

🍏 09-10 LSSD Catering Request 🍏

1 Please fill out all sections, make a copy and send original to Food Services at ESC, Attn: Mollie Langum
 You will be contacted to confirm your request.
 ★WE PREFER "2 WEEKS NOTICE" FOR ALL CATERING NEEDS ★

2

•Event Details•

Event Name:	Today's Date:
Building Location:	Event Date:
Headcount: If you are waiting on RSVP's, a final headcount will be provided to Mollie @ x1561 by _____.	Event Start Time: Food Set Up Time: Event End Time:
Contact Name: Title: Work Phone: Cell (optional): Email:	Method of Payment: <input type="checkbox"/> Bill Me – Mailing Address: _____ <input type="checkbox"/> Budget Transfer Acct. Code: # _____ Signature: _____

3

•Catering Needs•

(Please see reverse side for menu options and details – be specific in your request)

Food Items Requested:	Other Items Requested: <input type="checkbox"/> I would like napkins - \$0.10 per person Color preference: _____ <input type="checkbox"/> I would like cups - \$0.25 per person <input type="checkbox"/> paper <input type="checkbox"/> plastic <input type="checkbox"/> I would like silverware - \$0.25 per person <input type="checkbox"/> forks <input type="checkbox"/> spoons <input type="checkbox"/> knives <input type="checkbox"/> I would like 7" paper plates - \$0.25 per person Color preference: _____ <input type="checkbox"/> I would like plastic table cloths - (circle one) \$3.00 rectangle _____ # tables OR \$5.00 round: _____ # tables Color preference: _____
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Catering Contacts:

Mollie Langum – Food & Nutrition Supervisor 425-335-1561; mollie_langum@lkstevens.wednet.edu Sue Crawley – LSHS Catering Manager x1550
 Adria Degroot – Catering Lead Cell: 425-754-2752 Jaynie Hampton – Production Kitchen Head Cook x1604; Cell: 425-508-6134

Food Service Use Only

Notes:

Date/Copies Sent to Catering Staff:
Pick Up Location:
Pick Up Time:
Delivered By:
 Date Confirmed:
 Date Billed:

Apple 09-10 LSSD Food Services Catering Apple

A la Carte:

Meat & Cheese Tray	\$40.00 Serves 20
Assortment of Meats and Cheese, Crackers included	
Fruit or Veggie Tray	\$35.00 Serves 20
Assortment of Fresh Fruits or Vegetables and Dip	
Wrap Sandwich Tray	\$20.00 Serves 12
Your choice of Ham, Turkey, Turkey Salad, Chicken Salad or Veggie	
Side Salads	\$20.00 Serves 20
Broccoli Cashew, Lemony Orzo, Macaroni, Potato, Caesar, Green Salad, Waldorf, Fruit Slaw, Coleslaw, Three Bean Salad, or Corn and Black Bean Salad	
Chips & Salsa	\$15.00 Serves 20
Fruit & Granola Parfaits	\$3.75 each

We are happy to create a menu specific to your event.

Entrees:

Continental Breakfast	\$4.00 per person
Pastry Assortment, Fruit, Beverage & Coffee/Tea Service	
Breakfast	\$7.00 per person
Beverage included with Menu	
Lunch	\$7.00 per person
Beverage included with Menu	
Dinner	\$9.00 per person
Beverage included with Menu	
Specialty Box Lunch	\$6.00 in district/\$7.00 out of district

*Box Lunches are available daily and Weekly Menus are posted on the intranet.
If more than 5 box lunches are being ordered, please give us 5 days notice.

Desserts & Baked Goods:

Cookie Assortment	\$4.00 dozen
Chocolate Pastries	\$12.00 dozen
Brownies	\$6.00 dozen
Breakfast Pastries	\$9.00 dozen
Cinnamon Rolls * 2 dozen minimum	\$6.00 dozen

Beverages:

Cold Beverages	\$1.00 each, \$1.25 Dole
Assorted Soda (12 oz), Bottled Water (16 oz) and Large Juice (Dole 16 oz)	
Milk (8 oz) or Small Juice (4 oz)	\$0.50 each
Coffee Service Includes Cream, Sugar & Cups	\$5.00 serves 10
Punch or Lemonade Bucket w/ Cups	\$15.00 serves 15 (8oz)

Ordering:

All orders can be arranged by:

- Filling out the enclosed "Catering Request Order Form" and sending it to ESC attention "Food Services".
- You will be contacted to confirm your request.
- **A 2 week notice is requested for all orders.**
- Minimum order is \$25.00
- For questions – Please call the Lake Stevens Food & Nutrition Services Office at 335-1561 and ask for Mollie Langum or email mollie_langum@lkstevens.wednet.edu



Delivery & Billing:

- Customers are responsible for their own set-up & cleanup unless other arrangements have been made.
- Delivery fees may apply.
- All billing will reflect the head count given prior to the event or the number of attendees, whichever is higher.
- An invoice will be sent to you upon completion of the event/order.
- A 10% service charge will be applied for "item only" orders through Food Services from FSA (Food Services of America). You must be a district employee purchasing for school building purpose.

Order Form on back...