

2017 Summer Conference Meal Plans



Dear Conference/ Camp Director,

Thank you for choosing Arkansas State University as your event site this summer! We are looking forward to your arrival. It is our pleasure to give your participants great customer service and tasty, nutritious meals while they are here.

Please read over this brochure for information about your conference contract, billing procedure, meal times, and other dining policies. Please return the completed conference registration form at your earliest convenience.

As always, we will be happy to provide you with any additional food service outside the agreed-upon meal periods. Call our catering department at 972-3858 for pizza breaks, ice cream socials, or just some cookies and sodas.

If you have any special needs for your event, please contact me at 870-972-2059. We want to make your conference the best yet!

Adam Simmons
General Manager

Sodexo Campus Dining Services

Arkansas State University
Student Union Rm 2064 B

870-972-2059

Fax: 870-972-3797

mcobb@astate.edu

www.astate.edu/dining

www.facebook.com/astatedining

Three Steps to Easy Conference Dining

1 Confirm One week prior to the conference start date, please call 870-972-2059 to confirm your camp, meal times and number of guaranteed participants.

2 Payment Five days prior to camp please call Michelle Cobb to have your conference payment arranged. Billing for on Campus Conferences requires purchase orders five days before your conference starts. Call Michelle with your RO or PO number. For private conferences, a deposit of half of the total estimated billing cost is due five days prior to the start of your event. We now accept Visa, MasterCard, American Express, and Discover.

3 ID Cards: Please retain your receipt from Residence Life to confirm the number of conference participants. Billing is based on the number of ID cards issued on the first day of your conference. If you have extra cards, turn them back into Residence Life. These cards are active will be billed as such if you still possess them.

Sheryl Puckett, ASU ID Center, can provide you more information regarding ID cards at 870-972-2285.

Summer Conference Meal Rates tax not included

Ala Cart

Breakfast \$5.38
Lunch \$8.06
Dinner \$8.27

3 Meal Package

Breakfast, Lunch and Dinner
\$20.68 per person

(Breakfast \$5.12, Lunch \$7.68, Dinner \$7.88)

All three meals must be taken in one calendar day

Please Note

We expect you to provide an adequate number of responsible adults in the dining hall during your camp meal times. It is your responsibility to monitor behavior and take care of any participant emergencies.



Conference Registration Summer 2017

Camp Name: _____

Number of Participants: _____

Conference Date(s): _____

Conference Meals Needed (place x on days that apply):

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Breakfast							
Lunch							
Dinner							

For special arrangements or snacks please contact
Catering Services at 870-972-3859

Organization Name: _____

Contact Name: _____

Phone: _____

Email: _____

Billing Address: _____

*I agree to all conference policies and accept
financial responsibility for payment of all
conference bills*

Signature

Date

Sodexo Campus Dining Services
P.O. Box 299
State University, AR 72467

RETURN TO:
Sodexo Campus Dining Services
P.O. Box 299
State University, AR 72467

PLACE
POSTAGE
HERE