

South Fayette School District * Nutritional Services * Catering Request Form

Name of Requester: _____ Today's Date _____

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 Timmons for questions contact regarding the facility calendar. stjtimmins@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</p> <p><input type="checkbox"/> Reg <input type="checkbox"/> Dec.</p> <p><input type="checkbox"/> Hot Tea (flavored)</p> <p><input type="checkbox"/> Iced Tea Bottle</p> <p><input type="checkbox"/> Diet Iced Tea Bottle</p> <p><input type="checkbox"/> Soda Drinks (Cans) (Coke/Pepsi Products)</p> <p><input type="checkbox"/> Soda Fountain drinks – unlimited 9oz cups</p> <p><input type="checkbox"/> 5 Gallons- Iced Tea</p> <p><input type="checkbox"/> 5 Gallons - Lemonade</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Juice Mini Cartons 4oz</p> <p style="padding-left: 20px;"><input type="checkbox"/> Orange Juice</p> <p style="padding-left: 20px;"><input type="checkbox"/> Apple Juice</p> <p style="padding-left: 20px;"><input type="checkbox"/> Grape Juice</p> <p style="padding-left: 20px;"><input type="checkbox"/> Pineapple/Banana</p> <p><input type="checkbox"/> Juice Bottles 10oz Cranberry, Orange</p> <p>Juice</p> <p>WATER:</p> <p><input type="checkbox"/> Bottled Water (16-20 oz)</p> <p><input type="checkbox"/> Pitcher Ice Water</p> <p><input type="checkbox"/> Asst bottle flavored water</p> <p>Other Request:</p>	<p><input type="checkbox"/> Bagels</p> <p><input type="checkbox"/> Donuts – assorted</p> <p><input type="checkbox"/> Pastries/Danish/Strudel</p> <p><input type="checkbox"/> Fruit Tray & Dip</p> <p><input type="checkbox"/> Mini Muffins</p> <p><input type="checkbox"/> Nutri-Grain Bars</p> <p><input type="checkbox"/> Vegetable Tray w/dip</p> <p><input type="checkbox"/> Cheese & Crackers w/dip</p> <p><input type="checkbox"/> Cookies (circle)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Sugar OR <input type="checkbox"/> Choc. Chip</p> <p style="padding-left: 20px;">Size: Circle 1 oz OR 4 oz</p> <p><input type="checkbox"/> Chocolates- assorted</p> <p><input type="checkbox"/> Chocolate Fountain with all the trimmings</p> <p><input type="checkbox"/> Chips & Pretzels</p> <p style="padding-left: 20px;"><input type="checkbox"/> (bulk large bowls)</p> <p><input type="checkbox"/> Individual Serving Bags</p> <p><input type="checkbox"/> Snack Mix(Bulk)</p> <p><input type="checkbox"/> Yogurts Individual cups</p> <p><input type="checkbox"/> Yogurt Parfait – strawberry or vanilla yogurt with fresh diced strawberries & whipped cream</p> <p><input type="checkbox"/> Assorted Dessert Tray</p> <p><input type="checkbox"/> Other _____</p> <p>Other Request:</p>	<p>Breakfast</p> <p>Lunch</p> <p>Dinner</p> <p>Salads</p> <p style="padding-left: 20px;"><input type="checkbox"/> Personal</p> <p style="padding-left: 20px;"><input type="checkbox"/> Family Bulk Style</p> <p>Dressings:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Italian (Balsamic)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Golden Italian</p> <p style="padding-left: 20px;"><input type="checkbox"/> Ranch</p> <p>Pizza EXTRA Large 16” Round</p> <p><input type="checkbox"/> 8 cut</p> <p><input type="checkbox"/> 10 cut</p> <p><input type="checkbox"/> Cheese \$9.00</p> <p><input type="checkbox"/> Sausage \$9.95</p> <p><input type="checkbox"/> Pepperoni \$9.95</p> <p><input type="checkbox"/> Pep/Sausage \$9.95</p> <p><input type="checkbox"/> White Pizza \$9.95</p> <p><input type="checkbox"/> Steak Pizza \$12.95</p> <p><input type="checkbox"/> Buffalo Chicken Pizza \$12.95</p> <p><input type="checkbox"/> Meat Lover (Sausage, Bacon, Pepperoni, Cheese etc) \$14.95</p>	<p><input type="checkbox"/> Hors d'oeuvres</p> <p><input type="checkbox"/> Hot <input type="checkbox"/> Cold</p> <p><input type="checkbox"/> Pastries</p> <p><input type="checkbox"/> Desserts Assorted</p> <p><input type="checkbox"/> Pie _____</p> <p><input type="checkbox"/> Gourmet Cakes</p> <p><input type="checkbox"/> Punch (Circle)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Lemonade</p> <p style="padding-left: 20px;"><input type="checkbox"/> Fruit Punch</p> <p style="padding-left: 20px;"><input type="checkbox"/> Iced Tea</p> <p><input type="checkbox"/> Mini Cheese Cakes</p> <p><input type="checkbox"/> Brownies</p> <p><input type="checkbox"/> Cookies</p> <p><input type="checkbox"/> Specialty Tiramisu</p> <p><input type="checkbox"/> 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.</p> <p>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 pawood@southfayette.org

Step 1 - Fill out facility Request form with Steve Timmons stjtimmins@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.