

## FOOD SERVICE REQUEST FORM

Requests must be received by the Culinary Department 7 days in advance of the function. Please fax to 580-250-5566 or e-mail to:

[lwomack@greatplains.edu](mailto:lwomack@greatplains.edu) If you have any questions please contact Leigh Ann Womack at (580) 250-5550.

### BILLING INFORMATION MUST BE COMPLETE

Today's Date: _____	Work Order # _____
Organization: _____	Date of Event: _____
Address: _____	Time: _____
City _____	Event Room: _____
State _____ Zip Code: _____	Number of Guests: _____
Contact Person: _____	PO Number: _____
Phone Number: _____	Total Amount Due: _____
E-mail address: _____	

Beverages	Qty	Cost	Order #
Coffee:	10 cup pot *	\$8.00	_____
	30 cup pot *	\$20.00	_____
	60 cup pot *	\$38.00	_____
Iced tea	½ gallon	\$6.00	_____
	3 gallon	\$25.00	_____
Punch	bowl	\$26.00	_____
Orange Juice	½ gallon	\$6.00	_____
Soft drinks	can	\$0.75	_____
Bottled water		\$1.00	_____
<b>Snack Items**</b>			
Cookies			
chocolate chip	per dozen	\$7.00	_____
peanut butter	per dozen	\$7.00	_____
oatmeal	per dozen	\$7.00	_____
Fancy cookies	per dozen	\$8.00	_____
6 dz. minimum			
Cinnamon rolls	per dozen	\$12.50	_____
Fruit rolls	per dozen	\$12.50	_____
Brownies	per dozen	\$11.20	_____
Dinner rolls	20 ct.	\$12.00	_____
	40 ct.	\$23.00	_____
Sheet cakes plain iced (call for decorating price additions)			
	15 people	\$16.00	_____
	30 people	\$30.00	_____
	60 people	\$48.00	_____
Vegetable tray	Per Person pricing		
	# Ordered ____ x \$2.00		_____
Fruit tray	Per Person pricing		
	# Ordered ____ x \$2.00		_____

Paper Supplies	Qty	Cost	Order #
Styro cups	8 oz. 25 ct.	\$1.25	_____
	12 oz. 25 ct.	\$1.75	_____
Plastic cups	5 oz. 100 ct.	\$4.50	_____
Napkins	250 ct. pkg.	\$5.00	_____
Paper tablecloths	each	\$3.50	_____
Plastic ware	knives, 12 ct.	\$0.75	_____
	forks, 12 ct.	\$0.75	_____
	spoons, 12 ct.	\$0.75	_____
Plastic plates	5 inch, 12 ct.	\$2.50	_____
	9 inch, 12 ct.	\$3.25	_____
Plastic bowls	per dozen	\$2.50	_____
Table skirt rental	each	\$1.50	_____

Special Menu Considerations

\* Beverages come with Styro Cups, napkins, sugar and creamer  
 \*\* Snacks come with plates, forks, and napkins