



Anthony Independent School District

Catering Request Form

Event Name: _____

Date of Event: _____

Time of Event: _____

Set Up Location : _____

Guest Count : _____

Name of Wildcats Cafe Quote Needed: _____

- ☐ All catering requests must be submitted at least two (2) weeks in advance.
- ☐ A minimum order of 12 orders is required. .
- ☐ A completed “**Catering Request**” form is required for a pricing quote.
- ☐ Once the quote has been approved, a Purchase Order (PO) must be submitted to Child Nutrition Services to proceed with the request.
- ☐ Events must be cancelled at least three (3) working days in advance.
- ☐ Please ensure a serving table is available at the service location for catering use.

We look forward to making your event a success!