



### Food Service Special Event Order Form

Please e-mail this completed form to [Catering@eastclevelandcityschools.org](mailto:Catering@eastclevelandcityschools.org)

Request Date:

EVENT INFORMATION		CONTACT/PAYMENT INFORMATION	
Event Date:	M T W T H F S	Contact	
Location/ Room:		Email:	
Setup/Delivery Time:		Phone	
Event Start Time:		Acct/ PO #	
End Time:		Building	
# of People Attending:		NOTE: If not charged to an account; payment by cash or check is required	
(Please confirm # attending 48 hours prior to event)			

EVENT NAME:

ORDER INFORMATION (Detailed description of what you would like)

SERVICE NOTES (Please Check if Required for your Order)							
<input type="checkbox"/>	Cups	<input type="checkbox"/>	Forks	<input type="checkbox"/>	Creamer/Sugar	<input type="checkbox"/>	Soda
<input type="checkbox"/>	Stirrers	<input type="checkbox"/>	Spoons	<input type="checkbox"/>	Cream Cheese/Jelly	<input type="checkbox"/>	Bottled Juice
<input type="checkbox"/>	Plates	<input type="checkbox"/>	Tablecloth	<input type="checkbox"/>	Margarine/Butter	<input type="checkbox"/>	Tea
<input type="checkbox"/>	Sm Plate	<input type="checkbox"/>	Serving Utensils	<input type="checkbox"/>	Bottled Water	<input type="checkbox"/>	Coffee
<input type="checkbox"/>	Napkins	<input type="checkbox"/>	Chafers/Sterno	<input type="checkbox"/>	3 Gallon Punch	<input type="checkbox"/>	Ice/Fruit Water

ORDERING INSTRUCTIONS
<p>Please note that a Five day notice is required for small events. Please place your order at least 10 days in advance for larger events. If you need a large order in less than 7 days, please call in addition to submitting this form. We will do our best to accommodate your request. <b>A 24 hour cancellation notice is required.</b> Please contact the Food Service Office at 216-268-6645 or <a href="mailto:Catering@eastclevelandcityschools.org">Catering@eastclevelandcityschools.org</a></p>

BILLING INFORMATION (OFFICE USE ONLY)			
Cost per Person	\$	Paid on:	
Total Cost	\$	Invoice #	