

Student Org Procedures for food/Catering on Campus SDSU Catering

Student Orgs wishing to supply their own food/beverages for an event on campus will need to adhere to the guidelines listed below.

- 1) SDSU Student Organizations must be officially recognized by the office of Student Life & Leadership (SLL) (<http://SLL.sdsu.edu>, located in Student Services West, room I66I, 619-594-5221).
- 2) Recognized student organizations may hold an on-campus event by submitting an event approval form to Student Life & Leadership (SLL) at least two (2) weeks prior to the event date. The event must go through a review process to obtain approval .
- 3) Contact Student Life & Leadership for more information regarding hosting events on campus.
- 4) Contact SDSU Catering at least three (3) weeks prior to an event when requesting a Catering waiver for an on campus function. For menus and Catering Waiver forms and examples go to www.eatatsdsu.com and click the Policy and Forms button at the bottom of the page.

The following is a list of Food and Beverage Options:

- Grocery/Outlet Super Store- purchases from Costco, Sam's Club, Smart n Final, or any local grocery store, only the top portion of the form needs to be filled out. The documents such as the liability insurance, health permit, inspection report, etc., will not need to be submitted. Instead, an itemized list of what is being purchased needs to be submitted along with the Catering Proposal Approval Form.
- Recognizable "To-Go" Restaurant- e.g. Dominos or Woodstock's Pizza, the documents listed above will not need to be submitted. However an itemized list of what is being purchased and the total cost must be submitted along with the Catering Proposal Approval Form.
- Outside Catering Company/Restaurant requires a written bid from the company. The bid must show an itemized list of menu items to include portion size, servings, and the total cost. If Catering waives their rights to cater, all the required documents (liability insurance, health permit, inspection report, etc.,) must be submitted for approval.
- Beverages – Pepsi products are the only brand allowed at on-campus functions – Aquafina is the Pepsi brand of water.

The Catering Proposal Form, along with all required paperwork, may be submitted via email to alicia.carter@sdsu.edu or andrea.roehrich@darth.sdsu.edu

