



BRENHAM ISD CHILD NUTRITION SERVICES Catering Request Form

Check No. _____
Line No. _____

Instructions

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| <ol style="list-style-type: none"> 1. Complete items 1-13. Do Not Leave Any Blanks. 2. Fill out a separate form for each day of the event. 3. Two weeks notice is required on all catering requests. 4. Catering service is not guaranteed on late requisitions. | <ol style="list-style-type: none"> 5. You may submit this form by email or hand deliver it to your cafeteria manager. Typically the food for catered events will be prepared by the cafeteria at the service site. 6. An Administrator's signature is required. 7. The Child Nutrition Office phone extension is 3750. 8. The Child Nutrition Office email is sbaxter@brenhamk-12.net |
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1. Date of Event:	1a. Day of the Week (Check One) <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	13. Menu Item (Specify Size if Applicable)	Quantity	Unit Price	Extended Price
2. Location Of Event:		_____	_____	_____	_____
3. Time Of Event:		_____	_____	_____	_____
4. Requested Set-Up Time:	Clean Up Time:	_____	_____	_____	_____
5. Number Of Participants:		_____	_____	_____	_____
6. Name Of Organization:		_____	_____	_____	_____
7. Name of Event:		_____	_____	_____	_____
8. Contact Person:	Phone Ext:	_____	_____	_____	_____
9. Budget Code:		This Section is for Nutrition Office Use Only			
10. Date Submitted:		Additional Costs (specify)	Total Charge		
11. Special Notes:		Received By:	Date Received:	Assigned to:	Date Faxed:
12. Administrator's Signature:		<u>Equipment and materials to be returned:</u>			
_____		Steam pan, 2 inch _____	Coffee percolator, 55 cup _____	Serving tongs _____	
		Steam pan, 4 inch _____	Coffee percolator, small _____	Serving spoon _____	
		Steam pan, 6 inch _____	Tea dispenser, metal _____	Spoodle _____	
		½ Steam pan, 2 inch _____	Tea dispenser, plastic _____	Scoop _____	
		½ Steam pan, 4 inch _____	Drink Cooler _____	Spatula _____	
		½ Steam pan, 6 inch _____	Cookie sheet, small _____	Other _____	
		Serving tray, metal _____	Cookie Sheet, large _____	Other _____	
		Serving tray, plastic _____	Ice chest _____	Other _____	

Catering Request Form Instructions:

1. Date of Event: Enter the date the event is to take place. If there are a series of events over the course of several days, then complete a new form for each of the events. Ex. 3/25/2017 Track Meet – Breakfast, Lunch. Complete one form for the breakfast and one for the lunch.
- 1a. Day of the Week: Check off the day of the week the event is to occur.
2. Location of Event: Write the Campus & room number (KES, Library) or Facility Name (Central Office, Board Room).
3. Time of Event: Write the time range that the event is to take place. (Ex. 5-6:30 pm).
4. Requested Set-up Time: Write the time you want the items set up before the event or list the earliest time that we can come to deliver the food &/or supplies (ex. 3:30pm).
5. Number of Participants: Tell how many guests or participants you want us to prepare for. (ex. 30 people)
6. Name of Organization: Write the name of the group or organization that is requesting this food be prepared (Retired Teachers Assoc., 4th grade teachers, etc.)
7. Name of Event: List the name of the event (ex. Retired teachers luncheon, Kindergarten graduation)
8. Contact Person: Who do we call if we have additional questions about the event?
9. Budget Code: If you know the budget code that will be charged for this event list it here. If this is an outside event, then state the organization that will be responsible for paying the bill for the event.
10. Date Submitted: Requests should be made at least 2 weeks in advance so we can order the amount of food and supplies necessary to prepare for the event. Please state the date you are making the request so we can appropriately plan .
11. Special Notes: Any extra details that you can share about this event should be added here. Ex.If this event does not require the preparation of food by the school nutrition staff, but requires that a cafeteria manager be present to supervise the use of the kitchen by a caterer, then explain this here. If a food allergic guest will be at this event and precautions are necessary, list that here.
12. Administrator's Signature: Who ever is authorizing the school district to pay for this event needs to sign here.
13. Menu Item: List all of the items that are needed for this event. This may be a list of foods, and supplies or just a listing of the person needed to supervise an event (ex. 30 bottles of water, 30 Chocolate chip cookies, 30 sugar cookies and napkins; or 1 employee for 2 hours) or (16 -12 oz. cups)