

Sodexo Check-Off sheet for Cultural Nights:

- 1.____ Confirm with Atwood the room and date.

- 2.____ Check your budget
 - Make sure you know your budget before planning any events. Get any information from Student Government. Fill out any necessary forms to make your event successful.

- 3.____ **Complete Sodexo Food Event Application**
 - **Fill out form for Sodexo Catering Office regarding billing information. This form needs to be filled out correctly and completely, with your Advisor, before you can make any arrangements for your event.**
 - <http://www.scsudining.com/documents/StudentOrganizationFoodEventApplicationForm.pdf>

- 4.____ Begin equipment and food order
 - After the Food Event Application has been completed in full and turned into the Catering Office. You can order Equipment and Paper Products through the Catering Office and you can place your order for food with the Chef see step 5 & 6.
 - Have a list of items that you would like to use for your cultural night ready when meeting with the Catering Office team. You may rent table linens for \$3.00 each or linen napkins for \$0.35 each. Please order **2 weeks** prior to your event. Contact catering to make these arrangements.
 - Items from catering cannot be used such as: china, silverware and other dishware items.

5._____ Placing Food order with Sodexo

- Before meeting with the chef for ordering the food, make sure you have all of the recipes and amounts of food your group will need for cooking. If this list is not ready, you cannot order any food.
- In the event an item can not be obtained your menus will have to be adjusted. Sodexo will not allow any food that is not ordered through our approved vendors to be used.

6._____ Meet with Sodexo Chef about Menu

- Three weeks prior to your event, make an appointment with the Sodexo Chef, Jeffrey Benson at 320-308-4399 or email at Jeffrey.benson@sodexo.com to talk about the menu. The reason for this is that some products that are requested are remote stock from our purveyors and shipping time can take 2 weeks to arrive.
- The meeting needs to be done three weeks prior to your event. The appointment needs to be scheduled on Tuesdays or Thursday after 3:00pm.

7._____ Check ordered Food In

- Wednesday before your event the person ordering the food will need to meet with Chef to go over your food order and inventory the items that have arrived. This way if things are missing replacement items can be ordered.
- After your group has checked in the food order a kitchen safety walk-through and kitchen equipment review will take place. For the tour please bring only as many people as you can to this meeting (1 of these people is required to be in the kitchen at all time during cooking). The

meeting will last about 30 minutes. The meeting can only be scheduled after 3:00pm Wednesday.

8. _____ Garvey Kitchen Use

- The kitchen in Garvey can be used from
 - 4pm-8pm Friday
 - 8:30am-8:00pm Saturday
- Groups are expected to clean up after themselves or a cleaning charge will be added to the bill.
- 12 People—Is the total number of people that can be in the kitchen at one time cooking for your event.
- **All Students working in the kitchen will be required to sign in and provide a valid Husky ID to Chef to work in the kitchen.**

9. _____ Sodexo Supervisor at the day of the Event

- There will be a supervisor with you the night of your event. There will be a \$15.00/hour fee added to your bill for the supervisor. **The supervisor is not responsible for clean-up or cooking of food. They are there for questions and direction only.**

10. _____ “Clean As You Go.”

- The cultural night students are responsible for clean up of the kitchen, doing dishes and making sure all of the equipment used is put back into place before anyone leaves for the night. **If the kitchen is left dirty or equipment is not put away properly, there will be an additional clean up fee added to your bill.**

11. _____ **Policy for Food Leftover after the Event**

- Any Food that is leftover after the event that has been cooked or prepared **CANNOT** be taken home by any member of the organization or be saved for service at a later date.

12. _____ Follow up with Chef

- Meet with Chef on Monday after event regarding unopened or unused food from the cooking process.