

HALL DINNER REQUEST FORM

Instructions

- ▶ Please complete all information clearly & legibly.
- ▶ Hall Dinners may be scheduled Monday through Thursday only.
- ▶ Request must be submitted in person to a Dining Services Manager at least 10 business days prior to your event date.
- ▶ For events at A-I & Pentland Hills, submit request to A-I Residential Restaurant. For Events at Lothian, submit request to Lothian Residential Restaurant.
- ▶ Please reserve the location for your event with your RSO.
- ▶ Verify the seating capacity of the room and arrange for additional furniture if needed with the RSO.
- ▶ Download and print a blank Meal Card List so that your guests can sign up for the event. These are found at: <http://dining.ucr.edu/Resources/DiningRequestForms.htm>
- ▶ Submit the completed Meal Card List in person to your RSO at least 5 business days prior to your Hall Dinner.
- ▶ Late Meal Card Lists cannot be accepted and will make your event subject to cancellation.

Event Information

Event Date: (MM/DD/YY)		Day: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Weds <input type="checkbox"/> Thurs	
Location:	<input type="checkbox"/> Pentland F & G Lounge	<input type="checkbox"/> Lothian Galley	<input type="checkbox"/> A-I Amberlight
Staff Name:		Telephone:	
Estimated # of Guests:		# of Vegetarian Guests:	

All Hall Dinners Begin promptly at 6:00 PM and End at 7:00 PM.

Menu Selection

Choose one of the following Menu Options:

- Southern Celebration.*** Fried Chicken, Mashed Potatoes, Biscuits, Broccoli Spears, Green Salad & Dressing, Cheesecake and Assorted Beverages. Vegetarian Entrée Alternative: Breaded Soy Patty.
- Mexican Fiesta.*** Chicken Fajitas, Spanish Rice, Ensenada Beans, Chips & Salsa, Chopped Salad, Churros and Assorted Beverages. Vegetarian Entrée Alternative: Vegetarian Fajitas.
- Italian Extravaganza.*** Spaghetti & Meatballs, Italian Sautéed Vegetables, Herbed Garlic Bread, Caesar Salad, Cheesecake & Assorted Beverages. Vegetarian Entrée Alternative: Spaghetti with Marinara Sauce.
- BBQ Roundup.*** BBQ Chicken, Corn on the Cobb, Baked Beans, Pasta Salad, Cornbread, Chocolate Cake and Assorted Beverages. Vegetarian Entrée Alternative: BBQ Soy Riblet.
- Something Different.*** Chicken Parmesan (Breaded Chicken topped with Marinara Sauce and Mozzarella & Parmesan Cheese) with Orzo Pasta, Italian Green Beans, Foccacia Bread, Chopped Salad, Chocolate Cake and Assorted Beverages. Vegetarian Entrée Alternative: Breaded Parmesan Soy Patty.

Received By:	Dining Manager (Print Name)	Signature	Date Received
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