



OFF-CAMPUS CATERING PROCEDURES

(For reserved events only)

Main Campus & Avon Williams Campus

Must be submitted 10 days before event date.

Tennessee State University (TSU), in partnership with Aramark Dining Services, has the first right of refusal for all off campus catering on the TSU campus. Aramark Dining Services is the provider of all food and beverage services for the University, and is the recommended caterer for all catering functions or affairs on campus. "First right of refusal" signifies that Aramark cannot match the price, menu, time requirements, etc., of the selected vendor.

The following information provides details that you should familiarize yourself with related to the off-campus catering form application process guidelines and requirements.

If your department is selecting an outside caterer (i.e. Caterer, Fast Food, Restaurant, Sam's Club, Walmart, Kroger). The following must be completed:

1. Off campus caterer company name, contact name, and phone number
2. List of attendees
3. Attach a list of full menu including quantity and price
4. Attach a list of supplies being provided, including quantity and price (i.e. utensils, linens, etc.)
5. Attach the certifications, licenses and permits, as well as copies of the most recent public health scores are required.
6. Vendor Off-campus catering signature form

Off-campus caterers will not be authorized to use production facilities, kitchens, or pantries furnished and/or managed by Aramark Dining Services. Those facilities are:

1. Otis Floyd Payne Campus Center
2. Avon Williams Campus (Atrium Café)
3. Wilma Rudolph
4. Read Hall
5. Wilson Hall

Off-campus caterers (providing services to TSU units/departments) are responsible for all staffing, equipment, small wares (e.g., serving utensils, bowls, linens, etc.), proper food storage, preparation, holding, set-up and breakdown of food and removal from the facility. If you are hiring a caterer for drop-off only, YOU are responsible for set-up, breakdown, and food removal from the location immediately following your event. Linen and accompaniments are available for a cost from Aramark upon request.

Departments preparing food are responsible for all equipment, small wares (e.g., serving utensils, bowls, linens, etc.), proper food storage, preparation, holding, clean-up, and trash removal from the facility. Your department is responsible for clean-up of the location immediately following your event.

1. Please attach a list of all the food your department is providing

For all questions, please adhere to the business meals checklist, if procedures aren't followed, the event will be denied/canceled/shut down.



Off Campus Caterer
 (Request to bring food on campus)
 (Please Print)

Submission Date _____

Name of department/organization _____

Requestor Name _____ Title _____

Phone Number _____ Email _____

Date(s) of event _____ FOAP _____

Event start time _____ Event end time _____ CBMS Reservation # _____

Building _____ Room Number _____

Purpose of event _____

Non-Employee Guests? Yes _____ No _____ How many _____ (See instructions under number 1. below and attach list)

Name of Catering Company/Person _____

Address _____ City _____ State _____ Zip _____

Contact Name _____ Title _____

Work Phone Number _____ Cell Phone Number _____ Email _____

(FIRST REFUSAL) This Section must be completed by Food Services Management

Can Match Cost? Yes _____ No _____

Print Name:	Signature:	Title:	Date:
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Before this request can be approved the following items must be attached:

- List the names of the individuals attending the event. Place an asterisk (*) beside the name(s) of all guests who are non-affiliates or students of the University, and add a statement that their presence is necessary to the business discussion. Please attach an additional sheet with necessary information.
- Attach a list of full menu including quantity and price.
- Attach a list of supplies being provided, including quantity and price (i.e. utensils, linens, etc.).
- Attach the certifications, licenses and permits, as well as copies of the most recent public health scores are required.

Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Auxiliary Services Signature:	Title:	Date:
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