

# Food Service Request Form

Event \_\_\_\_\_

Today's Date \_\_\_\_\_

Date of Event \_\_\_\_\_ M T W TH F SA SU

Location \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

Department # to be Charged \_\_\_\_\_

Number of Attendees \_\_\_\_\_

Set Up Time \_\_\_\_\_

Service Time: From \_\_\_\_\_ To \_\_\_\_\_

Type of Service (Circle service and note menu items selected from Catering brochure)

Classic Hors D' Oeuvres

Continental Breakfast

Traditional Breakfast

Traditional Luncheon

Classic Luncheon

Traditional Buffet

Details:


*\*Beverage, Classic Hors D' Oeuvres, and Continental Breakfast 48 hour notice.*

*\*All other service selections 1 week notice.*

*\*We also have an extensive hors d' oeuvres and upscale menu selection to customize any event.*

If you are ONLY ordering Beverage Services, indicate the items and quantity

	QUANTITY
Water- No Charge	_____
Coffee, Decaffeinated Coffee, Hot Tea- \$5 <i>each air pot 10pp</i>	_____
Carafe of Iced Tea or Lemonade- \$1.50 <i>each carafe 5pp</i>	_____
Carafe of Fruit Juice- \$2.50 <i>each carafe 5pp</i>	_____
Assorted Sodas- \$.50	_____

Level of Service: Biodegradable OR China

Linen Requests:


\*Any special requests contact SAGE Dining at Ext. 243 Or [sage@jburroughs.org](mailto:sage@jburroughs.org)