



PROCEDURES FOR DEPARTMENTS REQUESTING CATERED EVENTS AND TEAM MEALS

CATERED EVENTS

The Department contacts Tonia Mydell, Project Coordinator, at 912.358.4005 or via email at mydellt@savannahstate.edu AT LEAST ONE WEEK IN ADVANCE OF THE EVENT.

The Department completes an Auxiliary Services Special Events Form found on the web at <http://www.savannahstate.edu/fiscal-affairs/docs/dining/ASEF.pdf> or from SSU's home page, go to "Department and Offices," choose "Dining Services" (under Auxiliary Services), scroll down to "Catering at SSU" and click on "Auxiliary Services Special Events Form."

The Department takes the completed form to Business and Financial Affairs (BFA) for budget approval and sign-off AT LEAST THREE BUSINESS DAYS PRIOR TO THE DATE OF THE EVENT, for Ms. Mydell to complete the process. Chargebacks will be handled through BFA.

TEAM MEALS

- ✦ The Team Representative contacts Ms. Mydell at least one week in advance of the event and provides her with the roster list for the team, and the time at which the meals will be picked up. Ms. Mydell provides the list to Thompson who compares it to the meal plan list, and provides a quote to the team representative for the meals of students not on a meal plan. The quote is based on the casual meal rate if the meal is in the dining hall during normal serving hours.
- ✦ Based on that amount, the team representative prepares an Auxiliary Services Special Events Form." (<http://www.savannahstate.edu/fiscal-affairs/docs/dining/ASEF.pdf>). The Department takes the completed form to BFA for budget approval and sign-off AT LEAST THREE BUSINESS DAYS PRIOR TO THE DATE OF THE EVENT, for Ms. Mydell to complete the process. Chargebacks will be handled through BFA.

ADDITIONAL INFORMATION FOR TEAM MEALS

- ✦ Dining hall menus can be modified with advanced notice and at catering prices.
- ✦ Boxed meals can be provided to students upon request.
 - If this is for a missed meal, students on the meal plan will be charged one meal on their plan. The charge for students not on the plan will be the catering charge for a box meal (currently \$7.75).
 - If this is for an additional meal, the cost for all students will be the catering charge for a box meal (currently \$7.75).
- ✦ Requests for meals to be served in the dining hall earlier than the normal breakfast hours or later than dinner hours will result in a labor expense charge.