



DEPARTMENT OR ORGANIZATION:	
NAME OF PERSON PLACING ORDER:	
PURPOSE OF EVENT:	
EVENT LOCATION:	ROOM #:
EVENT DATE:	# OF GUESTS:
PICK UP TIME:	START TIME:
CONTACTS PHONE #	RETURN TIME:
EMAIL:	
PAYMENT METHOD:	
<input type="checkbox"/> BANNER ACCOUNT #	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD

PLATTERS	PRICE	QTY.	TOTAL
Fresh Fruit Tray	\$1.85/per person		
Vegetable Tray with Dip	\$1.50/per person		
Cheese & Crackers	\$1.75/per person		
Tossed Salad with Dressing	\$1.25/per person		
NIBBLES	PRICE	QTY.	TOTAL
Potato Chips (1 lb. Bag, 15 Servings)	\$7.50		
Pretzels (1 lb. Bag, 15 Servings)	\$7.50		
Tortilla Chips with Salsa (20 Servings / 2 Bags of Chips)	\$15.00		
Popcorn (15 Servings)	\$7.00		
Add M&Ms to Popcorn Mix	\$1.00		
HOT SNACKS	PRICE	QTY.	TOTAL
Fried Chicken Wings with Sauces (2 Dozen Minimum)	\$9.00/dozen		
Mozzarella Sticks with Marinara (2 Dozen Minimum)	\$9.00/dozen		
Chicken Fingers with Dipping Sauce (2 Dozen Minimum)	\$12.00/dozen		
Mini Egg Rolls with Dipping Sauce (2 Dozen Minimum)	\$12.00/dozen		
Mini Meatballs in Marinara (4 Dozen Minimum)	\$6.00/dozen		
BREAKFAST	PRICE	QTY.	TOTAL
Donuts (1 Dozen)	\$9.00/per dozen		
Bagels with Cream Cheese (1 Dozen)	\$15.00/per dozen		
Mini Muffins (1 Dozen)	\$7.00/per dozen		
QUICK MEALS (15 PERSON MINIMUM)	PRICE	QTY.	TOTAL
Hot Dogs, Buns, Condiments (Includes Lettuce, Tomato, Cheese, Onion)	\$3.00/per person		
Hamburgers, Buns, Condiments (Includes Lettuce, Tomato, Cheese, Onion)	\$3.00/per person		
Box Lunch (Sandwich, Chips, Cookie, 12 oz Soda)	\$7.50/per person		
Specialty Wraps, Choose One: <input type="checkbox"/> Turkey & Cheese <input type="checkbox"/> Ham & Cheese <input type="checkbox"/> Veggie	\$3.75/per each		
Pasta Buffet (Pasta, Sauce, Breadstick, Salad)	\$5.00/per person		
Add Meat to Pasta Buffet, Choose One: <input type="checkbox"/> Meatballs <input type="checkbox"/> Chicken Breast	\$2.00/per person		
Pizza (14", 8 slices) Sausage	\$9.50/per pizza		
Pizza (14", 8 slices) Pepperoni	\$9.50/per pizza		
Pizza (14", 8 slices) Vegetable	\$9.50/per pizza		



2019/2020 Shoestring Catering Order Form

Catering Phone: 515.271.3518 | Fax: 515.271.4664



Pizza (14", 8 slices) Cheese	\$9.50/per pizza		
DESSERTS	PRICE	QTY.	TOTAL
*Cupcakes (Per Dozen) Choose Type Below	\$15.00/per dozen		
*Full Sheet Cake (75 Servings) Choose Type Below	\$65.00/per each		
*Half Sheet Cake (40 Servings) Choose Type Below	\$40.00/per each		
*Choose One Cake: <input type="checkbox"/> Yellow Cake <input type="checkbox"/> Chocolate Cake *Choose One Icing: <input type="checkbox"/> Vanilla Icing <input type="checkbox"/> Chocolate Icing			
Writing on Cake:			
Ice Cream (3 Gallon Tub, 50 Servings) Choose One: <input type="checkbox"/> Vanilla <input type="checkbox"/> Chocolate	\$38.00/3 gallon		
Add Toppings, Choose Two: <input type="checkbox"/> Chocolate Sauce <input type="checkbox"/> Caramel <input type="checkbox"/> Cookie Crumbs <input type="checkbox"/> Sprinkles	\$12.00 /50 servings		
Brownies	\$6.00/per dozen		
Rice Crispy Treats	\$9.00/per dozen		
Assorted Cookies	\$7.00/per dozen		
Frost Your Own Cookies	\$9.00/per dozen		
Please Write Two Frosting Color Choices:			
BEVERAGES	PRICE	QTY.	TOTAL
Soda (12 oz Can) Selection of Coke Products	\$0.90/per each		
Bottled Juice (12 oz)	\$1.50/per each		
Bulk Beverages (Small: 3 Gallon – 45 Servings, Large: 5 Gallon – 75 Servings)			
Cold Beverages: <input type="checkbox"/> Orange Blossom Punch <input type="checkbox"/> Iced Tea <input type="checkbox"/> Lemonade	\$15.00/per small		
Cold Beverages: <input type="checkbox"/> Orange Blossom Punch <input type="checkbox"/> Iced Tea <input type="checkbox"/> Lemonade	\$25.00/per large		
Hot Beverages: <input type="checkbox"/> Coffee <input type="checkbox"/> Decaf Coffee <input type="checkbox"/> Tea Bags & Hot Water <input type="checkbox"/> Hot Chocolate	\$24.00/per small		
Hot Beverages: <input type="checkbox"/> Coffee <input type="checkbox"/> Decaf Coffee <input type="checkbox"/> Tea Bags & Hot Water <input type="checkbox"/> Hot Chocolate	\$40.00/per large		
Water	\$6.00/per small		
Water	\$10.00/per large		
RENTALS	PRICE	QTY.	TOTAL
Linens (Linens are required in event is at Olmsted or Levitt Hall)	\$2.50/per each		
Nacho Cheese Machine with Cheese & Chips (Serves 50, 4 Bags of Chips)	\$35.00		

PLEASE READ

Students need to have a purchase order with necessary approvals before submitting an order.

- Payment is due before or at time of pick up if not billing to a campus account
- Order preferred at least TWO week prior to the event.

ADDITIONAL INFORMATION:

- All catered orders are to be picked up and returned **the same day** to the catering kitchen located in upper level Olmsted Center at the top of the stairs and through the "exit" door.
- All appropriate paper products and disposable utensils will accompany orders, based on the amount of food ordered.
- There are additional charges for linen and skirting requests.

EQUIPMENT PROCEDURES:

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any non-disposable items or equipment not returned after the event; will be charged to the customer at replacement cost.

SPECIAL ORDERS:

If the Shoestring menu does not fit your needs, we will gladly work with your approved group to accommodate your food and budget requirements. Please contact the catering office at 515.271.3518 to request an appointment.

For full-service catering please visit our website at <http://drake.sodexomyway.com/cRockstaratering>