

SUSTAINABLE CATERING REQUEST FORM

Please read carefully and complete entire form one week prior to function date.

Submit to the Nutrition and Food Services; Attention Kelly Delphia.

Department Fax Number 413-854-9697

All catering request must be approved by the VP of Operations and Department Director

TO ENSURE CHOICE SELECTION

ALL FUNCTIONS MUST BE SUBMITTED 7 DAY'S PRIOR TO SERVICE DATE

REQUESTED BY: _____ PHONE or EXT: _____

DEPARTMENT OR GROUP: _____ DATE OF SERVICE: _____

NUMBER OF SERVINGS: _____ PICK-UP TIME: _____

REASON FOR SERVICES BEING PROVIDED: _____

PLEASE CHECK APPROPRIATE SELECTION

All food functions must be picked up and returned to foodservices.

BREAKFAST REQUEST -

- CAFETERIA MEAL PASS-** \$3.00 Meal pass, redeemable for food and beverages in the cafeteria
- Option 2** Choose two - Mini Bagels, Muffins, Fruited Yogurt, Granola Bars or Hard Boiled Eggs
Coffee/Decaf Coffee, Tea/Herbal Tea, Orange Juice

LUNCH AND DINNER REQUEST – Please choose one from the following.

- CAFETERIA MEAL PASS-** \$5.00 Meal pass, redeemable for food and beverages in the cafeteria
- Option 1** Cup of Soup du Jour, Assorted Half Wraps Served w/ Lettuce & Tomato
Choose two – Turkey, Tuna, Chicken Salad, Hummus, Ham or Roast Beef
Served with fresh fruit basket, Unsweetened Iced Tea and Ice Water
- Option 2** Cup of Soup du Jour, Chicken Caesar Salad with Dressing and a Bakery Roll
Served with fresh fruit basket, Unsweetened Iced Tea and Ice Water.
- Option 3** Cup of Soup du Jour, Cottage Cheese Fruit Plate and a Bakery Roll
Served with Unsweetened Iced Tea and Ice Water.
- Option 4** Cup of Soup du Jour, Chef Salad – Tossed Salad with Meat, Cheese and a Bakery Roll
Served with fresh fruit basket, Unsweetened Iced Tea and Ice Water
- PIZZA TIME -** Assorted Pizza's, Tossed Salad and Dressing
Served with fresh fruit basket, Unsweetened Iced Tea and Ice Water
- Lunch & Learn** Choice of Large Chef Salad with Bakery Rolls or Assorted Pizza w/ Tossed Salad
Served with fresh fruit basket, Unsweetened Iced Tea and Ice Water

- MEETING REQUEST** – Coffee/Decaf/Tea, Ice Water and Basket of Fresh Fruit

ALL FUNCTIONS WILL RECEIVE LINEN TABLECLOTHS, CHINA, GLASSWARE, UTENSILS AND NAPKINS

Twenty-four hour confirmation with actual number of guests attending is required or function will be assumed to be cancelled. Please call 413-528-0790, extension 5062

Please send all catering request forms to the attention of Kelly Delphia in Nutrition and Foodservices

The Director of Nutrition and Foodservice must approve delivery and setup of all functions

SIGNATURES ARE REQUIRED:

Doreen Hutchinson, VP of Operations _____ Date: _____

Department Director/Group Leader _____ Date: _____