

College of the Siskiyous

Catering Work Sheet

If you have a request for catering, please fill out this form and email it to haugen@siskiyous.edu.

Date: _____ **Event Date:** _____

Department: _____

Event Description:

Time of Event: **Begins:** _____ **Ends:** _____

Number of Attendees: _____

Location: _____

Special Requests:

Special Instructions:

Budget Account Number: _____

Food:

- Breakfast Lunch Dinner Snack Dessert

Drinks:

- Water Infused Water Lemonade Soda (bottled) Iced Tea
 Orange Juice Coffee Hot Tea Other _____

Tablecloths are \$5.00 each for banquet size. We need one week notice to provide tablecloths for your event.

How many tablecloths: _____

Price per Guest: _____

Total Estimate: _____

Invoice Total: _____

Signature (Food Services): _____

Signature (Department Budget Manager): _____

Signature (Vice-President, Administrative Services): _____