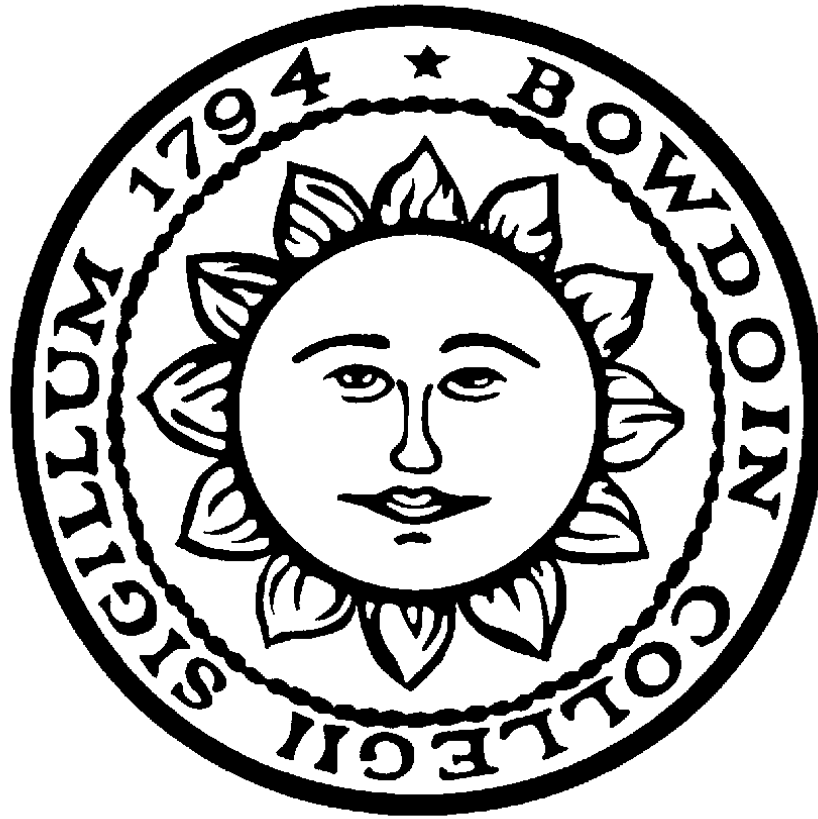


Student Catering Guide



2008-2009

BOWDOIN COLLEGE DINING SERVICE 2008/2009 STUDENT CATERING GUIDE

The Student Catering Guide was developed for student organizations, house leaders, athletic teams and clubs. It is generally intended for events of 50 or fewer. The Associate Director of Dining Service must review events larger than 50. Contact Ken Cardone at X3208 to discuss your needs. Follow recommendations in the guide and your event will be a success!

TIME is the most important factor to consider in planning. For any event, even one you consider uncomplicated, *initiate your arrangements at least two weeks prior* to the anticipated event date and *finalize your plans at least one week in advance*. By doing so, you will have a greater array of choices available to you. If you don't plan ahead you may not be able to hold the event at all!

HOW TO PLAN YOUR EVENT

1. ***Book a room (well in advance of your event):***

Call Events Office X3421 to book a room. The campus scheduler will assist you with arrangements such as the number of tables and chairs you need, audiovisual aids, time of event, etc. Food for events held in College function rooms (such as Daggett Lounge) must be ordered through Bowdoin Dining Service.

2. ***At least two weeks prior to the event contact Dining Services (x3181 or X3211):***

The person making arrangements must be authorized to sign for any charges that may be incurred. Typical charges would include food not covered by a board transfer, delivery and set-up service, wait staff, china service, linen, decor, etc. An project code to charge to is required when making arrangements.

3. ***THERE ARE TIMES WHEN DINING SERVICE MAY NOT BE ABLE TO HANDLE YOUR EVENT!! PLEASE MAKE SURE THAT YOUR EVENT IS APPROVED BEFORE FINALIZING YOUR PLANS.***

ONE TO TWO WEEKS PRIOR TO EVENT:

1) ***Order related supplies and service and have approved by Dining Service.***

Complete an order form for your dining function. Forms are available at the Residential Life Office located on the first floor of Moulton Union or at the Dining Office in Thorne Hall.

There are three types of order forms:

1)	Reception and Party	Ivory	7 days notice
2)	Special Meals	Blue	7 days notice
3)	Formal and Holiday Meals	Pink	14 days notice

Details are important--an incomplete form may not be processed in time for your function to occur! Forms also itemize charges so you can plan within your budget. The Dining Office staff will verify the charges when the form is turned in. Return the form to the Dining Office (Mon.-Fri. from 8:30 a.m. - 5:00 p.m.). Make a copy of the form or ask an office staff member to make one for you.

