

# Catering Request Form

\*\* Two weeks' notice is required on all catering requests \*\*

\*Please call Londine Tijerina (ext 312) for availability, if needed w/out 2 wk notice  
Orders placed after deadline are subject to additional charges

<b>Date:</b> <input style="width: 100%;" type="text"/>	<b>Meeting Start Time:</b> <input style="width: 100%;" type="text"/>
<b>Day:</b> <input style="width: 100%;" type="text"/>	<b>Food Ready By:</b> <input style="width: 100%;" type="text"/>
<b>School:</b> <input style="width: 100%;" type="text"/>	<b>Count:</b> <input style="width: 100%;" type="text"/>
<b>Meeting Room:</b> <input style="width: 100%;" type="text"/>	<b>Break Time:</b> <input style="width: 100%;" type="text"/>
<b>Meeting Name:</b> <input style="width: 100%;" type="text"/>	<b>End Time:</b> <input style="width: 100%;" type="text"/>

**Billing Contact:**

**Person Requesting:**

\*\* Guaranteed attendance & changes are required by 12 noon, 5 business days prior to event \*\*

## Menu Requested

*Please mark the items you would like included on your menu*

Regular Coffee <input style="width: 100%;" type="checkbox"/>	Asstd Bread Stuffs <input style="width: 100%;" type="checkbox"/>
Decafinated Coffee <input style="width: 100%;" type="checkbox"/>	
Hot Tea <input style="width: 100%;" type="checkbox"/>	Fresh Fruit Platter <input style="width: 100%;" type="checkbox"/>
Asstd 4 oz Fruit Juices <input style="width: 100%;" type="checkbox"/>	Lg    Small
	Asstd 4 oz Yogurt <input style="width: 100%;" type="checkbox"/>
Fruit Punch <input style="width: 100%;" type="checkbox"/>	
Assorted Can Pop <input style="width: 100%;" type="checkbox"/>	Asstd Cookie Tray <input style="width: 100%;" type="checkbox"/>
Bottled Water-8 oz <input style="width: 100%;" type="checkbox"/>	Sheet Cake <input style="width: 100%;" type="checkbox"/>
Bottled Water-20 oz <input style="width: 100%;" type="checkbox"/>	Brownies, Frosted <input style="width: 100%;" type="checkbox"/>

Boxed Lunch  (mininum 10 guests)  
Includes sandwich, chips, cookie, fruit and beverage

**Other items are available. Please indicate any special requests below:**

Confirmed Rec'd Date: \_\_\_\_\_

Initial of FS staff: \_\_\_\_\_

