 per person	—
Assorted Bread, Deli Meat, Condiments	\$4.75 per person	—
House Baked Potato Chips		
Serves up to 20:	\$14.00	—
Serves 20-45:	\$25.00	—
Serves 50-75:	\$35.00	—

Prices are subject to change.

A \$50 fee will be charged if all items are not returned to Dining Services, the day after the event.

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: Tablecloths (\$2.75 ea) _____ (need to be ordered at least 2 weeks in advance)

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 _____