

EVENT FOOD



Here is some essential information in regards to *Event Food*. Knowing the procedure will ensure that the food for your event is properly ordered and delivered. There are several things to consider concerning *Event Food*.

Essential information concerning event food:

- ARAMARK has a contract with the university that does not allow outside food to be brought on campus except in special situations, which always require approval.
- Exceptions to this rule require advanced approval by the Vice President of Student Affairs office and must be secured (not submitted) at least 5 days prior to event.
- *Application for Exception to Bring Food on Campus* form can be picked up at UC 425 or found online at:
http://saweb.memphis.edu/vpoffice/docs/Food_Exception_form.pdf
- If an exception is approved, no dining services, space, or staff should be utilized at all.
- This form must be signed by your Advisor as well as the Assistant Coordinator of Student Activities (UC 425).

Guidelines for event food:

- First you should reserve a site for your event by obtaining the proper forms (refer to *Cheat Sheet of UofM Event Forms*). Consult Ms. LaRuth Lofties at 678-2041, prior to filling out paperwork, to ensure availability of site.
- Once you have reserved your site and have an approximate number of guests in mind, look over the catering guide, which can be found at:
<http://www.people.memphis.edu/%7Eereslife/tigerdining/index.html>.
- Make sure to submit exception form **TWO WEEKS** prior to event.
- You may place your order by telephone, email, or fax.
- If you would like some ideas or have any questions, call Melissa Richerson at 678-2046; or fax to 678-2047.

