

# 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>NO. of GUESTS</b>	<b>ADULTS</b> <b>STUDENTS</b>
<b>TYPE OF EVENT</b>	___ Breakfast ___	Refreshments	
	___ Lunch ___	Other	

TYPE of SERVICE *describe (buffet, other, staff request only etc)*

## 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

### FOR FOOD SERVICE USE ONLY

PLAN	Employees	Hours	Rate	Amount
	Paper Supplies	Quantity	Comments	

### COMMENTS or Other Information