



Office of Student Involvement

CLUB EVENTS WITH FOOD QUICK GUIDE

Coordinate plans for your event at least 4 weeks in advance to ensure the process runs smoothly.

- ☐ Submit an event request via WesNest.
- ☐ If your event is approved, submit a Budget Request and Food Prep Waiver.
- ☐ When your budget is approved, schedule an appointment with Michelle Vargo or Helene Garrick to purchase supplies and place food orders.

****If you're prepping or serving food, we cannot hold an appointment until your Food Prep Waiver has been completed. The Middletown Dept. of Public Health and Auxiliary Services must approve this first.**

Prepare for your credit card appointment.

Placing orders for supplies online:

- ☐ Upload a spreadsheet of the items you would like to purchase to your Purchase Request. Include links to the items and have alternatives in mind in the event an item is unavailable.
- ☐ Make sure the total sum of your order is within the budget allocated by the SBC. When putting together estimates for online purchases, follow the checkout process all the way through the taxes and shipping to ensure the order will not exceed your budget.
- ☐ Make sure the items being ordered will arrive in time for your event. If purchasing perishables from local suppliers, schedule a separate credit card appointment closer to the date of the event, as stock and prices fluctuate for fresh food items.

Placing catering orders:

- ☐ Catering orders should have their own Purchase Request separate from any supply order.
- ☐ Upload a spreadsheet of your itemized food order to your Purchase Request.
- ☐ Call the restaurant ahead of your credit card appointment and provide them with your order:
 - ☐ Give them the date and time of the event/when you would like to receive the delivery, the address for the delivery, and the name and phone number of the student who will be accepting the food delivery.
 - ☐ Let the restaurant know you will be calling during your credit card appointment to pay for and place this order- make sure they will be able to take this call at the scheduled time.
 - ☐ Let the restaurant know you will need to have a receipt showing the itemized order and payment sent immediately after it is processed to the OSI staff member making the purchase.