

Mitchell Hall Request Form (Staff Tower)

Date of Function:

Group Attending:

Visit Impacts/Justification, must support the Cadet Wing Mission:

Location, Staff Tower (Number of tables) (10 per table): Please do not exceed 30 attendees/3 tables.

Number of Cadets: Number of Guests:

Host for Staff Tower Table; the host must be a permanent party General Officer, Mission Element Leader or their vice:

Meal: Lunch **Mon, Wed, Fri: March-in Formation 1130-1150, Lunch starts at 1155 and ends at 1230.**

****Tue and Thu:** No March-in, Lunch starts at 1135 and ends at 1200.**

Name of Requester:

POC Phone:

Special Dietary Instructions:

In addition to the regular menu, Mitchell Hall offers Vegetarian Meals. We do not carry Gluten-Free or Vegan meals.

Cost per non-cadet: **Lunch \$6.15 (Cash, Checks or Credit Cards); if paying by cash please bring exact change or small bills.**

Will you pay the day of visit or bill for payment?

POC email address for if we are billing:

Other Special Requests:

We ask that you follow the Cadets' schedule for meals; lunch is normally 30 minutes.