

College of the Siskiyous

Catering Work Sheet

If you have a request for catering, please fill out this form and email it to foodservices@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): _____