

# Cultural Dinner Contract

## **Time Line (Minimum)**

### 8 - 10 weeks prior to event:

- Student organization is responsible for contacting catering to set up first meeting to discuss menu planning and event date and time (585-245-6259 or emailing: [catering@geneseo.edu](mailto:catering@geneseo.edu))
- Student organization to apply for grant ([geneseo.edu/cas/cas-catering-grants](http://geneseo.edu/cas/cas-catering-grants))
- Provide two contacts (org president and contact of choice)-phone numbers and email addresses

### 7 weeks prior to event:

- All recipes provided to catering, this will allow time to source specialty items

### 4 weeks prior to event:

- Finalize menu selections with signature approval
- Recipe adjustments are due

### 3 weeks prior to event:

- Linen and napkin selection (color and quantity)
- Cost estimates sent to organization president, event contact, ACES representative, and Kate Rebban
- Final counts
- Final cost with signature approval – Final copy sent to group above

### 2 weeks prior to event:

- Completed S/A PO needs to be scanned to [catering@geneseo.edu](mailto:catering@geneseo.edu) (amount that exceeds CAS grant)

## Side Notes

- CAS is to provide all food and materials. Approval is needed from CAS management if any outside product is requested.
- It is the group's responsibility to make sure any additional student prep help are on time and dressed appropriately for food preparation sessions (no open toe shoes, dressed in pants, and no sleeveless shirts - see Cultural Dinner Service Agreement)
- Location and time of food preparation will be emailed with the contract.

## Signatures

Organization President \_\_\_\_\_ Date \_\_\_\_\_

Dinner Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Catering Manager \_\_\_\_\_ Date \_\_\_\_\_

Chef \_\_\_\_\_ Date \_\_\_\_\_

**CAS is here to make your cultural event a success and instruct on safety regulations and health codes, as well as ensure the event runs smoothly.**

For CAS Restaurant and Café use (TO CAS CATERING: THIS CHECKLIST MUST BE FOLLOWED)

**Cultural Group:** \_\_\_\_\_ **Event Date** \_\_\_\_\_

Check list

- \_\_\_ Confirm ballroom equipment and table needs with Scheduling & Events
- \_\_\_ Grant application received
- \_\_\_ Two contacts provided
- \_\_\_ All recipes for each dish submitted 7 weeks prior
- \_\_\_ Linen and napkins selected
- \_\_\_ Final count given
  
- \_\_\_ Costs sent to all parties

**CAS/STUDENT ASSOCIATION**

**AGREEMENT**

CAS will be given a complete list of SA funded clubs at the beginning of the fall semester. It will be updated by SA as changed

CAS will provide signed copy of cultural dinner contract with timeline

CAS will provide cost estimate of event and amount of grant approved