**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.

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**Event:**

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.

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**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.

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

### Beverages

<table>
<thead>
<tr>
<th>Price</th>
<th>Qty</th>
<th>Displays</th>
<th>Price</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20.00</td>
<td></td>
<td>Diced Seasonal Fruit Display</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>$30.00</td>
<td></td>
<td>Cubed Cheese and Cracker Display</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>$10.00</td>
<td></td>
<td>Artisan Cheese and Cracker Display</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>$8.00</td>
<td></td>
<td>Garden Vegetable Display with Ranch Dip</td>
<td>$8.00</td>
<td></td>
</tr>
</tbody>
</table>

### A La Carte-Cold Items

- 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

### 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

- Premade Sandwich Wraps $2.75 per piece (Halves)

### 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.

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**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 ____________________