

Nutrition Services Event Request

Event requests must be submitted to nutrition.resource@kelsosd.org at least 3 weeks prior to the event.
If you have any questions, please contact Nutrition Services at 360-501-1807.

Name:

School/Department:

Event Title:

Date of event:

Contact Number:

Contact email:

Estimated Event Participation:

Food items needed for event:

Item	Quantity/Servings

Disposable items needed for event:

Item	Quantity/Servings

Serving/table ware needed for event (please check what is needed):

Navy table cloths (3 available)

Water pitchers

Table napkins (white disposable)

Staffing needed for event (serving, set up, clean up- does not include cooking/food prep)

Task	Staff needed	Time needed
Set up		
Clean up		
Serving		

If no staffing is indicated, Nutrition Services will prepare food items only, and they must be picked up at the applicable kitchen by the event coordinated/designee.

Additional details/comments/questions:

Budget for the event?

Billing: Nutrition Services Office will bill inter-district for the supply/food order. If you would like to receive a copy of the invoice for your records please check here. If you do not want a copy, the invoice will be sent straight to the DO for processing and payment.

Yes, I would like a copy of the invoice.

Budget code for billing: