

# Nutrition Services

## Special Event Request Form

**Kitchen Use**   
**BBQ Operator**   
Please check one above

School Dude Schedule ID# \_\_\_\_\_ Event Title: \_\_\_\_\_

School: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone/email: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Time of Function Start: \_\_\_\_\_  
End: \_\_\_\_\_

Budget Code: \_\_\_\_\_  
\$25.00/Hour

Qty. Kitchen staff requesting: \_\_\_\_\_  
Time staff needed to Start (arrival/prep): \_\_\_\_\_  
Start Serving Time: \_\_\_\_\_  
End Serving Time: \_\_\_\_\_  
Time staff is to Finish (complete clean-up): \_\_\_\_\_

BBQ\* Location BBQ to be delivered: \_\_\_\_\_  
BBQ\* Items to be cooked on BBQ: \_\_\_\_\_

Is Food needed to be ordered by Nutr. Svcs? Yes / No  
(Please contact Willow Waldron at X 2838, 2 weeks prior to event for Food Orders)

Menu: \_\_\_\_\_

Estimated # Serving: \_\_\_\_\_

Duties of Staff and Add'l Info: \_\_\_\_\_  
\_\_\_\_\_

*Fax completed form to Nutrition Services 543-6716  
or email to [cbird@psd1.org](mailto:cbird@psd1.org)*

### Nutrition Services Use Only

Approved: Yes / No by: \_\_\_\_\_

Names Kitchen staff scheduled: \_\_\_\_\_

Time staff needed to Start (arrival/prep): \_\_\_\_\_

Time scheduled to Finish (complete clean-up): \_\_\_\_\_

Notes: \_\_\_\_\_