FREQUENTLY ASKED QUESTIONS

Are there any restrictions about WHEN functions can be held? YES!

- > During large college weekends such as Parent's Weekend and Homecoming there are so many functions scheduled that resources of time, available space, equipment, and staffing are stretched to the limit. Student events are already planned during these college weekends.
- > Sometimes, even if you make your request on time, we may have so many functions already scheduled that we haven't enough equipment or staff to handle your event .
- > Dining Service plans a number of Theme Meals for all board students during the year. Other catered student events will not be able to be accommodated at those times.
(Refer to the Theme Meal schedule at the end of this catering guide.)
- > Dining Service can usually handle one house dinner or barbecue event per day, *but, there are occasions when we have to say NO!* Remember to make rain plans! This can include either cancellation of the event or re-scheduling to the next available date. For barbecues a 5-hour notice of cancellation or rescheduling is required. Planning early will increase the likelihood that the event can be accommodated. **When planning events, board transfers are limited to twice per year.**
- > To accommodate as many groups as possible, function requests are limited to no more than once per week as dining schedules and resources permit.

Who pays for special functions? Can we use board plans to cover the cost?

You may transfer board to cover some or all of the cost of your event. There are a few points to keep in mind: **1.** Make sure the name and ID numbers are legible. If we can't read it, no credit will be applied. **2.** If a student whose ID number you gave us insists on eating in the dining hall for that meal, your account will not be credited for the board transfer. In other words, **MAKE SURE** you have a commitment from students before giving us their name. **3.** The cash rate is charged to your account for all meals ordered that do not have a board transfer. **4.** The Residential Life Office also requires you to fill out a prior approval form for board transfers. **5.** All student names and ID numbers are to be turned into the dining office two days in advance.

Can we turn in our board for cash or food supplies?

With notice of at least one week for situations where Dining Service can not accommodate the event recognized student organizations can request board transfers for off-campus or group meals. Transfers are limited to a maximum **of twice per year**. Dining Service reserves the right of final approval for any requests made. **Account transfers will only be given for groups of 25 or less unless approval is obtained from the Dining Service Director or Associate Director.** We will provide food supplies or do a journal voucher (we must have the project code to charge to for the group) for the food portion of the full board meal rate (currently 30% of the board rate). If you are requesting food supplies, the dining staff will determine the appropriate amount of food to provide based on the menu. The rebate rate is presently:

Breakfast \$1.95

Lunch/Brunch \$2.58

Dinner \$3.04

What if we have to cancel our function?

> You need a 24-hour notice to cancel most functions. Formal dinners require a 48 hour notice. Call the Dining Service Office at x3211 or x3181 to cancel between 8:30 a.m.-5:00 p.m., Monday through Friday. *Do not leave a voice-mail message or an e-mail, be sure to speak with someone in person.* For example, you must cancel a formal Saturday evening dinner by Thursday morning. Remember, the office is closed weekends so you can't include those days as notice days! It is also important to notify the Events Office to cancel any room reservations or set ups you have booked. *A cancellation fee may be charged to cover expenses already incurred, including administrative expenses.*

What about booking large events (for groups with more than 50 guests)?

> To best serve your needs, any event for groups larger than 50 need to be reviewed by the Associate Director of Dining Service before they can be approved. Contact Ken Cardone at x3208 to discuss your needs.

Can we increase or decrease our meal or reception supply counts?

> To give the kitchen time to place food orders, a final count is due one week prior to your event. To avoid additional service charges the final guest count must be within 10% of the original estimate.

Where do we pick up our food and supplies?

> You will pick up your supplies either at Thorne Dining Hall or Moulton Union. For Thorne, use the loading dock kitchen entrance, which is off South Street, behind Stowe and Howard Halls. The Moulton Union loading dock entrance is on College Street across from the Women's Resource Center.

Can we borrow serving equipment?

> Except for the equipment we send to serve your meal, we cannot loan equipment. The equipment

Can we obtain meal tickets to bring faculty to meals at the houses or dining halls?

> Yes you can. Pick up meal tickets at the Residential Life Office during regular office hours. Please bring the list or name of the faculty member who will be using the ticket.

Can we serve alcohol at catered meals?

- First, you must obtain permission from Residential Life staff. Dining Service is licensed by the State of Maine Liquor Commission for the service of alcohol. However, most events require a special supplementary permit. ***The process of obtaining the permit takes 3 weeks.*** The State of Maine laws regarding the service of alcohol are very strict and we will work closely with you to comply with the law while insuring that your event is a success.

