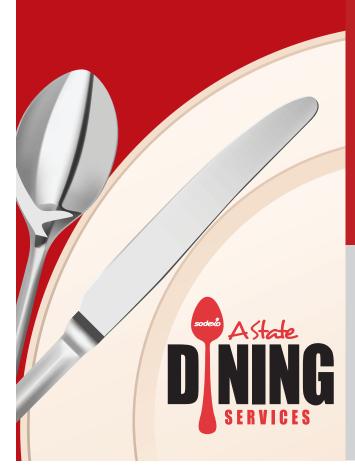
2017 Summer Conference Meal Plans



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 from at your earliest convenience.

As always, we will be happy to provide you with any additional food service outside the agreed up-on 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

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.

BID 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 posses them.

Ala Cart Breakfast \$5.38 Lunch \$8.06 Dinner \$8.27 3 Meal Package

Summer Conference Meal Rates tax not included

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.

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





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

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

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

