

Personal Touch



CATERING REQUEST FORM

Christopher Sorenson, Chef Manager
(716) 338-1420

Jamestown Community College
525 Falconer Street, PO Box 20
Jamestown, New York 14702-0020

Event Location:

Date:

Time:

Requisitioned by:
Name:

Address:
Phone number:

Signature: _____

JCC Acct./P.O. #: (if applicable) _____

Name of Event/Training: _____

Number of People: _____

Date/Day of Training: _____

Delivery Time(s): _____

Clean Up Time:
Delivery Place:

MENU Breakfast Break Lunch Dinner

Detailed Description of Menu

China, Glass & Silver Paper Service Linen (extra charge)
 Buffet Waitress Service Place Mats

SPECIAL INSTRUCTIONS: