

## **ALICE ISD FOOD & NUTRITION SERVICES**

### **CATERING REQUEST PROCEDURE**

Campuses and Departments requesting catering service shall adhere to the following procedure:

1. Submit a Child Nutrition Catering Request through email. Note: Delays in the approval process may affect event scheduling or your event being denied if not approved within the 10 day advance notice. Plan in advance and do follow up on your order to ensure that the office of Child Nutrition received it. We will also send out a received confirmation.
2. The following items must be included on the Child Nutrition Request:
  - a. Time set-up should be ready for service
  - b. Location of event
  - c. Number of meals and/or servings
  - d. Items Requested
  - e. Name and telephone/extension number of contact person
3. The person initiating the request shall coordinate the meeting room with the appropriate department. Time for Child Nutrition Department to set-up the service of meal shall be included in arrangements.
4. In order not to financially hamper the Child Nutrition Department, charge to departments is based on calculated cost for service. (food cost, labor, equipment, delivery, etc.)
5. Departments will be charged for quantities ordered and guaranteed up to 48 hours in advance of event. Prices indicated include condiments, napkins, cups, utensils, all utensils are disposable unless specified. There is an additional charge for the use of china, stemware, linen napkins and table covers.

For questions regarding orders, changes, last minute additions please contact 361-664-0981 Tina Dominguez ext. 1057 or Anna Guajardo at ext.1088