PACK-OUT REQUEST FORM

Instructions

- **Please complete all information clearly & legibly.**
- **Pack-Outs are available for pick-up from 7:15 AM to 6 PM daily at Lothian Residential Restaurants.**
- **Request must be submitted in person to a Dining Services Manager at the Lothian Residential Restaurant at least 10 days prior to your event date.**
- **Pack-Outs do not include set-up, delivery and service during the event. Gas grills are conveniently located at the following sites: Pentland Hills Lawn, Lothian Galley, A-I Amberlight.**
- **Please reserve the location for your event through Conference Services (951)827-6500.**
- **An Equipment Loan Agreement and Food Handling Guidelines Form must be completed and signed at pick-up time.**
- **Please pick-up your Pack-Out promptly at the scheduled time.**

Event Information

Event Date: (MM/DD/YY)		Pick-Up Date: (MM/DD/YY)	
Pick-Up Day: ☐Mon ☐Tues ☐Wed ☐Thurs ☐Fri ☐Sat ☐Sun		Pick-Up Time:	☐AM ☐PM
Location:	☐Pentland F & G Lounge	☐Lothian Galley	☐A-I Amberlight
Staff Name:		Telephone:	
Estimated # of Guests:		# of Vegetarian Guests:	

Menu Selection

Choose one Meal Option per Request Form per Day:

☐ **Continental Breakfast.** A delicious assortment for a great start to your day: Fresh Whole Fruit, Assorted Individual Cereals, Muffins, Bagels w/ Cream Cheese, Low-Fat Milk and Orange Juice.

☐ **Lunch Deli Assortment.** Roasted Turkey Breast and Roast Beef, Deli Rolls & Condiments, American & Swiss Cheese, Fresh Whole Fruit, Potato Chip Assortment, Cookies, & Assorted Beverages.

☐ **Dinner Barbecue.**
Includes Assorted Beverages. Choose from the following options:

Select Main Entrée (Choose 1):
☐Burgers ☐Beef Hot Dogs ☐Burger & Hot Dog Combo ☐Chicken Quarters

Choose 2 Sides:
☐Assorted Chips ☐Potato Salad ☐Veggies & Dip ☐Green Salad & Dressing

Choose 1 Dessert: ☐Chocolate Chip Cookies ☐Rice Krispies Treats

All Pack-Outs include paper products, condiments and utensils.