

Use a separate form for each date. Complete form and submit to Carla Escribano at District Office 10 days prior to event.

EVENT DATA:

Event Name: _____ **Location:** District Office (goldenrod)
 _____ Edgeworth (yellow)
 _____ Osborne (pink)
Room: _____
 _____ (example: Saturday, January 15)
Day and Date: _____ Middle School (blue)
Set Up By Time: _____ (Circle One) **AM PM** High School (green)

MENU REQUESTED: _____ **Number of People to Serve:** _____

ORDER INFORMATION:

INVOICE NAME: _____ EMAIL ADDRESS: _____
 ADDRESS 1: _____ TELEPHONE: _____
 ADDRESS 2: _____ ORDER DATE: _____

Do not write below. QV Cafe use only.

Item	Quantity Sent	Price Each	Subtotals
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

TIME CALCULATIONS:

Employee Name: _____ HOURS INVESTED IN EVENT _____ RATE _____ TIME TOTAL CALCULATION: _____
 Employee Name: _____ HOURS INVESTED IN EVENT _____ RATE _____ TIME TOTAL CALCULATION: _____

INVOICE #: _____ INVOICE AMOUNT: _____
 \$ _____

DISTRIBUTION: ESCRIBANO CAFÉ ADM. ASST. CENTRAL KITCHEN LOCATION KITCHEN

QV Café

Checklist

	Tablecloths	Pitchers	
	Placemats	Ice and Tongs	
	Plates - Dinner	Ice (to chill canned drinks)	
	Salad Plates	3 Sugars for Set-Up	
	Soup Bowls	Creamers	
	Dessert Plates	Tea Bags	
	Clear Cups for Fruit	Coffee - Regular	
	Coffee Mugs	Coffee - Decaf	
	Water Glasses	Fresh Lemons	
	Juice Glasses	Coffee Pots	
	Silverware:	Carafes	
	_____ Teaspoons	Salt & Pepper Shakers	
	_____ Forks		
	_____ Knives	Condiments	
	_____ Soup Spoons	Crackers	
	Roll Baskets & Napkins	Napkins	
	Serving utensils	Dessert Plates	
	Cold Drink Cups (plastic)	(for under Coffee Pots)	
	Straws		