BOWDOIN COLLEGE DINING SERVICE

STUDENT CATERING GUIDE OVERVIEW					
TYPE OF EVENT	FORM COLOR	NOTICE REQUIRED	COMPLETED ID LIST DUE BY:	Estimated BASIC COST	NOTES
Reception/party orders	Ivory	1 week	n/a	itemized on order sheet	
Board menu dinner	Blue	1 week	24 hours prior to event	board transfer or cash Board plus \$3.25 pp	Available to houses
"Bowdoin BBQ" (Groups of 50 or fewer)	Blue	1 week	24 hours prior to event	board transfer or cash Board plus \$3.25 pp	Houses can schedule others if equipment available
Special Meals	Blue	1 week	24 hours prior to event	Board plus \$3.25 pp with a \$50.00 minimum charge	Holiday Meals available Houses only.
"Magee's Pizza Party"					
"Sombbrero Special"					
"It's a Wrap!"					
"Hearty Soup & Salad"					
"A Taste of Italy"					
"My Favorite Comfort Food"					
"Weekend Brunch"					
Formal and Holiday Meals	Pink	2 weeks	24 hours prior to event	Starting @ board+ \$6.50	
Board Transfers		72 hrs prior to event			DS reserves right approval. Two times per year maximum
If alcohol is being served...		3 weeks		Permit & Bartender Fees	To obtain alcohol
ADDITIONAL CHARGES					
Delivery/set up				\$40.00 to locations other than Thorne Dining Hall or Moulton Union	
Start before 7:00 am or ending after 7:30 p.m.				\$40- \$100 service fee depending upon impact on staffing	
Tablecloths				\$4.50	
Flowers				\$6.00 per bud vase	

7/24/2008

Bowdoin College Dining Service
Checklist for setting up student functions

Prior to your event:

- ___ 1. Did you book the room you are using through the Event's Office (X3421) at least 14 days prior to your event?

- ___ 2. For events where alcohol is going to be served...
 - Have you received permission from Residential Life?
 - Applied for an alcohol permit through Dining Service 21 days in advance?
 - Established a system for adhering to Maine state liquor laws for your event?

- ___ 3. Have you designated a contact person(s) to be your event leader(s) and be on the premises at the time of the event?

- ___ 4. Did you make arrangements through the Events Office for:
 - Buffet tables
 - Tables and chairs for seating NOTE: if count changes after booking, notify Events
 - Trash cans
 - Audio-Visual services
 - Security to unlock and lock rooms

- ___ 5. Did you discuss a rain plan and cancellation policy with the Dining Office staff?

- ___ 6. Is the function sheet for your event filled out completely and correctly, and have you read the entire section detailing additional charges?

- ___ 7. Did you obtain permission to transfer board to off-set the cost of your event?

- ___ 8. If transferring board, did you bring your list of names and ID numbers to the Dining Office at least 24 hours prior to your event, keeping in mind the Dining Office is closed on weekends?

- ___ 9. Will you have the required serving equipment needed for your event or have you made arrangements to obtain it?

- ___ 10. At the time of your event, make sure there will be no vehicles blocking the delivery area if Dining Service will be delivering items to your function.

- ___ 11. After the event, if there is Dining equipment to be returned, have you done so?

- ___ 12. If Dining is handling setup & breakdown, did they return to load up after your event? If not, call Moulton Union at X3203 or Thorne Hall at X3431. If equipment remains the next morning call the Dining Office at X3181 or X3211.

**BOWDOIN DINING SPECIAL EVENTS AND THEME MEAL CALENDAR
2008/2009**



First Semester

DATE:	THE WEEK	Theme Meal / Special Event
9/2-10/2/2008	Month Long	Ramadan begins at 1st light & ends at last light
9/3/2008	Wednesday	All Campus Lobster Bake
9/11/2008	Thursday	Mini Maine Fall Produce Display(MU&TH) Sustainable Dinner @ MU
9/18-9/20/2008	Thurs - Sat	Alumni Council
9/20/2008	Saturday	Common Good Day
9/26-27/08	Fri-Sat	TBD - Dedication Events - Center for the Common Good
10/10-10/14/2008	Fri.-Tue.	Fall Break: Classes resume on Weds. Oct. 15
10/16 - 10/18/08	Thur.-Sat	Board of Trustees
10/17 - 10/19/08	Fri -Sun	Homecoming Weekend
10/28/2008	Tuesday	Diwali Special (MU)
10/31 - 11/2/08	Fri.-Sun.	Parent's Weekend
10/31/2008	Friday	Halloween Specials (MU & Thorne)
11/19/2008	Wednesday	Oxfam Dinner
11/20/2008	Thursday	Student Thanksgiving Dinner (MU & Thorne)
12/16 -12/21/08	Tue.-Sun.	Exams - Specials
12/22/2008	Monday	Faculty/Staff Holiday Luncheon (Thorne) - Housing closes at noon

