



Catering Request

The catering request form has been updated for the 2019-2020 school year. **All fields with an asterisk (*) need to be completed before your request can be considered.** The catering department is open Monday-Friday during school hours. If you do not see an item you would like to order, or if you need to request after hours catering, call Jeri Paull @ 4047 for special arrangements. Staff availability during weekends, evenings or in-service/non contract days can be limited. If orders are placed during these times, an additional labor charge may be required.

Requests can be made by: Utilizing the word document attached and e-mailing it to Jeri Paull when completed. Receipt of the request will be confirmed by telephone or e-mail.

To assure product availability make requests one week in advance, except for coffee/beverage service. Complete the form including account number or billing instructions. Place x's after the product desired and amounts in the Qty column. **If requesting catering with less than 48 hours' notice, call Jeri at 503-565-4047 to verify.** Every order will receive a verbal or written verification. If you do not receive this, your order has not been placed.

Delivery, set up, and paper products are included in the price of all in district orders totaling \$50.00 or more. Orders under \$50.00 can be picked up from Patton, Duniway or Adams. Small orders or orders outside the district can be delivered for a fee. The fee will be based on location.

Indicate on the form below a pick up time and have all catering supplies there at that time. Please remove left over food items on separate dishes. An additional charge will be applied for any missing catering dishes or supplies. In the event pick up time is scheduled after hours; this service will be provided the following morning.

Thank you for your order.

