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 Scheduling and Events Management; e-mail: nctc_SEM@fws.gov; FAX: (304) 876-7260. 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: _____

REQUESTER'S NAME: _____ Phone # _____

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

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

Payment Method: ☐ Cashier ☐ Master Bill ☐ NCTC Curriculum

Signature of Approver: _____ Date: _____

COMPUTATION AREA: (Official Use Only)

Total Cost for Catered Event: _____

Last edited: 10/2014