

GENERAL INFO – RESIDENT DINING CATERING

PLANNING YOUR EVENT

- Please allow yourself enough time to place your order. We request orders to be placed with the following guidelines:
 - Full service and custom menus – 2 weeks prior to event
 - General orders – 5 day notice
 - Cookie/pizza orders – 24 hour notice
 - Convenience store vouchers – 24 hour notice.
- The system may allow your order to be placed with less than the requested time. The unit manager will contact you if the order cannot be filled.
- We will be happy to assist in arranging any catering/refreshment services, including any items not detailed in this guide. Please feel free to request a price quote for any additional items you may want.
- Tax rate is 7.25% and will be added to the catering order.

EVENT PLANNING INFORMATION SPECIFIC TO OSD (SRA, RA, and CP Events)

- All food orders must be included in OPUS and available for coordinator review for program approval.
- When ordering, remember to include the email address for the area coordinator who will be approving the event in the CC box. The system will generate an e-mail that will be sent to your coordinator with the details of the event.
- If you are ordering a full meal event and using meal credits, you need to have the participants sign up with their ID numbers and this must be turned in 48 hours prior to the event.
- Aggieware packout is the standard service level for OSD Staff events unless otherwise noted.
- Clean Aggieware should be ordered as part of the order in the equipment rental section of the guide.
- Composting bags may also be ordered at no cost and returned to the dining room at no cost for composting. Please make sure that the compost returned is not contaminated with plastics or other non-compostable materials.
- After using the Aggieware, place dirty dishes back in the original container and return to the dining commons promptly for cleaning.

EVENT PLANNING INFORMATION SPECIFIC TO SUMMER GROUPS

- Dining services will work directly with you to coordinate meal and catering needs. Please contact Kyle Peiper (kyle.peiper@sodexo.com) or Linda Adams (linda.adams@sodexo.com) to coordinate your needs

CONTACTS

<u>Dining Room</u>	<u>Director</u>	<u>Phone</u>	<u>Email</u>
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