Jeri Paull, Catering Manager

Catering Request Form 2019-2020

July 29, 2019

*** = Fields need to be complete.**

***Person Requesting: _____ *Description of Meeting: _____**

***Date Of Catering: _____ *Acct. # to charge: _____**

***Time Of Catering: _____ *# Attending: _____ *Building & Location: _____ *Pick Up Time: _____**

Quantity	Description	Cost
	Continental Breakfast Meal: Assorted juices; choice of cinn. rolls <input type="checkbox"/> bagels w/crm-chs <input type="checkbox"/> muffins <input type="checkbox"/> scones <input type="checkbox"/> croissant <input type="checkbox"/> oatmeal <input type="checkbox"/> coffee & tea	\$4.50 per
	Deluxe Continental Breakfast Meal: Assorted juices; fresh fruit; choice of muffins <input type="checkbox"/> bagels w/crm chs <input type="checkbox"/> scones <input type="checkbox"/> croissant <input type="checkbox"/> or yogurt <input type="checkbox"/> oatmeal <input type="checkbox"/> coffee & tea	\$5.50 per
	Northwest Morning Meal: Assorted juices; fresh fruit; Choice of French Toast Casserole <input type="checkbox"/> Breakfast Sandwich <input type="checkbox"/> (egg,mt,chs) Yogurt with homemade granola <input type="checkbox"/> coffee & tea	\$7.00 per
	Big Breakfast Buffet: Assorted juices; choice of scrambled eggs with cheese <input type="checkbox"/> breakfast burrito <input type="checkbox"/> quiche <input type="checkbox"/> sausage <input type="checkbox"/> bacon <input type="checkbox"/> br sliced ham <input type="checkbox"/> fresh fruit; assorted muffins <input type="checkbox"/> bagels <input type="checkbox"/> danish <input type="checkbox"/> or scones <input type="checkbox"/> coffee, & tea	\$8.50 per (min. 15 people)
	Salad Buffet: Green salad with assorted dressings; antipasto salad; other side salad & bread	\$7.25 per
	Marinated Chicken Breast: Choice of Caesar <input checked="" type="checkbox"/> spinach <input type="checkbox"/> br mixed greens <input type="checkbox"/> rolls <input type="checkbox"/> br breadsticks <input type="checkbox"/> & cookie	\$8.25 per
	Sandwich Picnic Basket: Assorted wrapped sandwiches; assorted chips; Wrap <input type="checkbox"/> Petite Croissant <input type="checkbox"/> ; Deli <input type="checkbox"/>	\$8.00 per
	Sandwich Buffet: Platter of roast beef, turkey breast and ham; assorted cheeses; choice of green salad <input type="checkbox"/> potato salad <input type="checkbox"/> pasta salad <input type="checkbox"/> lettuce, tomato, onions, condiments; variety of breads; chips & cookies	\$9.50 per
	Deli Box Lunch: Choice of roast beef <input type="checkbox"/> turkey breast <input type="checkbox"/> ham <input type="checkbox"/> br vegetarian <input type="checkbox"/> sandwich; pasta <input type="checkbox"/> potato <input type="checkbox"/> or macaroni salad <input type="checkbox"/> fresh fruit; chips; cookies Whole Sandwich/ Half Sandwich	\$9.75 Large \$7.50 Small
	Sandwich Tray: Assorted sandwiches with a variety of meats & cheeses, cut in half (serves 8)	\$55.00
	Standard Dinner: Choice of Taco Bar <input type="checkbox"/> Baked Potato Bar <input type="checkbox"/> BBQ <input type="checkbox"/> Pasta <input type="checkbox"/> Bento <input type="checkbox"/> Casserole <input type="checkbox"/> Other <input type="checkbox"/> _____ includes vegetable/or salad & cookies	\$11.75 per (min. 15 people)
	Pizza: Cheese <input type="checkbox"/> Pepperoni <input type="checkbox"/> Combo <input type="checkbox"/> Gourmet <input type="checkbox"/> Other <input type="checkbox"/>	\$10-\$15 per
	Deluxe Dinner: Choice of Chicken <input type="checkbox"/> Beef <input type="checkbox"/> Pork <input type="checkbox"/> Lasagna <input type="checkbox"/> Enchiladas <input type="checkbox"/> Specialty/ Salmon (\$18.75) <input type="checkbox"/> Other _____ <input type="checkbox"/> Includes bread, veg, salad & dessert	\$13.75 per (min. 15 people)
	Soup (2 varieties) with Rolls & Crackers	\$7.25 per
	Chip & Dip Party Platter: Crackers, Chips, Pretzels with 2 Dips <input type="checkbox"/> or SW 7Layer Dip with Chips <input type="checkbox"/> (small serves 8-10) (large serves 20-24)	\$50/ \$96
	Vegetable Platter Small (10-15 srvg) <input type="checkbox"/> Small Dip \$6.00 <input type="checkbox"/> LG (16-25 srvg) <input type="checkbox"/> LG Dip \$8.00 <input type="checkbox"/>	\$21/ \$31
	Antipasto Platter (serves 15-20) Variety Meats, Cheeses, Vegetables, Olives, Bruschetta, Mustard	\$5.95 per
	Fresh Seasonal Fruit Platter (small serves 12-16) (large serves 18-25)	\$48/ \$68
	Cheese & Cracker Tray: A variety of cheese with gourmet crackers <input type="checkbox"/> Salami and olives available upon request at an extra charge <input type="checkbox"/> (serves 15-20)	\$40.00
	One Dozen: Brownies <input type="checkbox"/> Rice Krispy Treats <input type="checkbox"/> Peanut Butter Bars <input type="checkbox"/> Lemon Bars <input type="checkbox"/>	\$12.75
	One Dozen Child Size Cookies <input type="checkbox"/> Gourmet Cookies <input type="checkbox"/>	\$4.50/ \$7.25
	One Dozen: Breakfast Breads <input type="checkbox"/> Muffins <input type="checkbox"/> Scones <input type="checkbox"/>	\$8.75
	One Dozen: Large Cinnamon Roll	\$12.75
	Sheet Cake Full Sheet 64 pcs Regular/Decorated	\$50/\$65
	Variety of Pop <input type="checkbox"/> Diet Pop <input type="checkbox"/>	\$1.25 per
	Bottled Water 24oz <input type="checkbox"/> Infused Water <input type="checkbox"/>	\$1.25 / .25 per
	Punch <input type="checkbox"/> Lemonade <input type="checkbox"/> Milk <input type="checkbox"/> ; 100% Juice <input type="checkbox"/>	\$.75 per/ \$1.25
	Coffee Service Regular <input type="checkbox"/> Decaf <input type="checkbox"/>	\$10.50 per pot

	Coffee & Tea <input type="checkbox"/> Decaf <input type="checkbox"/> Cocoa <input type="checkbox"/>	\$ 1.75 per
	Delivery/Fuel Fee (for orders less than \$50.00)	.60 per mile
	Special Diet Request:	Low Fat Preferred:

Please e-mail to Jeri Paull at jpaul@msd.k12.or.us Please keep all catering supplies in a safe place. Supplies will be picked up within 24 hours if pickup services are ordered. Otherwise please return all catering equipment to MACA cafeteria within 48 hours. Thank you.