

Dining Services Request Form

(must be submitted 72 business day hours before event to allow for product order.)

Date Submitted:	Date of Event:	Time of Event:
By Department:	Type of Event:	Location of Event:
Point of Contact:	Telephone:	Dept. Head's Initials:
No. of Students:	No. of Guests: (or faculty)	Other:
Note: Roster of student attendees must be attached to this event request.		
Type of Service: (Click box to check)	<input type="checkbox"/> Sit Down Service	<input type="checkbox"/> Buffet/Through Line
	<input type="checkbox"/> Deliver	<input type="checkbox"/> Pickup
Charge to Department (MUST include account number to charge): OR Bill to (Name, Address, Telephone No.):		Approved by :
Type of Request/Service/Menu: (Please check check boxes for requested menu listed below or list other services or requests)		
<input type="checkbox"/> Sandwich Menu (upon availability) <input type="checkbox"/> Hoagie Sandwich Sack Lunch Choice of: <input type="checkbox"/> Ham <input type="checkbox"/> Turkey <input type="checkbox"/> Salami <input type="checkbox"/> Potato Chips <input type="checkbox"/> Granola Bar <input type="checkbox"/> Fresh Fruit <input type="checkbox"/> Peanut Butter & Jelly Sandwich <input type="checkbox"/> Condiments <input type="checkbox"/> Soft Drinks <input type="checkbox"/> Gatorade <input type="checkbox"/> Plastic Utensils and Napkins	or <input type="checkbox"/> Breakfast Menu (upon availability) <input type="checkbox"/> Menu #1 <input type="checkbox"/> Bagel with Cream Cheese <input type="checkbox"/> Orange Juice <input type="checkbox"/> Fresh Fruit <input type="checkbox"/> Milk	or <input type="checkbox"/> Pre-Game Meal Menu (upon availability) <input type="checkbox"/> Menu #1 <input type="checkbox"/> Spaghetti and Marinara Sauce <input type="checkbox"/> Potato Casserole <input type="checkbox"/> Green Beans <input type="checkbox"/> Garlic Bread <input type="checkbox"/> Garden Salad <input type="checkbox"/> Fresh Fruit <input type="checkbox"/> Drinks
Or <input type="checkbox"/> Cook-Out Menu (upon availability) <input type="checkbox"/> Hamburger <input type="checkbox"/> Potato Chips <input type="checkbox"/> Cookies <input type="checkbox"/> Brownies <input type="checkbox"/> Condiments <input type="checkbox"/> Paper Supplies <input type="checkbox"/> Soft Drinks <input type="checkbox"/> Lemonade	Or <input type="checkbox"/> Menu #2 <input type="checkbox"/> Two Cereal <input type="checkbox"/> Mini Breakfast Roll <input type="checkbox"/> Fresh Fruit <input type="checkbox"/> Orange Juice <input type="checkbox"/> Milk	Or <input type="checkbox"/> Menu #2 <input type="checkbox"/> Burger patties <input type="checkbox"/> Whipped Potatoes <input type="checkbox"/> Green Beans <input type="checkbox"/> Garden Salad <input type="checkbox"/> Fresh Fruit <input type="checkbox"/> Drinks
<input type="checkbox"/> Special Requests (see attached page)		

*Type in special requests here-
Items over and above meal
plans or replacement
may incur an extra charge*

Business Office Use Only

Total Price: \$