

CASCADIA STUDENT LIFE – SUPPLY REQUEST FORM

EMAIL REQUEST TO THE OFFICE OF STUDENT LIFE (STUDENTPROGRAMS@CASCADIA.EDU)

Name		Group/Club Name	
Email		Event Name	
Estimated attendance		Event Date	
Approved by		Supply pick up time	

SERVING SUPPLIES:

Cutlery	Amount	Dishes	Amount	Hot Beverages	Amount
<input type="checkbox"/> Forks		<input type="checkbox"/> Mini Plates		<input type="checkbox"/> Hot Beverage Cups	
<input type="checkbox"/> Knives		<input type="checkbox"/> Large Plates		<input type="checkbox"/> Hot Cup Lids	
<input type="checkbox"/> Spoons		<input type="checkbox"/> Bowls		<input type="checkbox"/> Hot Cup Sleeves & Stirrer Sticks	
<input type="checkbox"/> Napkins		<input type="checkbox"/> Cold Beverage Cups		<input type="checkbox"/> Gloves <i>(Required if serving food)</i>	

EVENT SUPPLIES:

Item	Amount	Item	Amount
<input type="checkbox"/> Blue Cold Water Coolers (5)		<input type="checkbox"/> Black Round Tablecloth	
<input type="checkbox"/> Clear Cold Beverage Dispensers (1)		<input type="checkbox"/> Black Rectangle Tablecloth	
<input type="checkbox"/> Black Hot Water Dispensers (2)		<input type="checkbox"/> Pop-Up Tent w/ weights (3)	
<input type="checkbox"/> Black Bucket Coolers (2)		<input type="checkbox"/> Extension Cords & Power Strips	
<input type="checkbox"/> Chafing Trays (10)*		<input type="checkbox"/> Setup Kit (Blue Tape, Markers, Scissors, etc.)	
<input type="checkbox"/> Coffee/Hot Water Maker (100 cups) (2)		<input type="checkbox"/> Cleaning Tub (Clorox wipes, paper towels, etc.)	
<input type="checkbox"/> Electric Tea Kettle (1)			
<input type="checkbox"/> Water Pitchers (3)			
<input type="checkbox"/> Serving Bowls (Assorted)			
<input type="checkbox"/> Serving Trays (Assorted)			
<input type="checkbox"/> Serving Tongs (Assorted)			
<input type="checkbox"/> Serving Spoons (Assorted)			
<input type="checkbox"/> Clear Display Jars (3)			
<input type="checkbox"/> Woven Display Baskets (2)			
<input type="checkbox"/> Large Metal Bucket (1)			
<input type="checkbox"/> Spinning Wheel (1)			

**Fuel, lighter, water pitcher included*

Please submit this Supply Request Form one week prior to the date needed. Return all items to event staging shelves in the back of the ILO (ARC-130) when finished.

Questions? Email StudentPrograms@cascadia.edu.