

# Audio Visual & Technology Equipment Request Form

This form is to be completed and submitted at **LEAST** 5 business days before the event.

**Procedures:** Upon completion of this form, email it to **IS&S MTG Request@ecusd7.org** contact within MS Outlook

**Please email IS&S MTG Request@ecusd7.org as soon as possible if event is cancelled, rescheduled, moved or has changed.**

**Please provide us with the following information:**

Date of Event

Location of Event (building/room)

Contact Name

Contact Phone Number

Contact email

**Please answer the following questions as accurately as possible.**

How many people are expected to attend the event?

What time will your event begin?

**Please indicate in the given box which best describes the technical needs of the event.**

- I will be showing a powerpoint.
  - The powerpoint includes sound (video, music, etc.)
  - I would like a wireless remote clicker to advance slides. (if available)
- I will require internet accessibility.
- I will be showing a DVD.
- I will be showing a VHS Tape.
- I will require a podium.
- I will require a microphone on a stand.  
\*\*\*If more than one is needed please indicate a number here
- I will require a wireless lapel/lav microphone. (able to be clipped on to a person's shirt)  
\*\*\*If more than one is needed please indicate a number here.
- I will need to play a CD  
\*\*\*If you need monitors to play the music facing the students please check here.
- I will require a TV Cart.
- I would like to play a video announcement morning and afternoon. (available at EHS only)  
(DVDs must be approved by Mr.Bohnenstiehl in advance)
- I will require an overhead projector (used with transparencies not computers)
- Presenter is bringing their own equipment (please note below)

\*\*\*IS&S is not responsible for risers. Please contact your building principal or maintenance.\*\*\*

Include special instructions/ equipment needs here:

# District 7 Catering Menu – School Year 2018/2019



## Edwardsville Community Unit School District #7 Food Service Department/ Hadley House

### -- Meat and Meatless Entrées--

Choice of One, Two, or Three Items

Italian Beef  
Mostaccioli with Meat Sauce  
Fried Chicken  
Roasted Chicken  
Classic Lasagna  
Spaghetti with Meat Sauce  
Vegetable Lasagna - **Meatless**  
Mostaccioli - **Meatless**

### -- Side Dishes --

Choice of Four Items

Tossed Salad  
Caesar Salad  
Buttered Corn  
Broccoli with Cheese Sauce  
Baked Beans  
Green Bean Casserole  
Fettuccine  
Pasta con Broccoli  
Green Beans  
Veggie Tray  
California Blend with Cheese Sauce  
Lyonnais Potatoes  
Twice Baked Potato Casserole  
Au Gratin  
Mashed Potatoes with Gravy

### -- Breads --

Bakery Fresh Italian Bread  
Dinner Rolls

### -- Desserts --

**\*Please Specify\*** Vanilla, Chocolate or Yellow – Sheet Cake (**3.50 extra per person**)

**\*Please Specify\*** Apple or Cherry Pie (**2.75 extra per person**)

Cheesecake (**3.50 Extra per person**)

# District 7 Catering Menu – School Year 2018/2019



## Edwardsville Community Unit School District #7 Food Service Department/ Hadley House

### **Beverages:**

Coffee  
Iced Tea  
Lemonade  
Pitchers of Water

### **Condiments Included In Price:**

Sugar  
Creamer  
Salt  
Pepper  
Margarine

### **Accessories Included In Price: (Disposable)**

Tablecloths  
Napkins  
Plates  
Forks  
Knives  
Spoons  
Cups

### **China Rental Available (UPON REQUEST): \$ 4.00 extra per person**

Plates  
Forks  
Knives  
Spoons  
Drinking Glasses

### **Linen:**

Rectangle: \$5.00 per table  
Round: \$5.00 per table  
Napkins: \$ 2.25 per pks of 25 (additional charge for colored napkins)

**We must have an approximate number (#) of attendees at least two (2) weeks in advance.**

**2018/2019 School Year  
Prices (per plate) Subject To Change  
One Meat/Meatless: \$9.00\* per person  
Two Meats/Meatless: \$9.25\* per person  
Three Meats/Meatless: \$10.50\* per person**

**\*Labor Cost in addition to plate price is as follows:  
<100 attendees = Between \$50.00 to \$300.00  
>100 attendees = Between 350.00 to \$700.00**

# SPECIAL FUNCTION ORDER FORM - 2018/2019



## Edwardsville Community Unit School District #7

Food Service Department/Hadley House

Point of Contact: Felicia Minor

[fminor@ecusd7.org](mailto:fminor@ecusd7.org)

\*Office Number: 618-655-6022\*

\*Fax Number: 618-656-1586\*

TODAY'S DATE: \_\_\_\_\_

CONTACT NAME(S):

CONTACT PHONE:

NAME OF EVENT:

DATE OF EVENT:

DAY OF THE WEEK:

LOCATION:

TIME OF FUNCTION:

# OF ATTENDEES:

Please Indicate Menu Choices Below:

Please (J) Requested Items Below:

<u>ITEMS – Additional Charge</u>	<u>YES</u>	<u>COLOR</u>
DECORATIONS/FLOWERS		N/A
CHINA – Plates, Utensils, Glasses		N/A
CLOTH NAPKINS		
CLOTH TABLECLOTH (LONG)		N/A
CLOTH TABLECLOTH (ROUND)		N/A
<u>SELECTIONS – Disposable (No Charge)</u>		
		<u>YES</u>
TABLECLOTH (LONG/ROUND)		
FORKS		
SPOONS		
KNIVES		
SOUP BOWLS		
PLATES 9" DINNER		
PLATES 6" DESSERT/ FOAM		
CUPS (FOAM) – 12OZ		
NAPKINS: DINNER/ BEVERAGE		
SUGAR		
CREAMER		
SUGAR SUBSTITUTE		
STIRRERS (Coffee/Tea)		
KETCHUP		
MUSTARD		
MAYO		
MARGARINE/BUTTER		
ADDITIONAL ITEMS:		

**PLEASE COMPLETE FORM AND SUBMIT INTO THE FOOD SERVICE OFFICE**

**MINIMUM OF (2) WEEKS PRIOR TO THE BANQUET.**

**THANK YOU AND HAVE A GREAT DAY**