Second Semester

1/5 - 1/6/09	Mon.-Tue.	In Service Training (Dining Office)
1/26//2009	Monday	Chinese New Year Theme Meal (TH & MU) Asian Club (OX - Year 4707)
1/29/2009	Thursday	Just Like Home Night (MU & Thorne)
2/3/2009	Tuesday	Soul Food Theme Meal/Black History Month - Thorne
2/5-2/7/09	Thurs - Sat	Board of Trustees
2/14/2009	Saturday	Valentines Day Dessert Special (Thorne & MU)
2/16/2009	Monday	President's Day - Dessert Special
2/25/2009	Wednesady	Ash Wednesday - Menu Adjustments
2/25/09 - 4/11/09	Feb - April	Lent Menu Adjustments
3/6 - 3/21/09	Fri.-Sat.	Spring Break: Classes resume on Monday, March 23
4/2 - 4/4/09	Thurs - Sat	Alumni Council
4/8 - 4/16/09	Wed.-Thurs.	Passover Menus (MU & Thorne)
4/12/2009	Sunday	Easter Sunday Brunch & Dinner (MU & Thorne)
4/16/2009	Thursday	Israeli Theme Meal - Thorne
4/22/2009	Wednesday	Earth Day / Week Menu Specials
4/24/09 - 4/25/09	Friday - Sat.	Spring Weekend - Dining Events
TBD	TBD	Beneath The Pines
5/2/2009	Saturday	Senior Ball
5/5/2009	Tuesday	Cinco de Mayo Mexican Mini Theme - Thorne
5/6/2009	Wednesday	Honors Day Events & Last Day of Classes
5/7 - 5/9/09	Thurs - Sat	Board of Trustees
5/7/2009 - TBD	Thursday	All Sports Banquet (Thorne Closed for Dinner for athletics event)
5/7/2009	Thursday	Scholarship Luncheon (Thorne Closed for Lunch for scholarship event)
5/7 - 5/10/09	Thurs - Sun	Reading Period
5/11 - 5/16/09	Mon - Sat	Exam Specials
5/17 - 5/22/09	Sun. - Fri.	Senior Week Activities
5/22/2009	Friday	Commencement Eve Lobster Bake - Farley Field
5/23/2009	Saturday	Commencement
5/28 - 5/31/09	Thurs - Sun	Reunion Weekend

CC:House Proctors, Res Life, Deans Office,Events, Stud. Activities,Dining Managers,& Stud.Catering Guide
Theme meals for student groups will be contacted by unit manager 6 weeks in advance to confirm

BOWDOIN COLLEGE DINING SERVICE

Thorne Hall, Dining Service Office

Questions? Call X3211 or X3181

RECEPTION & PARTY ORDER FORM

		DAY AND DATE OF FUNCTION	
ORGANIZATION		CONTACT'S NAME	
CAMPUS ADDRESS and EMAIL ADDRESS		CAMPUS PHONE NUMBER	
DATE OF REQUEST	TYPE OF EVENT	FUNCTION BOOKED BY	DATE RECEIVED
"PICK UP" or LOCATION OF FUNCTION	TIME	BOWDOIN ACCOUNT #	
	FROM:	TO:	
NO. GUARANTEED			KITCHEN HANDLING EVENT

EVENT REQUIREMENTS AND ADDITIONAL CHARGES:

- Board transfer/rebate events are limited to two per year
- Service Staff ___ at \$20.00 per hour (if required before 7:00 a.m. or after 7:00 p.m.) \$ _____
- Tablecloths: ___ at \$4.50 each for linen OR ___ at \$2.00 each for paper \$ _____
- Delivery Fee (\$12.00 - \$40.00) \$ _____

APPETIZERS! (includes paper service)

