

# College of the Siskiyous

## Catering Worksheet

Date: \_\_\_\_\_ Event date: \_\_\_\_\_

Department: \_\_\_\_\_

Event description:

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Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Where is event located:  Offsite  Onsite

Location: \_\_\_\_\_

Special requests:

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Special instructions:

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Meal type:  Breakfast  Lunch  Dinner

Sack Lunch  Dessert

Drinks:  Water  Infused Water  Lemonade

Soda (bottled)  Iced Tea  Orange Juice

Coffee  Hot Tea  Other

Tablecloths are \$5.00 each for banquet size. We need one week's notice to provide tablecloths for your event.

Number of tablecloths needed: \_\_\_\_\_

Price per guest: \_\_\_\_\_

Total estimate: \_\_\_\_\_

Invoice total: \_\_\_\_\_

Signature: \_\_\_\_\_  
Food services

Signature: \_\_\_\_\_  
Department

Save completed form and then email to: [foodservices@siskiyous.edu](mailto:foodservices@siskiyous.edu)

Thank you,

Cindy Martel, Food Services