

# Catering Order Form

Phone: 310.318.7345 x 5031

Fax: 310.303.3834

Manhattan Beach Unified School District  
 Food & Nutrition Services Department  
 1401 Artesia Blvd MB, 90266

EMAIL: [food&nutrition@mbusd.org](mailto:food&nutrition@mbusd.org)

This form must be submitted by email, fax or in person, a minimum of 15 days prior to your event. After submitting your order, please contact the Catering Department at ext 5045 to CONFIRM\*.  
 \*Your order is not complete until then.

If you need assistance with planning, please feel free to contact Lena Agee at ext 5031

DATE SUBMITTED

<b>MAIN CONTACT NAME</b>		<b>Phone</b>	<b>E-mail</b>
<b>ALTERNATIVE CONTACT</b>		<b>Phone</b>	<b>E-mail</b>
<b>BILLING ADDRESS</b>			
<b>&amp; DEPARTMENT</b>			
<b>EVENT LOCATION</b>		<b>EVENT NAME</b>	
<b>EVENT DATE</b>		<b>SET UP TIME</b>	
<b>EVENT TIME</b>	TO	<b>HOW MANY GUESTS?</b>	<b>ADULT?          STUDENT?</b>
<b>TYPE OF EVENT</b>	<input type="checkbox"/> Breakfast <input type="checkbox"/> Refreshments <input type="checkbox"/> Lunch <input type="checkbox"/> Other		
<b>TYPE of SERVICE</b>	<i>describe (buffet, other, staff request only etc)</i>		

## FOOD\*

Description	Quantity		
<b>Total Food</b>			

## BEVERAGE\*

Description	Quantity		
<b>Total Beverage</b>			

\*All necessary paper goods will be supplied with catering.

## ADDITIONAL PAPER GOODS FOR SEPARATE PURCHASE

Description	Quantity		
<b>Total Paper Goods</b>			

## STAFFING ONLY REQUEST (FOR USE OF SCHOOL KITCHENS FOR EVENTS)

Number of Staff required	Number of Hours	Start time	End Time
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### FOR FOOD SERVICE USE ONLY

Catering Dept Notes	Employee Names	OnSite Hrs REG	OnSite Hrs OVT	Offsite Kitchen Prep Time
	1/			
	2/			
	3/			
Delivery Fee? Y N			Taxable? Y N	

## CUSTOMER COMMENTS & PERTINENT INFORMATION