

🍏 ASD No. 5 Catering Request 🍏

1 Please fill out all sections, make a copy and send original to Food Services, Attn: Jaime Matisons
 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 Jaime @ x2256 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: _____

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•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: _____
	TOTAL:

Catering Contacts:

Jaime Matisons – Food Service Supervisor x2256; jmatisons@asd5.org
 Kathy Rhodes – Catering @ AHS: x2090

Kim Hagara – Food Service Secretary x2198

Food Service Use Only

Notes:

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

Apple ASD No. 5 Food Services Catering Apple

A la Carte:

Meat & Cheese Tray	\$35.00 Serves 20
Assortment of Meats and Cheese, Crackers included	
Fruit or Veggie Tray	\$28.00 Serves 20
Assortment of Fresh Fruits or Vegetables and Dip	
Wrap Sandwich Tray	\$30.00 Serves 12
Your choice of Ham, Turkey, Turkey Salad, Chicken Salad or Veggie	
Side Salads	\$20.00 Serves 20
Macaroni, Potato, Caesar, Green Salad, Fruit Salad, Coleslaw, or Pasta Salad	
Chips & Salsa	\$15.00 Serves 20
Fruit & Granola Parfaits	\$3.75 each
Snack Assortment	\$0.50 each

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

Entrees:

Continental Breakfast	\$3.00 per person
Pastry Assortment, Fruit, Beverage & Coffee/Tea Service	
Breakfast	\$4.00 per person
Beverage included with Menu	
Lunch	\$5.00 per person
Beverage included with Menu	
Dinner	\$8.00 per person
Beverage included with Menu	
Specialty Box Lunch	\$6.00 in district/\$7.00 out of district
Field Trip Sack Lunch	\$2.50 secondary/\$2.10 elementary \$2.35 junior high

Desserts & Baked Goods:

Cookie Assortment	\$4.00 dozen
Brownies	\$6.00 dozen
Breakfast Pastries	\$9.00 dozen
Cinnamon Rolls (Wednesday's Only)	\$10.00 dozen
Bakery Cakes	\$16.00 sheet cake

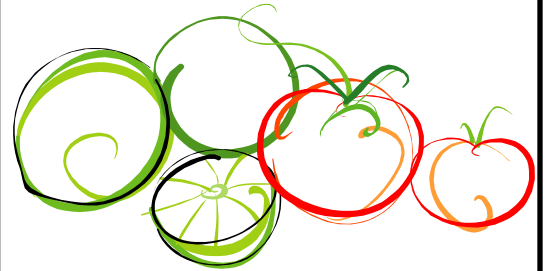
Beverages:

Cold Beverages	\$1.00 each, \$1.25 Dole
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 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 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 Aberdeen School District Food Services Office at 538-2256 and ask for Jaime Matisons or email jmatisons@asd5.org.



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...

Aberdeen School District – Food Services & Catering

900 Cleveland Street, Aberdeen, WA 98520 Phone: 360.538.2256 Fax: 360.538.2254

8/09