



"Creating an excellent
college experience"

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Revised:	
Section: Catering	
Subject: Multicultural and International Student Event Policy	

Multicultural and International Student Event Policy:

When working with Multicultural and International Student groups, this procedure is important to follow to ensure the success of the event for both the Student Group and University Catering.

Procedure:

1. Student Groups meet with University Catering at least 1 full month before the event, earlier is even better. This includes a Chef, the Event Manager, and if necessary, the Executive Director. Groups can come to the Dining Services office or call 797-1707 to schedule the meeting.
 - a. Student Groups are responsible for bringing the following to the meeting:
 - i. The advisor or other USU staff member responsible for the student group
 - ii. Estimation of budget
 - iii. The full menu requested from University Catering
 - iv. Recipes if needed for the menu including:
 1. All ingredients in specific amounts with instructions for the recipe
 2. Yield or servings per recipe
 - v. Date, time, and location for event with approximate guest count
 - vi. Any requirements for tablecloth, colors, and centerpieces
 - vii. Contact information where contracts and pricing can be sent. (All correspondence will be sent to the advisor or USU staff member as well.)
2. When recipes are provided, allow 1 week for chefs to research the ingredients and cost out the menu items. The Student Group will be sent pricing and a tentative contract at that time.

****Ticket prices should not be set before the menu price is determined by the chefs. ****

 - a. If the price is not within the budget, it is the Student Groups responsibility to make arrangements to meet with the chef and/or catering manager again to revise the menu. (Some of the ingredients are not readily available at USU and therefore are more expensive.)
3. Taste tests are given at the discretion of the chef and may extend the process. A taste test will need to take place at least 2 full weeks before your event and will be limited to 4 participants. More than 4 will be required to pay either \$5.00 per person or the cash price if the tasting is held in the Marketplace or The Skyroom.
 - a. Taste tests are typically done on food items that the chefs are not familiar with and will be done only once unless the chef decides otherwise.
 - b. Additional instruction or menu corrections may be given to the chef at the time of the taste test.
4. One week before the event the contract with finalized details and payment information needs to be signed and returned to the Catering Office.
 - a. Three business days before your event a final guest count is required.

Other Information:

If the process is not started 1 full month before your event, University Catering can still provide their services. However, authenticity of menu choices may not be possible and a taste test will not be available. Requirements for step 4 will still need to be met.

Kitchen Policy: Due to the health requirements and safety concerns, only Dining Service's Employees are allowed to work or help in the kitchen. Exceptions may be discussed at the first meeting and will only be approved by the Executive Director of Dining Services and the Executive Chef on a case by case basis. Student groups requesting the use of the kitchen will be charged a fee of \$50.00 for a four hour block of time. Any additional time after the 4 hours will be charged \$20.00 per hour for a group up to 6 people. The kitchen charge will be assessed on the event invoice as an extra fee.