- The Veggie & Dip Platter (serves 25-30 guests) ___ at \$14.95 per platter OR \$ _____
 1/2 Platter ___ at \$8.95. \$ _____
 A fresh mix of carrots, broccoli, cauliflower, peppers, etc. served with dip.
- Toasted Pita Wedges w/Hummus (serves 12-15 guests) ___ at \$10.50 per platter \$ _____
- Vermont Cheddar Platter (serves 25-30 guests) ___ at \$23.95 per platter \$ _____
 Sharp cheddar cheese wedge and grapes; served with two boxes of assorted crackers.
- Mozzarella Sticks served with Marinara ___ @ \$6.95 dozen \$ _____
- Buffalo Chicken Fingers with Blue Cheese & Celery Sticks ___ @ \$7.95 dozen \$ _____
- BBQ Chicken Wings ___ @ \$6.95 dozen \$ _____

BEVERAGES (includes paper service, 1 gallon serves 20; 1 liter serves 4)

- Coffee: ___ gallon(s) @ \$12.00 per gallon (includes condiments) \$ _____
- Hot Chocolate: ___ gallon(s) @ \$8.50 per gallon \$ _____
- Hot or Cold Cider: ___ gallon(s) @ \$10.00 per gallon \$ _____
- Assorted Soft Drinks: ___ 12 oz. cans @ \$1.00 each \$ _____
- Fruit Punch or Lemonade: ___ gallon(s) @ \$4.50 per gallon \$ _____
- Fruit Juice Blends: ___ gallon(s) @ \$5.50 per gallon \$ _____
- Sparkling Cider: ___ 1 liter bottle(s) @ \$5.95 each \$ _____
- Ice Water \$ N/C
 three gallons five gallons

DIRECTOR/DINING SERVICE

KITCHEN SALAD BAKESHOP KEN STEWARD WAITSTAFF PURCHASING BUSINESS

revised 06/07

PARTY SNACKS FOR A CROWD (includes paper service)

- Pretzel Twists (6 - 16 oz. bags): _____ @ \$9.75 60 portions
- Potato Chips (6 - 16 oz. Bags): _____ bags @ \$21.75 50 portions
- Tortilla Chips (2 - 3 lb. Bags): _____ @ \$21.95 50 portions
- Salsa -- medium (1 gallon): _____ @ \$19.50 60 portions
- Smart Food Popcorn (12 - 5.5 oz. bags): _____ @ \$23.95 60 portions

Retail pack snacks are available at the Bowdoin Express convenience store. Simply go and select the items you want and complete the charge sheet at the cashier counter. You must be pre-authorized to charge through the Res. Life or Student Activities Office. You must present your ID at time of purchase.

SWEET TREATS (includes paper service)

- Home Baked Cookies (3 1/2" cookies) _____ at \$3.75 per dozen
Baker's choice; may include chocolate chip, oatmeal, peanut butter, or an assortment of cookies
- Cookie Toppings & Decorations: for 3 dozen (minimum) _____ at \$9.00
Chocolate & vanilla frosting, colored sprinkles, chocolate chips, coconut, & cherries
- Chewy Fudge Brownies (one dozen) _____ at \$3.75 per dozen
This one speaks for itself!
- Homemade Muffins (baker's choice) _____ @ \$4.75 per dozen
- S'mores (serves 40) at \$15.95 (Don't forget to order a grill, we'll send skewers!)
Just like camping! A graham cracker, chocolate and toasted marshmallow delight!
- Ice Cream (three gallon tubs serve 40-45 guests) _____ at \$29.00 per tub
Choice of flavors: chocolate, vanilla, strawberry, chocolate chip, cookie dough, Oreo cookie).
Sundae Toppings _____ at \$1.50 per person
Top it off with fudge sauce, strawberry topping, whipped cream, & chopped nuts.
- Frost-Your-Own Cupcakes _____ @ \$4.00 per dozen (4 dozen minimum order)
Top it off with chocolate & vanilla frosting, colored sprinkles, chocolate chips, coconut, & cherries
- Assorted Mini Pastries _____ @ \$4.50 per dozen

PLATTERS (includes paper service)

- The Bowdoin Deluxe (serves 30-35 guests) _____ at \$ 39.00 per platter
1 lb. each: sliced turkey breast, baked ham, roast beef, Genoa salami, Swiss & provolone cheese.
Also includes three dozen assorted rolls, mustard, mayonnaise, plastic knives, and napkins.
- Petite Sandwich Roll Platter (36 finger rolls) _____ at \$32.00 per platter
Traditional finger rolls stuffed with chicken, tuna, and seafood salads.
- It's A Wrap! (Platter) (serves 30-35 guests) _____ at \$ 32.00 per platter
3 wrap sandwich choices featuring Cajun chicken, brown rice & veggie, or Italian sub wrap.

EQUIPMENT CHARGE: Replacement cost if not returned within 36 hours.

EVENT TOTAL (for office use only)

