

Special Event Request
14 day advance notice appreciated

Name of Event _____

Location of Event: _____

Date of Event _____

Time of Event _____

Items and quantity you need ordered (use back if you need more room):

Cafeteria staff present at event - \$20/hr. charge Yes _____ Time: _____ No _____

Comments:

To be completed by cafeteria staff:

Estimated Price _____

Comments:

Person from Cafeteria present at event _____

Signature of person ordering: _____ Date: _____