

South Fayette School District * Nutritional Services * Catering Request Form

Name of Requester: _____ Today's Date _____ 2020 – 2021 SY
Date of Activity/Event: _____ **Time of Activity:** _____ (MUST be received 10 days prior to function)
 # of Guest to be served: _____

NOTE: Prior to Ordering Food, Space & Equipment must be approved on the Facility Calendar

Contact: Mr. Steve Lower for questions contact about facility calendar: silower@southfayette.org

Delivery to: (Circle) **ADMIN HS MS IS ELE Garage Pride Room** at _____ **(time)**

Food Service Request (Check all that applies)

Email to: wood@southfayette.org

Beverages	Snacks	Meal Service	Reception
<p>Coffee Service ___ Reg ___ Dec. ___ Hot Tea (flavored) ___ Iced Tea Bottle ___ Diet Iced Tea Bottle ___ Soda Drinks (Cans) (Coke/Pepsi Products) ___ Soda Fountain drinks – unlimited 9oz cups ___ 5 Gallons- Iced Tea ___ 5 Gallons - Lemonade ___ Other _____ ___ Juice Mini Cartons 4oz ___ Orange Juice ___ Apple Juice ___ Grape Juice ___ Pineapple/Banana ___ Juice Bottles 10oz Cranberry, Orange Juice</p> <p>WATER: ___ Bottled Water (16-20 oz) ___ Pitcher Ice Water ___ Asst bottle flavored water Other Request: _____</p>	<p>___ Bagels ___ Donuts – assorted ___ Pastries/Danish/Strudel ___ Fruit Tray & Dip ___ Mini Muffins ___ Nutri-Grain Bars ___ Vegetable Tray w/dip ___ Cheese & Crackers w/dip ___ Cookies (circle) ___ Sugar OR ___ Choc. Chip Size: Circle 1 oz OR 4 oz ___ Chocolates- assorted ___ Chocolate Fountain with all the trimmings ___ Chips & Pretzels ___ (bulk large bowls) ___ Individual Serving Bags ___ Snack Mix(Bulk) ___ Yogurts Individual cups ___ Yogurt Parfait – strawberry or vanilla yogurt with fresh diced strawberries & whipped cream ___ Assorted Dessert Tray</p> <p>___ Other _____ Other Request: _____</p>	<p>___ Breakfast ___ Lunch ___ Dinner</p> <p>___ Salads ___ Personal ___ Family Bulk Style</p> <p>Dressings: ___ Italian (Balsamic) ___ Golden Italian ___ Ranch</p> <p>Pizza EXTRA Large 16” Round ___ 8 cut ___ 10 cut ___ Cheese \$9.00 ___ Sausage \$9.95 ___ Pepperoni \$9.95 ___ Pep/Sausage \$9.95 ___ White Pizza \$9.95 ___ Steak Pizza \$12.95 ___ Buffalo Chicken Pizza \$12.95 ___ Meat Lover (Sausage, Bacon, Pepperoni, Cheese etc) \$14.95</p>	<p>___ Hors d'oeuvres ___ Hot ___ Cold ___ Pastries ___ Desserts Assorted ___ Pie _____ ___ Gourmet Cakes ___ Punch (Circle) ___ Lemonade ___ Fruit Punch ___ Iced Tea ___ Mini Cheese Cakes ___ Brownies ___ Cookies ___ Specialty Tiramisu ___ Sheet Cake – We will phone you to get your order</p> <p>List: _____</p> <p>Note: The Food Service Director will contact Requester to identify menu items or meal service. Luncheon and dinner selections will be custom designed for your event.</p>

Charge Cost to: _____ School District - Budget Account _____
 _____ Organization Name and Address: _____

Circle:

Linen (tablecloths)	Skirted Gift Table	VIP Guest that is attending: _____
Centerpieces	Skirted Coffee Station	Other Special Instructions:
Silverware	Skirted Dessert Table	QUICK BOX LUNCH _____ w/paper products, condiments
Disposal ware	Skirted Display Table	
Box Lunches	Glassware or plastic 9oz cups	

Notes:

Requests must be submitted 10 days prior to event. Cancellations will be accepted up until 5 days before event. Cancellations within 5 days of the event will be subjected to a fee to cover food cost of food already purchased. Our Procedure: First, go to website www.southfayette.org and reserve your space on the facilities calendar. First: Receiving clearance for reserving the space is needed prior to ordering food. Second, use this “Catering Request” form to order food/beverages. When the Catering Department receives this form, we will contact you directly for details. Thank You.
 Send this form directly through email to wood@southfayette.org or interoffice mail directly to South Fayette High School, attn: Tricia Wood, Supervisor of Food Services or email to **Aimee Dernosek - foodservice@southfayette.org or pawood@southfayette.org**

- Step 1 - Fill out facility Request form with Steve Lower at the High School www.southfayette.org and reserve space on the facilities calendar – for permission to use the space you are requesting (Insurance Information may be required)
- Step 2 - Complete this form and submit it in person to Aimee at the HS Food court or email to Aimee at foodservice@southfayette.org
- Step 3 – Personnel from Food service **will contact you** to assist with your planning needs.