

**HOW TO PLACE A CATERING ORDER  
TO FOOD SERVICE  
2009-2010**

1) *Service and Menu:*

Catering services are available for Greenfield School District events during the school year. Enclosed you will find menu selections for all occasions. We can tailor a menu to fit your need. Individual requests or questions may be directed to our Food Service Office by calling 281-3358.

2) *Special Catering Requests:*

Each group or individual requesting catering services must fill out a Special Catering Request form available on staffnet. This request includes all the information necessary to cater your event. Please submit your request at least Ten(10) days prior to the event.

3) *Billing:*

When completing the Special Catering Request, you must provide the Food Service Office with the code number of the appropriate budget account to be charged. The School Food Service Office will send a final bill. If paying by personal check, the check should be made out to Greenfield Food Service and sent to the office at the Middle School. AN ACCOUNT NUMBER MUST BE ON THE REQUEST.

4) *Guaranteed Count:*

When filling out the Special Catering Request, give the estimated number to be served if you're unsure of exact count. Seven(7) days prior to the event, we must have the guaranteed number of people to be served to insure proper service and planning. All charges are based on this final guarantee. If no guarantee is received, we will consider the number indicated in the Special Catering Request to be the final guaranteed count and you will be charged for that number.

5) *Weekend or Evening Events:*

Additional labor charges will be added to Special Catering Requests. Weekend and evening events or when Food Service Staff are requested to set up and serve an order, must be approved through the Food Service Office 2 weeks prior to the event date.

6) *Prices:*

Enclosed you will find a price sheet. These prices may change if the price of food fluctuates substantially.

7) *Teacher Inservice and Early Dismissal Days:*

Catering is not offered on these days.

## BREAKFAST

Petite Cinnamon Buns	.50 each
Assorted Fresh Donuts	.95 each
Bagels with Cream Cheese	.95 each
Fresh Fruit (must be ordered by 10:00 A.M. Friday week prior to meeting)	.60 each
Build your own Parfait Bar - seasonal fruit Vanilla yogurt & granola Min. 20 People	Call for pricing

## PARTY TRAYS

<u>Cheese &amp; Cracker Tray</u> (Ass't Cheese & Crackers)	\$1.60 per person
<u>Cheese &amp; Sausage Tray</u> (Ass't Cheese & Crackers) Summer Sausage	1.75 per person
<u>Fresh Vegetable Tray with Dill Dip</u> Carrot Sticks, Celery Sticks, Broccoli, Cherry Tomatoes, More on Larger Trays (15 people minimum)	1.60 per person
<u>Fresh Fruit Tray</u> (Fruit in Season) (15 people Minimum)	2.00 per person
<u>Vegetable Croissant Pizza</u> Serves 10-12 people	20.00 each
<u>Taco Dip Tray with Chips</u> (serves 10-12)	20.00 per tray

## CONDIMENTS

Catsup - Pkg.	\$ .08	Mayo - Pkg.	\$ .08
Pickles- Gallon	7.00	Margarine Cup	.08
Relish Packets	.08		
Mustard	.06		

## DESSERTS

Cookies	.60 each
Choc. Chip	
M & M Choc. Chip	
Oatmeal Choc. Chip	

## PrePacked Products

Sun Chips	.75 bag
String Cheese	.60
Yogurt Cups	.80
Pretzels	.75 bag
Gardettos	1.00 bag
Bottle Water - Meeting Size 8oz.	.60
16oz.	1.00

## BEVERAGES

Coffee - with cup and extras - 100 cups	\$25.00 pot
Milk - 1/2 pint	.25 1/2 pint
Lemonade	7.50 Gallon
Orange Juice	9.00 Gallon
Orange Juice Cup 4oz.	.50

### Approximately 30 - 4oz. Servings per Gallon

Gatorade	1.80
Main Street Chilled Latte	1.75
Lipton Green Teas	1.75

## PAPER PRODUCTS

Coffee Cups - 8 oz.	.08 each
Napkins - Dinner	.08 each
Paper Plates - 6 inch 100 count	6.00 pkg.
Paper Plates - 9 inch 100 count	6.00 pkg.
Plastic Forks - 100 count	6.00 pkg.
Plastic Knives - 100 count	6.00 pkg.
Plastic Spoons - 100 count	6.00 pkg.
Sectioned Trays	.15 each
Straws - 500 box	6.00

### **\*\*PLEASE NOTE:**

10 DAYS LEAD TIME ON ALL CATERING

7 DAYS PRIOR TO THE EVENT FINAL NUMBER TO BE SERVED.

**\*\*SPECIAL REQUESTS ARE ALWAYS CONSIDERED, FOOD SERVICE WILL MAKE EVERY ATTEMPT TO ACCOMMODATE YOU NEEDS.**

