

Catering Expense Reduction Policy
Effective November 1, 2011

The goal of this policy is to reduce the institutional use and aggregate expense of catering services and raise awareness of same through a policy and practice of review and approval.

Note: *Policy will not restrict SGA or student funded spending . College will continue to promote student awareness of catering options through Aramark to capitalize on commission returns to College.*

Policy-practice statements.

- 1. Goal:** Reduce floral, balloon, linen, special colors or styles, and other decorative arrangements.
Action: Department and division heads will review event requests and need, assess cost and reduction options, and approve minimal expenditures.
- 2. Goal:** Eliminate or reduce the arrangement for “plated” catered events. Utilize self serve or buffet style.
Action: Department and division heads will review event requests and need, assess cost and reduction options, and approve minimal expenditures.
- 3. Goal:** Reduce rental needs for tables/chairs and other furnishings for major events and functions.
Action: Department and division heads will review event requests and need, assess cost and reduction options, and approve minimal expenditures. When feasible use in house FF&E (furniture, fixtures & equipment).
- 4. Goal:** Implement cash bars vs. open bar. Reduce bar service use except for select events.
Action: Department and division heads will review event requests and need, assess cost and reduction options, and approve minimal expenditures. Event planners should reduce quantity of alcohol purchased that have expiration dates (ex. Beer) to minimize inventory and loss due to expiration.
Note: Alcoholic beverages purchased by employees for College events or functions will not be reimbursed per College policy. Alcoholic beverages cannot be provided or brought to campus for personal or community consumption.
- 5. Goal:** Eliminate or reduce college funded lunch meals at meetings.
Action: Department and Division heads will review requests to use College funded meal coupons, meal vouchers, and use of department budgets to place funding on personal Lyons Bucks accounts for purchase of meals at any college venue (FDR, Cafés or dining halls) and will only approve in select circumstances. College funded meal purchases will follow College policy as stated on Finance web site.
- 6. Goal:** Institute a minimum count to purchase catered services.
Action: Catered meals and services may only be purchased for events with six (6) or more attending. Department and division heads will review event requests and need, assess cost and reduction options, and approve minimal expenditures.

7. **Goal:** Restrict use of off-campus venues for events and functions.
Action: Utilize on-campus locations and services. Department and division heads will review event requests and need, assess cost and reduction options, review college ability to accommodate event, and approve minimal expenditures.
8. **Goal:** Increase collaboration with Dining Service Catering Director to assess menu's, event goals and costs for optimizing the use of resources.
Action: After submitting an event form to Conference & Event Services event planners will contact the Dining Services catering director to review all opportunities to minimize expenses while achieving event goals. Options may include utilizing dining hall venues and offerings for catered events, eliminating or reducing canned or bottled beverage service, etc.
9. **Goal:** Reduce catering expenses by confirming all catering counts with precision to reduce purchased meals and services that are not utilized.
Action: Event planners will provide firm orders to catering 72 hours in advance.