



Nutrition Services Catering Order



Event Information (Please complete a separate form for each function.) Need help? Ext 3426

Event Name: _____ Date: _____ Day of Week: _____

Contact: _____ Phone/Ext #: _____ Site: _____

Estimated Attendance: _____ This is a: ___ Student Function OR ___ Adult Function

Location/Room: _____ Start Time: _____ End Time: _____ Set Up By: _____

Continental Breakfast

Check two: _____ Danish
_____ Assorted Muffins
_____ Bagels with Cream Cheese

Check one: _____ Fruit _____ Juice

COFFEE: _____ Regular _____ Decaf _____ Both

Breakfast

Assorted Mini-Danishes – 12 pk _____
Assorted Donuts – 12 pk _____
Assorted Muffins Large, each _____
Assorted Mini-Muffins – 12 pk _____
Bagel with Cream Cheese - each _____

Sandwiches

(Includes beverage, baked chips & cookie)

Quantity

Turkey _____
Tuna _____
Vegetarian _____
Other _____

Salad & Pizza

Quantity

Chicken Caesar (Includes beverage & cookie) _____
Pizza must be ordered 2 weeks in advance
Pizza Cheese XL _____
Pizza Pepperoni XL _____
Pizza Vegetarian XL _____

Beverage included with Sandwich & Salad order – Please specify quantity of each:

Soft Drink _____ Bottled Water _____ Snapple _____ Izze _____ Switch _____
Specify Type Qty Qty (variety) Qty (variety) Qty (variety) Qty

If you would like extras, please indicate amount: Chips _____ Cookies _____ Extra Beverages – see below

Additional info to help us make your event special: _____

Beverages

COFFEE: (8 oz. cup)

_____ Reg (64 oz – 8 cups) _____ Decaf (64 oz – 8 cups)

50 cups coffee pot 100 cups coffee pot

WATER: _____ Case (32) of Water _____ Water-Each

DRINKS: _____ Snapple _____ Switch _____ Izze
(each) (variety) (variety) (variety)

_____ Soda _____ Diet Soda
(variety) (variety)

Desserts & Platters

Serves 12 Serves 24

Fresh Vegetable & Dip _____
Seasonal Fresh Fruit _____
Gourmet Cookies _____
Chocolate Brownies _____
Lemon Squares _____
Donuts Other _____

Billing Info: Invoice will be forwarded post-event to Contact Person to approve payment. Upon receipt, please initial and send to Finance Department with budget number Please order 2 weeks in advance. 9/17/2018