

Event Planning Guidelines

CATERING GUIDE

Travel Required at Time of Order

Sales tax will be added to order.



2020-2021

Placing Your Order

Begin by submitting a **Request for Travel** to the Board for approval, with your account string.

Unfortunately, we will no longer be able to assist you, without a Travel. If the Travel is scheduled to go to the Board, you may send a copy you have submitted, with the date it will be going to the Board for approval, to shopkins@nlmusd.org.

Order Online @ www.yourchew.com

All orders are to be placed online at www.yourchew.com. Once order has been placed, promptly email Alexis Wahl at shopkins@nlmusd.org. Include your Travel and reference number from catering request, top left corner of your “pending” order summary. Catering orders will not be approved without the Travel.

You will receive an initial email confirmation indicating “pending” status, followed by a second confirmation email, once the catering is approved. Caterings will not be approved unless the Travel is submitted. If you do not receive an email confirmation and have submitted an order and Travel, please contact Steffany Hopkins at 562-210-2148, extension 102148.

Let us help you by providing at least 5 days of advance notice for food orders. We will make every effort to accommodate orders with less notice but may need to restrict the menu selections.

Guarantee & Billing Policies

To professionally prepare for each guest, we require that you guarantee the number of guests attending your event at least 24 hours in advance. Events will be billed at the guaranteed number or the actual number served, whichever is greater.

- Orders placed without 48-hour notice may be subject to a 20% service up-charge.
- Nutrition Services must retrieve all catering equipment. If you move any equipment from the delivery location, please immediately notify our office. Any catering equipment not recovered will be billed to your order.

Cancellation Policy

Due to our advance preparation, cancellations must be made at least 24 hours in advance. Shorter notice may result in charges of up to 100% of the original order.

Additional Services

There may be an added labor charge for events scheduled to begin before 7:00 a.m. or after 2:30 p.m., or on days when school is not in session, such as weekends, holidays, and vacation breaks. We support union labor. All services will be set up with paper and plastic ware unless otherwise specified.

Room Reservations

Room reservations are the responsibility of the requestor. Room preparation and set up may take up to an hour to complete, so please schedule rooms accordingly.

Your Safety Matters

With respect to the current COVID-19 pandemic, our menu has been temporarily modified to only include items that can be individually wrapped for your protection. We have removed all buffet-style selections.

Food safety is of the utmost importance; all standard procedures will continue to be followed diligently. Additionally, our staff is required to wear a face covering with strict handwashing protocols.

Breakfast Selections

A la Carte

Pricing is per each unless indicated.

Items are individually wrapped.

Protein Pack: (Egg, Cheese, Grape, Almonds)	\$3.50
Seasonal Fresh Fruit Cup	\$2.75
Assorted Muffins & Pastries	\$2.75
Yogurt Parfait Cups	\$2.00
Diamond Almond Pack	\$1.75

(10-person minimum)

Breakfast Burritos: Eggs, Turkey Sausage, Cheese, Salsa	\$3.50
Breakfast Sandwich: Biscuit, Egg, Turkey Bacon, Cheese	\$3.00

Boxed Lunch Selections

\$8.00 per person with 10-person minimum;
under 10, add \$1.00 per person

Sandwich Lunch

Each sandwich box lunch includes chips, fresh fruit, cookie & a bottle of water.

- Choice of Sandwich: Roasted Turkey, Vegetarian, or Firehouse Italian 🔥



Salad Lunch

Each salad box lunch includes fresh fruit, cookie & bottle of water

Asian Chicken Salad

- Freshly Chopped Romaine Lettuce, Shredded Carrots, No Antibiotic Ever Chicken Filet, Chow Mein Noodles, Mandarin Oranges with Sesame Dressing



Breaded Chicken Ranch Salad

- Freshly Chopped Romaine Lettuce, No Antibiotic Ever Chicken Filet, Turkey Bacon with House-Made Ranch Dressing

Chicken Caesar Salad

- Freshly Chopped Romaine Lettuce, Diced No Antibiotic Ever Chicken, Parmesan Cheese, Croutons and Caesar Dressing



BBQ Chicken Salad

- Freshly Chopped Romaine Lettuce, Tomatoes, Black Beans, Corn, BBQ Chicken with a Freshly Prepared BBQ Ranch Dressing and Tortilla Chips

NLM Café may be open for breakfast & lunch based on current LA County COVID-19 directives.

Attendees at meetings may join us and your department will be invoiced. Pricing will vary based on selections. Arrangements must be made in advance.

A la Carte Beverages

Cold Beverages

Canned Soda (Coke, Diet Coke, Sprite, each)	\$1.25
Bottled Water (16.9oz) – 24 case	\$10.00
Bottled Water (8oz) – 48 case	\$20.00

Snacks

Meeting Snack Pack

Meeting Snack Pack (Assorted Sweet and Salty Snacks, 24 pack)	\$20.00
Assorted Chips (Lay's, Frito's, Dorito's)	\$1.50

Desserts

Fresh Baked Assorted Cookies (dozen)	\$14.50
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Specialty Desserts Available. Call for Information.