

# FOOD SERVICE REQUEST

1. **All requests for food service** – not just full meals but also smaller events requesting coffee, juice, cookies, etc. – must be approved by the Food Service Director.
2. Reservations for special or extra events must be made **at least 2 weeks in advance**.
3. **Changes to reservations** must be made at least 3 days prior to scheduled event date.
4. Unless changed and approved, **the final charged amount** will be for requested number of meals, regardless of actual attendance.