

Programs involving food

These types of programs are not breaking the café's contract for food service with us.

- The program involves food preparation from several ingredients to make the completed product and is made from scratch following a recipe. The final product will be consumed.
- The program involves premade uncooked ingredients such as biscuit/ cookie dough or fresh produce where the customer interaction is to fill or decorate the food and then experience the final cooking/baking part of the process. The final product will be consumed. If you intended audience is more than 25 see the café to negotiate getting you ingredients or products.
- The program involves a premade product such as a cookie and will be used in a craft project where the final product will not be eaten and is for decoration only. If you intended audience is more than 25 see the café to negotiate getting you ingredients or products.

If the program calls for a finished product that is offered on the café menu always buy from the café.

For receptions with food always cater through the library.

For receptions offsite work with your supervisor/ Event Resources manager.

For a program where we are supplying a treat/reward at a program contact the café to see if they can fulfill the need.

If the program calls for a large amount of something that will be used during an activity and later eaten such as unfrosted cookies or cupcakes:

1. Contact the café to see if they can fulfill your request for these products.
2. Check the budget for your program
3. Fill out a PO Request attached to your program checklist/ get it signed/ turn in to finance
4. If the café can not supply the product it may be purchased or brought from home.

For the cook book programs in a boardroom: They may continue as they have been. Please notify Monica of the dates that these occur so she's aware that they have been pre-approved.

If you are planning a large event where the presenter will be cooking, please meet with café and Events Resources Manager to work out details.

Please notify Monica of any food related programs so that she is aware they are happening and have been considered by the above criteria.