

CULTURAL NIGHT FOOD PLANNING GUIDE

Chartwells Catering Office: Tess Walker – catering@stcloudstate.edu
Chartwells - Executive Chef: Emily Anderson – Emily.anderson5@compass-usa.com; 320.308.4299
Atwood Scheduling Office: Jayne Balicky – Jayne.balicky@stcloudstate.edu; 320-308-2075

Pre-Event Checklist

- **Confirmation of Date & Rooms** utilized must be made with Jayne Balicky, 320-308-2075, Atwood Assistant Director of Event Services during a 30-45 minute meeting to review all the event logistics. Meeting should be scheduled at least two weeks prior to event date and will follow the checklist posted online: http://www.stcloudstate.edu/atwood/_files/documents/policy/cultural-event/event-checklist.pdf
- **Budget:** Know your food budget before meeting with the Chartwells Catering staff to discuss food and serving items.
- **Catering Expense Authorization Form:** Complete the Student Organization Catering Expense Authorization Form. All information on the form is pertinent to the event, and is required to move forward with purchasing food and items for serving from Chartwells. Please contact the Catering Office by e-mailing Tess Walker at catering@stcloudstate.edu to set up a meeting to discuss your catering options through Chartwells.
- **Meeting with the Chartwells Chef:** Meet with our Executive Chef Emily Anderson at least 2 weeks prior to your event. Chef Emily may be reached at Emily.anderson5@compass-usa.com. Please have a list of food items you would like to produce in our Garvey Kitchen for your event sent to Chef Emily prior to meeting include recipes. Items that will also be discussed in the Chef meeting:
 - List of Student Workers (assisting in the preparation of food product for Cultural Night)
 - Kitchen Procedures
 - Cleaning Standards
- **Placing Your Food Order:** Chef Emily will order your food products through our supplier. Check your recipes and make sure you have quantities that are needed for each product.
- **Linens:** If you wish to rent linens for your event, contact our Catering office to place this order 2 weeks in advance of your event. Rental prices for tablecloths are \$2.50 each, and linen napkins are \$1.00 per napkin.
- **Catering Staff:** Catering staff will be available to assist your group with set up of the food areas, moving of food from the Garvey Kitchen to the Atwood service location. These Catering Attendants are available for a fee of \$18.00 per hour, with a minimum of 4 hours per attendant. Please discuss your catering attendant needs with the Catering Office 2 weeks prior to your event.
- **Your Catering BEO:** This is short for Banquet Event Order form. On this form you will find all the agreed upon pricing for your food products, service products (plates, napkins, cups, etc.) and your catering attendants and Garvey kitchen cleaning staff that you have requested. This BEO will be emailed to you and your advisor and a confirmation email needs to be returned 3 business days prior to your event to the Catering email account (catering@stcloudstate.edu). By confirming the BEO, you and your advisor have agreed to the terms for your event through Chartwells.

Day of Event Checklist

- **Garvey Kitchen Use:** Kitchen use for prep day is from 4pm – 8 pm. Hours for use on event day are 9am – 9pm. Reservations for kitchen use must go through Chef Emily. ***A complete checklist for kitchen procedures will be available upon meeting with Chef in your initial meeting.***
- **Dress Attire:** All students working in the kitchen must follow all of the Chartwells policies for uniforms and food preparation standards. All volunteers must wear closed-toed shoes (no high-heels) with provided slip-covers.

- **Valid ID's:** All students need to provide a valid Husky ID to the Chef upon signing in to the kitchen.
- **Cleaning on Prep Day and Event Day:** Organizations utilizing the kitchen are expected to clean up after themselves each day. Only a total of 12 people will be allowed to be in the kitchen at a time.
- **Cleaning Fee's:** A rate of \$25.00 per hour will be assessed for cleaning fees if they are required, or desired by the Organization. Arrangements for Chartwells staff to clean the kitchen need to be made in advance if desired.
- **Catering Staff:** The catering attendants will report to the food service location at the times you have indicated on your BEO. If you require the catering staff to stay longer than scheduled, additional charges per hour (a rate of \$18.00 per hour per attendant) will be added to your final invoice. You will need to convey this to the Supervisor in charge from Chartwells as soon as possible.

Post Event Checklist

- Follow up with Chef Emily on Monday after your event to discuss any pending charges for cleaning, unused food items, and any additional questions or concerns you may have.

<http://www.stcloudstate.edu/atwood/about/policies/cultural.aspx>