# *South Fayette School District Food Service Department*
# *Catering Request Form 2016 -2017*

Name of Requester & Name of Event: _____ Today's Date _____

Date of Activity/Event: _____

Time Table for Event: _____ (MUST be received 10 days prior to function)

# of Guest to be served:_____

Arrival Time:
Meal Time:
End Time:

***NOTE: Prior to Ordering Food, Space & Equipment must be approved on the Facility Calendar and approved by Mr. Gene Mancini***

Delivery to: ADMIN HS MS IS ELE BUSGarage Pride Room Rm:_____ at _____(time)

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Food Service Request (Check all that applies) Email to: wood@southfayette.org

| Beverages | Snacks | Meal Service | Reception |
|---|---|---|---|
| ____ Coffee Service<br>__ Reg ___Dec.<br>___ Hot Tea (flavored)<br>___ Iced Tea Bottle<br>___ Diet Iced Tea Bottle<br>___ Soda Drinks (Cans)<br>(Coke Products)<br>____Soda Fountain drinks – unlimited 9oz cups<br>___ 5 Gallons Iced Tea<br>___ 5 Gallons Lemonade<br>___ Other<br>___ Juice Mini Cartons<br>__Orange Juice<br>__ Apple Juice<br>__Grape Juice<br>__ Pineapple/Banana<br>__ 10oz Plastic Bottle Large Juices<br><br>**WATER:**<br>____ Bottled Water (20 oz)<br>___ Pitcher- Ice Water<br>___ Asst bottle flavored water<br>___ Can Soda 12oz<br>___ Bottle Soda 20oz<br>___Assorted Bottle Drinks (ie Iced Tea etc…)<br><br>Other Request: | ____Bagels<br>___ with Cream Cheese Pcs/Butter/Jelly<br>___Donuts<br>___Pastries/Danish<br>___Scones Assorted<br>___Fruit Tray & Dip<br>___Mini Muffins<br>___Cherry Strudel<br>___Nutri Grain Bars<br>___Vegetable Tray<br>___Cheese & Crackers<br>___Cookies (circle)<br>___ ***Sugar***<br>___ ***Choc.Chip***<br>***Circle: 1 oz or Large 4 oz***<br><br>___ Chocolates<br>___ Chips & Pretzels<br>___ (bulk large bowls)<br>____ Individual Serving Bags<br>___ Snack Mix(Bulk)<br>___ Yogurts Individual<br>___ Individual Granola Packets<br>___Other<br><br>Other Request: | **___Breakfast**<br>**___Lunch**<br>**___Dinner**<br><br>**___Salads**<br>___***Personal***<br>___ ***Family Bulk Style***<br><br>**Dressings:**<br>_____***Italian (Balsamic)***<br>_____***Ranch***<br>_____***Raspberry Vinaigrette***<br>_____ ***Golden Italian***<br>_____Other<br><br>**Pizza *EXTRA Large* 16" Round**<br>___ 8 cut<br>___10 cut<br>___Cheese $9.00<br>___Sausage $9.75<br>___Pepperoni $9.75<br>___Pep/Sausage $9.75<br>Specialty PIZZA<br>___White Pizza $9.50<br>___ Steak/Ranch Pizza $11.95<br>___Buffalo Chicken Pizza $11.95 | ___Hors d'oeuvres<br>___Hot ___Cold<br>___Pastries<br>___Desserts<br>___Pie _____<br>___Gourmet Cakes<br>___Punch (Circle)<br>***Lemonade***<br>***Fruit Punch***<br>***Iced Tea***<br>___Mini Cheese Cakes<br>___ Brownies<br>___ Cookies<br>___Tiramisu<br>___ Sheet Cake – We will phone you to get your order<br>___ Other:<br><br>List:<br><br>**Note: The Food Service Director will contact Requester to identify menu items or meal service.**<br>Luncheon and dinner selections will be custom designed for your event. |

Charge Cost to: _____ School District - Budget Account _____
_____ Organization Name and Address: _____

**Circle:**

| | | |
|---|---|---|
| Linen (tablecloths) | Skirted Gift Table | VIP Guest that is attending: _____ |
| Centerpieces | Skirted Coffee Station | Other Special Instructions: |
| Silverware | Skirted Dessert Table | QUICK BOX LUNCH _____ w/paper products, condiments |
| Disposal ware | Skirted Display Table | |
| Box Lunches | Glassware or plastic 9oz cups | |

Requests must be submitted 8 days prior to event. Cancellations will be accepted up until 5 days before event. Cancellations within 5 days of the event will be subjected to a fee to cover food cost of food already purchased. Our Procedure: First, go to website www.southfayette.org and reserve your space on the facilities calendar. Everyone is required to have clearance for the space before the food should be ordered. Second, use this "Catering Request" form to order food/beverages. When the Catering Department receives this form, we will contact you directly for details. Thank You.

Send this form directly through email to wood@southfayette.org or interoffice mail directly to South Fayette High School, attn: Tricia Wood, Supervisor of Food Services

Special Notes/Instructions: