

Personal Touch



Maura Feeley, Food Services Manager
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525 Falconer Street, PO Box 20
Jamestown, New York 14702-0020

RETURN THIS FORM TO: JamestownCatering@mail.sunyjcc.edu

CATERING REQUEST FORM

Entity:

Event Location:

Building:

Room:

Date:

Time:

Requisitioned by:

Name:

Address:

Phone number:

JCC Budget Code (Fund-Org-Acct): _____

Name of Event/Training: _____

Estimated Number of People: _____

Delivery Time(s): _____

Clean Up Time:

Delivery Place:

MENU Breakfast Break Lunch Dinner

Detailed Description of Menu

- | | | |
|--|---|---|
| <input type="checkbox"/> China, Glass & Silver | <input type="checkbox"/> Paper Service | <input type="checkbox"/> Linen (extra charge) |
| <input type="checkbox"/> Buffet | <input type="checkbox"/> Waitress Service | <input type="checkbox"/> Place Mats |

SPECIAL INSTRUCTIONS: