

Courtyard Lunch Checklist

Club/Co-Curricular: _____ **Date of Lunch:** _____

Publicity: (Materials for publicity are provided by the Student Life & Leadership Office)

- E-mail to PUBLIC-LB, sent one week before the lunch (please attach a copy)
- Flyers posted on bulletin boards OR sandwich boards at least one week before the lunch (please attach a copy) OR slide uploaded to all campus monitors (see SL&L staff for guidance)
- Sandwich board signs describing the event and club name to be posted at the table the day of
- *All publicity must include: the complete menu, correct prices, date and time, name of the sponsoring club/co-curricular, and the following wording: "This event is made possible through a collaborative effort between Food Services, Student Life & Leadership, and Council of Clubs."**

Set up:

- Four club members report to SL&L no later than 11:15 a.m. the day of the lunch
- Set up tables (delivered previously by Facilities to SL&L); Food Services will provide tablecloths
- Post large sign with menu, prices, club name and collaborative statement (above)
- ✓ Get beverages and desserts from SL&L storage room (SL&L staff)
- ✓ Put beverages on ice (SL&L staff)

Serving and money collection:

- Four club members present **between 11:00-11:15 a.m.** for instruction from Food Services staff regarding food preparation and serving, taking accurate count of students/staff, money collection and final clean-up. Four club members present for the duration of the lunch.

Clean up:

- Dump ice on grass and return tub to SL&L office
- Clean up all trash Remove all event publicity
- Return leftover beverages and unopened cookies to SL&L office

By signing this checklist, I confirm that all above items were completed within the timelines set forth.

Club/Co-Curricular Advisor

Club/Co-Curricular Student Representative

Food Services Representative

Club/Co-Curricular comments: _____

****This completed checklist must be completed and returned to SL&L's Clubs Coordinator or Student Activities Coordinator within 5 days after the event to be eligible for the \$150.00 service payment.****