

**CUMBERLAND VALLEY SCHOOL DISTRICT  
FOOD SERVICE DEPARTMENT**

**Catering Request Form**

The Cumberland Valley School District's Food Service Department is proud to assist you in all your catering needs and our goal is to meet and exceed your expectations as well as providing a memorable dining experience for the entire CV family and guests of the district. To request our services, please complete this form at least (1) week prior to your event or (3) weeks in advance if your event guest count is expected to be more than 75 guests. Once you complete all the requisite information on this form, you may email the form to Mrs. Dianne Morrow at [DMorrow@cvschools.org](mailto:DMorrow@cvschools.org) or send a hard copy to the Food Services Office at the District Support Facility. If you have any questions, please feel free to contact the Food Service Office at 717-506-3318.

**Contact and Billing Information:**

**Contact Person:** \_\_\_\_\_

**School/Department/External Business:** \_\_\_\_\_

**Billing Budget # or Billing Address:** \_\_\_\_\_

**Daytime Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Type of event:**  Breakfast  Lunch  Dinner  Snack  Special Function

**Day of Event:** \_\_\_\_\_

**Food Set Up Time:** \_\_\_\_\_

**Start time of event: End Time:** \_\_\_\_\_

**Name of the event:** \_\_\_\_\_

**Number of People:** \_\_\_\_\_

**Location of event:** \_\_\_\_\_

**Special requests needed:**  Flowers  Special Meals (vegan, gluten free)

**If you check the box, please explain:** \_\_\_\_\_

**Staffing Required (Check all that apply):**  Set-up  Serving  Clean-up  None

**Menu Requests:**

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**Food Service Office Use Only:**

<b>Paper and Plastic-ware</b>	<b>Use Pack Out Sheet for Supplies</b>
<b>1 set up Person</b>	<b>Set-up by</b>
<b>Type of Service:</b>	