

COLLEGE OF THE SISKIYOU

CATERING WORKSHEET

DATE: _____ EVENT DATE: _____

DEPARTMENT: _____

EVENT DISCRIPTION: _____

TIME OF EVENT: BEGINS _____ ENDS _____

NUMBER OF ATTENDEES: _____

CHECK ONE:

OFF OF SIGHT ON SIGHT

LOCATION: _____

SPECIAL REQUESTS: _____

SPECIAL INSTUCTIONS: _____

SPECIAL INSTUCTIONS: _____

SPECIAL INSTUCTIONS: _____

SIGNATURE _____

FOODSERVICES

SIGNATURE _____

DEPARTMENT

BREAKFAST LUNCH DINNER SACK LUNCH DESSERT

DRINKS (Water (bottled), Infused Water, Lemonade, Soda (bottled), Iced Tea, Orange Juice, Coffee, Hot Tea, OR OTHER

TABLECLOTHS ARE \$5.00 EACH FOR BANQUET SIZE. WE NEED ONE WEEKS NOTICE TO PROVIDE TALECLOTHS FOR YOUR EVENT.

HOW MANY TABLECLOTHS: _____

Price Per Guest: _____

Total Estimate: _____

Invoice Total: _____

THIS FORM IS LOCATED ON THE COLLEGE OF THE SISKIYOU'S WEBSITE. IF YOU HAVE A REQUEST FOR CATERING, PLEASE FILL OUT THIS FORM AND EMAIL IT TO ME AT CMARTEL@SISKIYOU.S.U, DROP IT IN MY MAILBOX OR BRING IT BY THE CAFETERIA.

THANK YOU,

CINDY MARTEL, FOOD SERVICES

