

MEAL REQUEST

- Please fill in the boxes below with your meal requests:
 - Add the dates in the left column.
 - Add the estimated number of guests for each meal.
 - Indicate whether you'll have a scheduled meal with Dining Services or are using Catering by Concordia.
 - Request a time* to eat.
- For days or meals that you will not eat on campus, please write in "No meal."

DAY, DATE:	NUMBER OF GUESTS	DINING SERVICES (DS) OR CATERING	REQUESTED TIME
	# of guests for breakfast:		
	# of guests for lunch:		
	# of guests for dinner:		
DAY, DATE:	NUMBER OF GUESTS	DINING SERVICES (DS) OR CATERING	REQUESTED TIME
	# of guests for breakfast:		
	# of guests for lunch:		
	# of guests for dinner:		
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	# of guests for breakfast:		
	# of guests for lunch:		
	# of guests for dinner:		



Special Dietary Requests

Please share specific information (allergies, vegetarian, gluten-free, etc.) and include the name of the guest associated.

Roster of Names

In alphabetical order by last name, please send a list of the first and last names of those who will be eating meals. This is crucial for our Dining Services staff as they will go through these names at the check-out line.

If there are different names for different meals, please create separate lists for each meal.

Times

Meal times are generally scheduled for either 30 or 45 minutes, depending on the size of your group. While you are certainly welcome to schedule any length of time as a meal break for your participants, the designated time slot that you are assigned for a meal is when your entire group is expected to arrive and be served their food. You do not need to finish eating and vacate the space during this time, but this is when everyone is expected to come and get their food. Please be on time.

During the academic year, there are certain times that see higher traffic and lines because of class schedules. Please take into consideration the following when requesting your preferred meal time:

Monday – Wednesday – Friday

Higher traffic from 11:40-11:50 a.m.

Traffic slows from 11:50 a.m. to 1 p.m.

Higher traffic from 1-1:20 p.m.

Tuesday – Thursday

Higher traffic from 12:10-12:50 p.m.

Traffic slows before and after these times...

*We will take your requested meal times into consideration, but they are not to be considered final until **you receive a confirmation of them.**

Location

For those who are familiar with how food and meals are offered on Concordia's campus during the academic year, please know that the summer process is different. From May through mid-August, the food and meals offered in The Maize and in Anderson Commons **are identical**. Anderson Commons does not offer the variety/amount of food that is offered during the academic year.

Typically, the size of your group will dictate the location of your meal(s). For smaller groups, meals will be served in The Maize (located on the lower level of the Knutson Campus Center). Larger groups will be served their meals in Anderson Commons (located on the main level of the Knutson Campus Center). While this is generally the rule for individual groups, we do take into consideration the total number of guests requesting meals on any given day.

The final determination on meal location is made by Dining Services. After we process this meal request form, you will receive a confirmation of the assigned location.

Billing & Deadlines

Groups will be billed for 95% of the confirmed number provided on this meal sheet OR the actual number of guests that eat at each meal, **whichever is higher.**

You will not pay the cashier at The Maize or in Anderson Commons, unless previously arranged to do so. A total amount owed for meals will be included on your final invoice that you'll receive from the Office of Conferences & Events within three weeks after the final date of your event.