



Special Event Food Ordering Request Food and Supplies Provided by Chartwells



Please be sure all blocks are completed. Administrator/supervisor approval is required.
Please e-mail form to Michael Costic and copy Chris Paul and Laura Evans

Name of Event

Date of Event

Building of Event

Room for Set Up

Time for Service

Contact Person

Contact Person's Phone #

Bill to Person

Number of People

Food Items Needed

Adminstrator/Supervisor Signature _____

If you are unsure of what food items you would like to order, please contact Chris Paul (Ext. 26810) to discuss your options and then complete the form. We can be reached by phone at 240-6800 ext. 26804

Thank you for your support.