

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 2019/2020



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

-- Meat and Meatless Entrées--

Choice of One, Two, or Three Items

Chicken with Garlic Mushroom Sauce
Italian Beef
Lemon Pepper Cod
Mostaccioli with Meat Sauce
Fried Chicken
Roasted Chicken
Classic Lasagna
Spaghetti with Meat Sauce
Meat Tray with Gourmet Crackers
Cheese Tray with Gourmet Crackers
Vegetable Lasagna - **Meatless**
Mostaccioli - **Meatless**

-- Side Dishes --

Choice of Four Items

Tossed Salad with Assorted Dressings
Caesar Salad with Caesar Dressing
Buttered Corn
Broccoli with Cheese Sauce
Baked Beans
Green Bean Casserole
Fettuccine
Pasta con Broccoli
Green Beans
California Blend with Cheese Sauce
Roasted Tomatoes with Italian Bread Crumbs
Oven Roasted Baby Potatoes
Twice Baked Potato Casserole
Au Gratin
Mashed Potatoes with Gravy
Veggie Tray

-- 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 (**\$3.25 extra per person**)
Variety Cheesecake with Whipped Topping (**\$4.00 Extra per person**)

District 7 Catering Menu – School Year 2019/2020



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.

**2019/2020 School Year
Prices (per plate) Subject To Change
One Meat/Meatless: \$10.00* per person
Two Meats/Meatless: \$10.50 * per person
Three Meats/Meatless: \$11.00* 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 - 2019/2020



Edwardsville Community Unit School District #7

Food Service Department/Hadley House

Point of Contact: Felicia Minor

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