**COPY or DOWNLOAD FORM AND SAVE TO YOUR GOOGLE DRIVE BEFORE FILLING OUT**

|  |  |
| --- | --- |
| Date of Event:  | Budget:  |
| Day of the Week:  | Setup Time:  |
| Est. Guest Count:  | Room and Building of Event or Sack Lunch\*:  |
| Start Time:  | End Time:  |
| Requested By:  |
| Contact E-mail:  |
|  Name of Event/Meeting:  |

|  |  |
| --- | --- |
| Items Requested/Special Instructions | **Sodexo (Estimated Cost)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

***\* sack lunches are included in the lunch program cost. Please list all allergies/dietary restrictions***

|  |
| --- |
| Sodexo Use Only |

Total Amount:

Coding/Billing

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Beverage** |  | **Price** |  | **Linen** | **Price/EA** |
|  | OJ | /Gal | $5.00 |  | 85X85 | $1.50 |
|  | Bulk Juice | /Gal | $5.00 |  | 52X114 | $1.75 |
|  | Coffee | /Gal | $3.50 |  | 52X52 | $1.25 |
|  | Hot Tea | /Gal | $3.50 |  | Napkin | $0.25 |
|  | Hot Cider | /Gal | $3.25 |  |  |  |
|  | Hot Chocolate | /Gal | $3.50 |  | **Note\* Linen Pricing is only for seated tables, all linen is included for Buffets and catered set-ups from Alsco** |
|  | Bottled Water | /each | $0.35 |  |
|  | Bottled Juices | /each | $0.75 |  |
|  | Sodas | /each | $0.50 |  |
|  | Iced Tea/Lemonade (Plain) | /Gal | $3.25 |  |
| ***\* Coffee/Tea Service includes: sugars and substitutes, stir sticks, cups/napkins, creamer, asst. tea bags \**** |
|
| **Breakfast** |  |
|  | **Continental:** |  | **Price** |
|  | Juice, Coffee, Water & Pastries | $1.65 |
|  | Add Fruit @ .75/PP | $2.45 |
|  | **Full Breakfast** |  |  |
|  | Continental + Fruit, Eggs, Bacon & Potatoes | $3.65 |
|  | Add Yogurt/GF Granola @ .45/pp | $4.10 |
|  |  |  |  |  |  |  |  |  |
| **AM Bakery** |  |  |  | **Price** | **Snacks** | Fruit Trays |  | $.75/PP |
|  | Donuts |  | /Doz | $5.15 |  | Cheese and Crackers |  | $.75/PP |
|  | Danish |  | /Doz | $6.35 |  | Vege Trays |  | $.75/PP |
|  | Croissants |  | /Doz | $6.35 |  | Whole Fruit |  | $.60/EA |
|  | Muffins |  | /Doz | $6.00 |  | Finger Sand's |  | $.25/EA |
|  | Bagels |  | /Doz | $5.50 | **Desserts** |  |  |  |
|  | Scones |  | /Doz | $6.25 |  | Cookies |  | $3.00/Doz |
|  | Mini Muffins 2/PP |  | /Doz | $5.50 |  | Brownies |  | $5.25/Doz |
|  | Pound Cake |  | /Doz | $5.50 |  | Bars |  | $5.25/Doz |
|  |  |  |  |  |  | Petit Fours |  | $0.85/EA |
|  |  |  |  |  |  | Truffle Cakes |  | $0.60/EA |
|  |  |  |  |  |  | Éclairs |  | $0.35/EA |
|  |  |  |  |  |  | Cream Puffs |  | $0.35/EA |
| **Lunches** |  |  |  |  |  |  |  |  |
|  | Deli Buffet |  |  |  |  |  |  | $4.95/PP |
|  | Upscale Deli Buffet |  |  |  |  |  |  | $5.85/PP |
|  | Basic Box Lunch |  |  |  |  |  |  | $5.45/PP |
|  | ***\*Includes Chips, Cold Cut Sandwich, Whole Fruit, Condiments, Cutlery Pack & Dessert\**** |
|  | Specialty Box Lunch |  |  |  |  |  |  | $6.35/PP |
|  | ***\*Includes Basic + Premium Lunch Meats (Steak, Roasted Chicken, Salmon ETC.)\**** |
|  | Burger and Dogs Buffet |  |  |  |  |  |  |  |
|  | ***\*includes Meats, Buns, Potato Salad, Slaw, LTO & Cheese Tray, Condiments & Cookies*** |
|  | Pizzas |  |  |  |  |  |  | $5.15/EA |