

SPECIAL FUNCTION REQUEST – 2021-2022

VENDOR NO. 31085

PLEASE ATTACH A COPY OF THE REQUISITION PRIOR TO SERVICES RENDERED

This form must be received by Food Service one week before date of function.
Late orders will incur a 25% service charge. Less than 24 hours' notice will incur a 30% service charge.

(PLEASE PRINT)

*DATE OF FUNCTION: _____ *TITLE OF FUNCTION _____

*BUILDING _____ *ROOM NO. _____ *NO. OF PEOPLE _____

*REQUESTED BY: _____ *PHONE: _____

*TIME OF MEAL: _____ *TIME(S) OF PROGRAM: _____

*REQUISITION NUMBER: _____

PLEASE NOTE: ALL AREAS ABOVE MARKED WITH AN ASTERISK (*) MUST BE COMPLETED IN ORDER TO PROCESS YOUR REQUEST.

MENU REQUEST

BREAKFAST

LUNCH

SNACKS

DINNER

HOT COLD

HOT COLD

HOT COLD

SPECIAL INSTRUCTIONS: _____

BUFFET SERVICE

SERVED MEALS

Limited Service
Drop Deliver Only

Self Service
Delivery & Setup

Full Service
Delivery, Setup
& Clean up

FS Staff
Only

FS Staff &
Students*

COST: Special functions are billed based on menu, labor and supply cost. The price reflects the service you requested. No services can be provided at a lower cost. Please indicate your budget:

All breakfasts begin at	\$6.00 Minimum
All Lunches begin at	\$9.00 Minimum
Drinks	\$2.50 Minimum
All Snacks begin at	\$3.00 Minimum

There will be an additional fee of \$1.00 per person if Fruit Platter is requested.
There will be an additional fee of \$1.00 per person for bottled water.
There will be an additional fee of \$.50 per person if Danish is ordered.

FOR FOOD SERVICE ONLY:

NUMBER: _____ COST: \$ _____

DATE APPROVED: _____ SIGNATURE: _____

Cook Managers assigned to prepare for special functions during the regular (1) hour's pay for each work day shall be compensated day of the function and will be added to the cost.

*When students are used, special arrangements for transportation is required.