



**LIGHT CATERING REQUEST FORM**

**1. EVENT & ORGANIZATION DETAILS**

|                   |  |                      |  |
|-------------------|--|----------------------|--|
| Contact Name:     |  | Organization:        |  |
| Email Address:    |  | Phone Number:        |  |
| Event Name/Topic: |  | Est. Attendance:     |  |
| Event Date:       |  | Event Location/Room: |  |

**2. SELECT YOUR BASE PACKAGE**

|                                                                                                                                                                                |                                                                                                                                                                          |                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Express Break</b><br><b>\$150</b><br>Ideal for 15–20 Guests<br>• 30 Assorted Beverages<br>• 30 Individual Snacks<br>• Basic Napkins, Cups & Plates | <input type="checkbox"/> <b>Crowd Pleaser</b><br><b>\$250</b><br>Ideal for 35–40 Guests<br>• 60 Assorted Beverages<br>• 60 Individual Snacks<br>• Complete Paper Service | <input type="checkbox"/> <b>Event Deluxe</b><br><b>\$350</b><br>Ideal for 60+ Guests<br>• 90 Assorted Beverages<br>• 90 Individual Snacks<br>• 1 Premium Snack Platter<br>• Complete Paper Service |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

☐ **Custom / A La Carte Request** — Budget / Attendee Target: \_\_\_\_\_

**3. DRINK SELECTIONS**

☐ Bottled Spring Water (Qty: \_\_\_\_\_)

☐ Sparkling Water / Seltzers (Qty: \_\_\_\_\_)

☐ Assorted Sodas (Coke, Diet Coke, Sprite) (Qty: \_\_\_\_\_)

☐ Bottled Iced Teas & Juices (Qty: \_\_\_\_\_)

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☐ **Hot Coffee / Tea Service**  
(Add-on: \$25 per box, serves ~10-12) Qty: \_\_\_\_\_

**4. SNACK SELECTIONS**

**SAVORY OPTIONS**

☐ Chips & Pretzels (Qty: \_\_\_\_\_)

☐ White Cheddar Popcorn (Qty: \_\_\_\_\_)

☐ Mixed Nuts & Trail Mix (Qty: \_\_\_\_\_)

☐ Cheese & Cracker Packs (Qty: \_\_\_\_\_)

**SWEET OPTIONS**

☐ Fresh Bakery Cookies (Qty: \_\_\_\_\_)

☐ Granola & Energy Bars (Qty: \_\_\_\_\_)

☐ Candy Bars & Chocolates (Qty: \_\_\_\_\_)

☐ Assorted Muffins/Pastries (Qty: \_\_\_\_\_)

**5. DELIVERY PREFERENCES & NOTES**

**Requested Setup**  
Time: \_\_\_\_\_ **Setup Preference:** ☐ Drop-off Only ☐ Display Setup

**Dietary Preferences:** ☐ Gluten-Free Options Needed ☐ Nut-Free Options Needed

**Special Instructions / Requests:**  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_