

# Catering Order Request Form

**NUMBER OF ATTENDEES: (Please check ONE)**

Under 25 – Danielle Goss, UME Administrative Assistant

Over 25 – Lily Oakenfold, UME Administrative Assistant

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**Requested By:** Click or tap here to enter text.

**Date Requested:** Click or tap here to enter text.    **Event Name:** Click or tap here to enter text.

**Date of Event:** Click or tap to enter a date.    **Actual Time of Event:** \_\_:\_\_ AM  PM

*(NOTE: There are extra costs for events before 8:00 am, after 4:30 pm for Safeway – double delivery – other venues may be the same- it varies).*

**\*Specific Number of Attendees:** Click or tap here to enter text.

**\*\*Please confirm your numbers at least 24 hours prior** to the event, whether they have changed or not from initial request.

**Room of Event:** Click or tap here to enter text.

*Rooms must be booked by Coordinator. If food must be provided outside of a theatre, be sure to book space appropriately and request tables for the food from Instructional Resources.*

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**Dietary Restrictions:** **\*\*NOTE:** We cannot guarantee any dietary restrictions. Most venues are able to offer a vegetarian and gluten-free option.

Vegetarian

Vegan

Gluten Free  *(No vendor will guarantee for celiac disease)*

Other (please specify): Click or tap here to enter text.

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**Miscellaneous Items ie. Tablecloths/Liquor etc.:** Click or tap here to enter text.

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**Catering Needed:**

Sandwich Tray

Fruit Tray

Vegetable Tray

Dessert/Cookie Tray

Snacks ie. Granola Bars/Chips

Other (please specify): Click or tap here to enter text.

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**Beverages Required:**

Water

Coffee

Tea

Other (please specify): Click or tap here to enter text.

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Requester Signature: Click or tap here to enter text.

Approved by (for exceptions to regular caterings): \_\_\_\_\_

UME Finance Manager

Date Received: \_\_\_\_\_

**\*Please refer to Catering Guidelines for additional information.**



## Food & Catering Guidelines

The following guidelines will be used when ordering food and catering services in UME. Please complete the catering form for **all requests** a minimum of 4 days prior to event. NOTE: For all new events not approved below, prior approval will be required from the UME Manager, Finance.

May 1, 2015 – Aramark awarded the food services contract at UC.	Meal	Beverages	Snack (Veggie/fruit tray)	Comments
Subcommittee: SEC, PCC, Clerkship, SARC and UMEC	No	Water	Yes	Sandwiches for meetings over 3 hours.
Other Committee Meetings				Event subject for approval.
Master Teacher Journal Club	No	Water	No	Event subject for approval.
Aboriginal Health				Event subject for approval.
Med Skills OSCE 1 Day one Day two	Yes Yes	Yes Yes	Yes (am/pm) Yes (am/pm)	Numbers include Examiners and SP's
Med Skills OSCE 2 Day one Day two	Yes Yes	Yes Yes	Yes (am/pm) Yes (am/pm)	Numbers include Examiners and SP's
Clerkship OSCE Day one Day two Day three	Yes Yes Yes	Yes Yes Yes	Yes (am/pm)	Numbers include Examiners and SP's
CARMS Workshops	Yes	Yes	Yes	Event subject for approval.
Admissions Interviews Reviewers - Workshop	Yes	Yes Yes	Yes (am/pm) Yes	Sandwiches for meetings over 3 hrs.
SAW	Yes	Yes	Yes	Event subject for approval.
UME Department Retreats Department Party	Yes	Yes	Yes	As required As required
Med Skills Volunteer Program	Yes	Yes	No	Breakfast
Convocation	Reception beginning at 4:30 hours organized by UME – duration to 6:30 p.m.			
Movie Night	Request for funding to be approved before order is placed.			
Students	Special events have a budget which has been approved and details provided to CSMA. Other budgeting as approved.			
CMSA Executive	Yes	Yes	Yes	
Courses				Event subject for approval.
Financial Literacy	Yes	Yes		
Orientation "O Week"	Yes	Yes		

\*\*All efforts will be made to eliminate or reduce food/catering expenses.

>\$30.00 late fee will be applied by Aramark for order less than 3 business days

*Updated March 14, 2018*

Approved: Dr. Sylvain Coderre, Associate Dean UME & UME Management