

## Elementary Special Event and Field Trip Meal Request Form

### FWCS Nutrition Services

\*All event requests require a minimum two-week notice

**Complete the information below and submit to the  
Elementary Cafeteria Manager to order special meals**

<b>School/ Department:</b>		<b>*Date of request:</b>	
<b>Type of Event:</b>		<b>Date of Event:</b>	
<b>Name of Contact Person:</b>		<b>Contact's Phone Number:</b>	
<b>Type of Service (circle one)</b>	<b><u>Field Trip</u></b>	<b><u>On the Go Cart Bar</u></b>	<b><u>Special Grill Meals</u></b>
	Pre-Packaged Cold Meals	Hoagie Bar Pasta Bar Hot Dog Bar Nacho Bar Potato Bar	Hot Dogs Hamburgers
			<b><u>Other</u></b>  Donuts for Dad Muffins for Mom Honors Breakfast Birthday Celebration
<b>Number of Meals Requested:</b>	<b>Student Meals:</b>	<b>Special Concerns or instructions:</b>	
	<b>Adult Meals:</b>		

### To be completed by Cafeteria Manager

<b>List names of children receiving allergy meals</b>	<b>Number of vegetarian meals needed:</b>	
	Submit request form to Nutrition Process Center via e-mail <b>(<a href="mailto:_NutritionProcessCenter.Mailbox@fwcs.k12.in.us">_NutritionProcessCenter.Mailbox@fwcs.k12.in.us</a>)</b> or Fax to 467-2537	