

Request for Catering Services

To: School Lunch Director/Food Service Manager

From: _____

Date: _____

RE: SPECIAL CATERING FUNCTION

This is to inform you that we are requesting a Special Function. Please fill out below areas completely.

The person who asked for Function: _____

Date of Function: _____

School: _____

Name of Organization: _____

Number of Guest: _____

Location: (Room # or Area) _____

Requestor's P.O. # _____

Food Service Worker: yes___ no___

PLEASE LIST ITEMS NEEDED FOR CATERING FUNCTION:

Signature: _____