

MCHENRY COUNTY COLLEGE
FOOD SERVICE DEPARTMENT
REQUEST FOR SERVICE



Directions: Please fill out and e-mail or print a copy and send to both Amelia Sweet asweet@mchenry.edu and Sandra Johnston sjohnston@mchenry.edu.

Contact Name	Contact Phone Number
Date Needed	Today's Date
Event Name	
Attendance #	Room #
Bill to	
Account #	
Set-up time	Time Needed End Time
Pick-up	Delivery (Delivery is not always possible during peak times)
Extra through cafeteria line #	(Not to exceed 40)
Time through Cafeteria:	

MENU

- Continental #
- Breakfast #
- Entrée #
- Salad #
- Sandwich #
- Beverage #
- Snack #
- Dessert #

Additional Information:

Original to Food Service Department; please keep a copy for your records.

Before scheduling your event, please contact Sandy at ext. 8793 or the Food Services Secretary at ect. 8787 to make sure the date is available.

