

CASCADIA STUDENT LIFE – EVENT SUPPLY REQUEST FORM

TURN IN REQUESTS TO OFFICE OF STUDENT LIFE

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

SERVING SUPPLIES:

Cutlery	Dishes	Hot Beverages
<input type="checkbox"/> Forks	<input type="checkbox"/> Mini Plates	<input type="checkbox"/> Hot Beverage Cup
<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 & Stir Sticks
<input type="checkbox"/> Napkins	<input type="checkbox"/> Cold Beverage Cup	<input type="checkbox"/> Gloves (Required if serving food)

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 (2)		<input type="checkbox"/> Black Square Tablecloth	
<input type="checkbox"/> Black Hot Water Dispensers (2)		<input type="checkbox"/> White Round Tablecloth	
<input type="checkbox"/> Black Bucket Coolers (2)		<input type="checkbox"/> Plastic Tablecloths (Assorted Colors)	
<input type="checkbox"/> Chafing Tray (10)*		<input type="checkbox"/> Pop-Up Tent w/weights (3)	
<input type="checkbox"/> Coffee/Hot water Maker (100 cup) (2)		<input type="checkbox"/> Spinning Wheel (1)	
<input type="checkbox"/> Electric Tea Kettle (1)		<input type="checkbox"/> Extension Cords (2) & Power Strips (3)	
<input type="checkbox"/> Popcorn Machine w/broom (1)		<input type="checkbox"/> Setup Kit (Blue Tape, Markers, Scissors, etc)	
<input type="checkbox"/> Water Pitcher (3)		<input type="checkbox"/> Cleaning Kit (Clorox wipes, paper towels, etc)	
<input type="checkbox"/> Serving Bowls (Assorted)		<input type="checkbox"/>	
<input type="checkbox"/> Serving Trays (Assorted)		<input type="checkbox"/>	
<input type="checkbox"/> Serving Tongs (Assorted)		<input type="checkbox"/>	
<input type="checkbox"/> Serving Spoons (Assorted)		<input type="checkbox"/>	
<input type="checkbox"/> Clear Display Jars (3)		<input type="checkbox"/>	
<input type="checkbox"/> Woven Display Baskets (2)		<input type="checkbox"/>	
<input type="checkbox"/> Large Metal Bucket (1)		<input type="checkbox"/>	

***Fuel, lighter, water pitcher included**

Questions? Email studentprograms@cascadia.edu for assistance.

Please return all items to event staging space in the back of the ILO when done and attach a blue "Cascadia Clubs Returns" tag.