

*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 contract, billing procedure, meal times, and other dining policies. Please return the 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.

If you have any food allergies or special needs for your event, please let us know prior to your arrival.

Michael Wonderly
Sodexo Operations Manager

RETURN TO

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

CONTACT US

Reng Student Union
Room 2008

☎ 870-972-2059

📠 Fax: 870-345-7261

kimberlee.johnson@sodexo.com

www.astate.edu/dining

📷 [astatediningservices](#)

📘 Astate Dining Services



2022 SUMMER

Conference & Camp Meal Plan



CONFERENCE/CAMP SETUP & BILLING PROCEDURE

Fill out the Summer Conference Registration Form and return one month before your conference/camp.

Email Kim Johnson at kimberlee.johnson@sodexo.com one week prior to conference start to confirm dates and number of participants.

Your conference/camp must receive all three meals during your conference within the guaranteed participant number to receive the 3 Meal Package.

If the conference/camp wants to be billed by the number of participant swipes, the individual meal rate will be used.

If your camp has less than 30 people and need meals on the weekends, please contact our Camp Coordinator Kim Johnson. Camps will be invoiced based on their guarantee number. If the guarantee decreases you must notify Kim Johnson, if it increases the day of camp billing will be adjusted accordingly.

SUMMER MEAL TIMES

Monday-Friday

Breakfast 7:00 AM - 9:00 AM

Lunch 11:00 AM - 1:00 PM

Dinner 4:30 PM - 6:30 PM

If your conference needs different times please contact us

INDIVIDUAL MEAL RATES

Breakfast \$6.89

Lunch \$9.25

Dinner \$9.25

3 MEAL PACKAGE

Breakfast, Lunch, and Dinner

\$24.00 per person

(Breakfast \$6.70, Lunch \$8.65, Dinner \$8.65)

For information about ID Cards you may contact Sheryl Puckett
870-972-2285

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 the behavior and take care of any emergencies.

Attendees who stay in the Residence Halls overnight must use Dining Services to provide all meals for the camp/conference.

Day Conferences that provide lunch must use Dining Services.

SUMMER CONFERENCE REGISTRATION

Camp Name: _____
Guaranteed Number to be Billed: _____

Start Date: _____

End Date: _____

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

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
B							
L							
D							

For special arrangements or snacks 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