** CATERING EVENT REQUEST FORM**

**Coordinator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION #1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Checkmark with solid fillMEAL**  | **Date of event** | **Time** | **# Students** | **# Adults** | **Total #** |
| **Breakfast** |  |  |  |  |  |  |
| **Lunch** |  |  |  |  |  |  |
| **Dinner**  |  |  |  |  |  |  |
| **Party/Social** |  |  |  |  |  |  |
| **Field Trip** |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |

***Pick-up: Delivery: Location of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |
| --- | --- | --- | --- |
| Menu/Items***Completed by Coordinator*** | Unavailable***Completed by Dietary***  | Estimated Cost***Completed by Dietary*** | **Checkmark with solid fillAdult Cost** |
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**SECTION #2:**

**Forms must have approval signatures AND are due in the Food Service Director’s office TWO WORK WEEKS prior to the event. Event coordinator is responsible for notifying Housekeeping to reserve location and set up if appropriate. A copy of this forms should be returned to the Dietary Director and Event Coordinator once approved.**

Department Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food Service Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval for purchases (School Director initials): \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Adults pay for meal through ticket purchase at Reception Desk.**

** Procedures for completing**

 **Catering Event Form**

**PURPOSE OF PROCEDURE:**

It is the purpose of this document to provide steps and guidelines for requesting an activity, field trip, or event to be catered by the Dietary Department. This procedure is necessary to ensure adequate time for food and staff coordination. The objective is to maintain organization and continuity of operations to the maximum extent possible.

**GUIDELINES:**

The coordinator of the event or meal request, prints their name, the date the form is created, and completes Section #1.

**Section #1 (completed by coordinator):**

* PRINT the activity or event name and attach completed lesson plans if applicable.
* Place a check in the column to note what type of meal or event is taking place.
* PRINT the date and time of event
* Indicate the number of students, the number of adults (adults will purchase a meal ticket at receptionist desk), and a total overall number of those participating in the event or meal.
* Indicate pick-up or delivery by checking the box.
* PRINT where the event will take place.
* The coordinator enters the menu or items requested as descriptive as possible. For Field Trips the Food Service Director determines types of sandwiches, snacks, etc.
* Form is then given to Departmental Supervisor for approval and signature.

**Section #2:**

* Once approved by Departmental Supervisor, the form is forwarded the School Director.
* If approved by Director’s office, the form is forwarded for Food Service Director review.
* Food Service Director reviews the form and **IF there are NO items to be purchased**, the form is signed and the coordinator the event is notified of approval.
* **IF there are items to be purchased**, the Food Service Director places a check in column for these items that are not available in Section 1 and enters an estimated cost for each item.

**Item Purchases:**

* For items to be purchased, the Food Service Director will return the form with the estimated cost to the School Director for purchase approval.
* Notification will be sent by the School Director’s office via a scanned copy of purchase approval decision to the Departmental Director, Coordinator, Food Service Director and Business Manager.
* The coordinator will contact the Business Manager **prior** to purchasing items to discuss cost and how items will be purchased.