

COLLEGE OF THE SISKIYOU

CATERING WORK SHEET

DATE: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

EVENT DISCRIPTION: \_\_\_\_\_

\_\_\_\_\_

TIME OF EVENT: BEGINS \_\_\_\_\_ ENDS \_\_\_\_\_

NUMBER OF ATTENDEES: \_\_\_\_\_

CHECK ONE:

OFF SITE                      ON SITE

LOCATION: \_\_\_\_\_

SPECIAL REQUESTS: \_\_\_\_\_

\_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_

FOODSERVICES

SIGNATURE \_\_\_\_\_

DEPARTMENT BUDGET MANAGER

SIGNATURE \_\_\_\_\_

VPA

BUDGET ACCOUNT NUMBER: \_\_\_\_\_

BREAKFAST      LUNCH      DINNER      SACK LUNCH      DESSERT

DRINKS Water, 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 TABLECLOTHS 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.SU](mailto:CMARTEL@SISKIYOU.SU)

THANK YOU,

CINDY MARTEL, FOOD SERVICES