

# **Mitchell Hall Staff Tower Request Form**

**Date of Function:**

**Group Attending:**

**Visit Impacts/Justification:** Supports the Cadet Wing Mission

**Location, Staff Tower (Number of tables):**

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

**Location, Main Floor (Number of people):**

**Number of Cadets:      Number of Guests:  
Total Number Attending:**

**Meal: Lunch: (1115-1130 or 1215-1130; Subject to Change)**

**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 \$5.85 (Cash or Check only); if paying by cash please bring exact change or small bills.**

**Pay the day of visit or bill for payment:**

**POC email address for Billing:**

**Other Special Requests:**

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

**Please note normally there is a three week lead time on all requests for guests to dine in Mitchell Hall.**

**Please send requests to [jeannie.schroeder@us.af.mil](mailto:jeannie.schroeder@us.af.mil); phone 719-333-2377.**