

U.S. Fish and Wildlife Service
National Conservation Training Center
Information Technology and Registrar
698 Conservation Way
Shepherdstown, WV 25443
Phone: 304-876-7220
Fax: 304-876-7260

CATERING ORDER FORM

Please complete an order form for each requested catered event and return to the Information Technology and Registrar (ITR). Orders must be received by ITR no later than two weeks prior to the requested event.

EVENT NAME _____

DATE OF EVENT: _____

START TIME FOR EVENT: _____

END TIME FOR EVENT: _____

LOCATION:

Dining Room _____

Roosevelt Room _____

Social Lounge _____

Field Picnic _____

Patio Lounge _____

Other (*specify*) _____

NO. OF GUESTS: _____ (Private or Campus Wide)

REQUESTER'S NAME: _____ Phone # _____

TYPE OF SERVICE: Reception _____ Special Request _____
Dinner _____ Theme Meal _____
Picnic/BBQ _____ Other (*please specify*) _____

MENU SELECTION:

(*Note exact counts of each entree and any vegetarian requests. Do not include more than two entrees for dinner.*)

COMPUTATION AREA:
(*Official Use Only*)

Total Cost for Catered Event: _____