

Widener Law Commonwealth  
**Food Service Requisition**

Department: \_\_\_\_\_ Phone Extension: \_\_\_\_\_ Account #: \_\_\_\_\_

Date of Service: \_\_\_\_\_ Hour: \_\_\_\_\_ Location: \_\_\_\_\_

Number to be served: \_\_\_\_\_

**Food Service Options.** The law school offers three options for catering and food service that are ordered through the law school and billed directly to the law school for law school events.

**Your Own Choice.** You are welcome to obtain take-out or delivery food from other restaurants. If you choose to do so, you will be responsible for making those arrangements, paying for the food at the time of your event, and later submitting a request for reimbursement.

**Students & Student Organizations.** All students and student organizations must obtain the approval of the Office of Student Affairs before placing a food order regardless of the provider.

**Law School Coordinated Options.** If you would like the law school to coordinate your food service, please contact the appropriate person below to place your order:

- Students – Dorothy Koncar, ext. 3952
- Faculty, Staff, and Outside Events – Paula Heider, ext. 3902
- CLE and Institute – Sandy Graeff, ext. 3965

**Option 1 – Sir D’s Catering:** For receptions and other events of 20 or more people, you may visit <http://www.sirdscatering.com/our-menu> and choose your menu. Sir D’s is our preferred catering company for all receptions. Sir D’s also will do box lunches (about \$9/each) but has a minimum requirement of 20 people served or box lunches prepared for each event.

**Option 2 – Giant Foods:** The Giant on Linglestown Road has many options and some standard ones are listed below. You must pick up your food at the Giant.

- Sandwich Tray (\$30-50, serves 10-24)
- Wrap Tray (\$30-40, serves 10-12)
- Pasta Salad (\$10-15, serves 16-20)
- Veggie Tray (\$20-40, serves 10-25)
- Fruit Tray (\$20-36, serves 10-28)
- Cookie Tray (\$10-20, serves 25-40)
- Assorted Dessert Tray (\$20-30, serves 15-25)
- Breakfast Pastry Tray (\$20-30, serves 20-40)

**Option 3 – Panera Bread:** Panera will deliver orders worth \$50 or more.

- Boxed Lunches (\$9-11/each)
- Sandwich Trays (\$50-70, serves 10-20)
- Signature Salad with Chicken (\$45, serves 10-15)
- Bagels and Pastries (\$14-27, serves 10-20)
- Parfaits (\$25, serves 10)

**Beverages:** A selection of soft drinks and water will be available for pick up in the catering refrigerators in the library and administration buildings. Beverages will be charged at \$0.50 per person attending your event.

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*Office Use Only*

Tray Ordered: \_\_\_\_\_  
Size: S M L

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Size: S M L

Who will pick up? \_\_\_\_\_

Special Requests:

Comments:

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*Sample Small Event Options (15 – 20 people):*

|  |                   |
|--|-------------------|
| Breakfast A: Assorted bagels, assorted pastries, coffee, orange juice              | @ \$4.95 / person |
| Breakfast B: Fresh fruit, assorted bagels, assorted pastries, coffee, orange juice | @ \$5.75 / person |
| Lunch A: Wrap tray, pasta salad, chips, soda and water                             | @ \$5.50 / person |
| Lunch B: Deli tray, Rolls, Condiment tray, chips, soda and water                   | @ \$5.50 / person |
| Meeting A: Cookie tray, soda and water   | @ \$1.00 / person |
| Meeting B: Snack meat and cheese tray, soda and water                              | @ \$2.00 / person |
| Happy Hour A: Boneless wings, veggie tray , soda and water                         | @ \$4.00 / person |
| Happy Hour B: Assorted appetizer tray with dipping sauce, soda and water           | @ \$2.60 / person |