

## What's to Eat? Food & Aramark

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Now that you have planned the time, location and programming logistics of your events, it's time to decide if you want food at the event! It is very easy to plan for and order food at an on campus event.

### **What is Aramark?**

Aramark is the food services contractor at Trinity University. Aramark makes all the food you eat on campus, including the food for Mabee Dining Hall, the Commons, Java City, Tigers' Den and the Skyline Room. They also provide for events that are on campus: formal dinners, receptions, special buffets, meetings – any place that there is food!

### **Food Service Options**

Organizations have three options when ordering food from Aramark:

- Pick-up Events - The organization arranges for someone to pick up the food from Mabee Dining Hall on the day of the event at the time specified on the form (this will be the case most of the time).
- Delivery Events - The food can be delivered and set up at the location of your event for an additional \$25 fee.
- Catered Events - If your organization wants to have a formal meal (with linens, place settings and a wait staff) there will be a service fee (non negotiable, \$15/server/hour, number of servers depends on quantity of food and number of people at event), but no delivery charge. Events in the Skyline or Underwood rooms **MUST** be catered, meaning the extra charge will be added to your invoice.

### **How to Order Food**

Ordering food for an event at Trinity is really easy. The Aramark Catering Department is on the 2<sup>nd</sup> floor of Mabee Hall. You won't have to hassle with off-campus vendors or put a huge food tab on your credit or debit card. Aramark Catering provides all the food services (including payment options) for student organizations, in a simple and easy manner:

- Menus are available in CCI or <http://www.trinity.edu/departments/aramark/menus.html>

Catering Arrangements can be made by contacting Darlene Rodriguez, Catering Manager, 999-8416 or [darlene.rodriguez@trinity.edu](mailto:darlene.rodriguez@trinity.edu). You will need to visit the office 2<sup>nd</sup> floor Mabee Hall and fill out the form.

Be prepared to provide: your name, ID number, date and time for pick up, number to be served, contact phone number, organization name, total cost.

- **Keep in mind:** To get the FOOD to your program or event, orders will not be taken unless they are placed **BEFORE** 2 p.m. three business days before the event

Place Order on:	For Pick Up on:
Monday	Thursday
Tuesday	Friday
Wednesday	Saturday, Sunday or Monday
Thursday	Tuesday
Friday	Wednesday

### **How To Pay?** (hint: Aramark doesn't take cash)

Once you place your order, Darlene will e-mail you to confirm what you ordered. Please verify that the quantity of food is correct and that the cost is correct by replying to the e-mail and giving Darlene the "go ahead." After your event, you will receive an invoice. Don't confuse this with a receipt! An invoice must be paid and there are three options for payment:

- Dine Donations - These are collected from club members and turned in at the beginning of each semester on the Dine Donations form available in Mabee Dining Hall. Individual student signatures are required, as well as student name, student ID #, and amount of donation. At the top of the form, the student organization's name is required. There is a \$50 limit per person/semester for dine donations. Individuals may also e-mail Darlene Huff and let her know pertinent information (student name, ID #, amount of dine money being donated, and name of organization).
- If you have a student organization account with funds in it, then you can cut a check from that account by filling out a Trinity University Student Organization Check Request Voucher form available in the Business Office. Your organization is responsible for making sure that the account has enough money to pay the balance.
- Chartered student organizations may use their Purchasing credit card (see your advisor for details).

### **FAQs**

1. What if I do not want to use Aramark? All food for student organizations must be ordered through Aramark for any and all events on campus (this includes anything from pizza at planned study breaks, food at general meetings, and dinner for banquets). So, basically, yes, for most cases student organizations do have to use Aramark. However, the company does have a policy called "First right of refusal," which means organizations on campus must ask Aramark if they can provide the food for an event FIRST. Aramark has the option of saying yes (which happens most of the time) or allowing you to find another food service provider.
2. How do I make special requests (ethnic foods, complicated recipes)? Aramark staff members want to serve you! They are very flexible if you want to combine different platters or appetizers. They will also work with you to plan for something that is not on the menu, however, they ask that two weeks' notice is given for items not on the preset menu. Aramark can also make different types of ethnic foods. Again, you need to ask them if they can make it first, provide them with a recipe, ask for taste tests, and plan ahead to be able to do all of this in enough time before your event. At this point, and with your help, Aramark folks will decide whether they will provide the catering or not.
3. Where is food service allowed on campus? It is perfectly fine to have food in several locations on campus: outdoors, The Esplanade, the Fiesta Room, Storch Lobby, the Witt Center, the Bell Center, Skyline Room, Underwood Room, Tigers' Den, Lightner Tea Room, and Prassell Game Room. You may also have limited food service in any room in upstairs Coates, although catered events are limited to the Skyline/Underwood and Fiesta rooms in Coates.

**The KEY to Success with ARAMARK is PLANNING!**