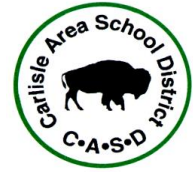




## Special Event Food Ordering Request Food and Supplies Provided by Chartwells



Please be sure all blocks are completed. Administrator/supervisor approval is required.  
Please e-mail form to Gail Hurley and copy Chris Paul and Eric Day

**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**  

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**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.