

U.S. Fish and Wildlife Service National Conservation Training Center

Scheduling and Events Management
698 Conservation Way
Shepherdstown, WV 25443
Phone: 304-876-7220

CATERING ORDER FORM

Please complete an order form for each requested catered event and return to the Scheduling and Events Management; e-mail: NCTC_SEMteam@fws.gov. Orders must be received by SEM no later than two weeks prior to the requested event.

EVENT NAME:

DATE OF EVENT:

START TIME:

END TIME:

LOCATION:

Dining Room	Roosevelt Room
Social Lounge	Field Picnic
Patio Lounge	Lemon Fire Ring

NO. OF GUESTS:

REQUESTORS NAME:

REQUESTORS PHONE:

TYPE OF SERVICE:

Reception	Special Request
Dinner	Themed Meal
Other (Please specify):	

MENU SELECTION:

(Note exact counts of each entree and any vegetarian requests. Do not include more than two entrees for dinner.)

Note: The Guest Services Contractor is authorized by NCTC to serve wine and beer. Only alcohol served by the contractor can be consumed at the Commons Social Lounge, Dining Hall, Gallery, Commons Fire-Ring, and Commons Patio.

NCTC restricts the use of alcohol in the Lemon (Instructional-West), Lemon Fire-Ring, Turner (Instructional-East), and Entry buildings, including the Byrd Auditorium. Personal alcohol may not be consumed in these buildings without completing and submitting an Alcohol Usage Form, submitted to SEM (NCTC_SEMteam@fws.gov) no later than two weeks prior to the event. Guests will be expected to sign a conduct statement upon check-in.

PAYMENT METHOD: Cashier Master Bill NCTC Curriculum

Signature of Approver:

Date:

COMPUTATION AREA: (Official Use Only)

Total Cost for Catered Event: