

# SCSU Student Organization Food Event Application Form

(To be used for every student organizational event)

Dear Student Organization:

Sodexo Campus Dining is pleased to help you in planning your up-coming special event. Before we begin, you will need to complete both sides of this form and obtain the appropriate signatures. Once the form is complete, please contact our catering department so we can get started. (This form must be completed for *each* event.)

<b>Student Organization Account #</b>	<b>Event #</b>
<b>Student Organization Name:</b>	_____
<b>Student Contact Name:</b>	_____
<b>Student Email Address:</b>	_____
<b>Student Phone Number:</b>	_____
<b>Advisor Name:</b>	_____
<b>Advisor Email Address:</b>	_____
<b>Advisor Phone Number:</b>	_____
<b>On Campus Billing Address:</b>	_____
<b>Event Name:</b>	_____

<b>Event Date (if undetermined, give approximate date):</b>	<b>Approved Group Budget for this Event:</b>
<b>General Purpose of Event (celebration, conference, education, fundraiser...)</b>	<b>Approximate Size of Event (if undetermined, give approximation such as \$500 or \$10)</b>

*I have read this form and discussed it with our facility advisor along with the other students involved. I commit to continuing to keep our advisor involved. I have also obtained and read the Atwood Special Event Guidelines packet, which includes:*

*Festival Checklist, Food & beverage policy, Food sales tax policy, Food sale fundraiser procedures, Insurance certificate, Off campus food vendor checklist, Ballroom map, Rehearsal space form*

**Student Signature and Date:**

**x** \_\_\_\_\_

*I have read this form and discussed it with the students involved with this event. I also confirm that the billing and budget information is accurate. If the invoice for this event remains outstanding for more than 30-days from the invoice date, this signature also authorizes the Business Services to issue payment from the designated account listed above.*

**Advisor Signature and Date:**

**x** \_\_\_\_\_

**STEP ONE:**

Complete the SCSU Student Organization Food Event Application Form and submit it to the **Sodexo Catering Office** in Atwood Memorial Center.

**STEP TWO:**

Once you have this form complete and submitted to Sodexo Catering Office in Atwood, you are ready to meet with Sodexo Catering Event Coordinator:

Catering Office  
AMC Lower Level  
[catering@stcloudstate.edu](mailto:catering@stcloudstate.edu)  
320-308-4295

**STEP THREE:**

After meeting with the Sodexo Catering Coordinator, you will want to develop an itemized menu, including a list and portions of ingredients you will need.

**STEP FOUR:**

After your itemized menu is developed, you will need to meet with Chef Scott Majestic. He will help you order the food and food ingredients for your special event. **PLAN AHEAD!** Ordering food can be a lengthy process. Meet with Scott no later than 3-weeks prior to your event date.

**Scott Majestic**  
Garvey Commons Dining Office  
[scott.majestic@sodexo.com](mailto:scott.majestic@sodexo.com)  
Office: 320-308-4399

**OTHER ITEMS YOU WILL WANT TO THINK ABOUT AND DISCUSS WITH YOUR ADVISOR, FELLOW STUDENTS AND SODEXO STAFF:**

- Kitchen usage
- Clean-up
- Health and Safety
- Room configurations
- Servers
- Space
- Linens
- Timeline
- Budget
- Ordering food, special food orders, and unused items
- Minimum fees
- Supervisor fee
- Taxes
- Billing
- Late fees
- Fees for rush orders