1.1 Food

1.1.1 The Job

The job of the Food Chair is to arrange for all meals at Reunions. Most classes begin with a reception and dinner on Thursday evening and finish with either a “grab & go” breakfast or off-Headquarters site brunch on Sunday morning. The Food Chair should:

1. Coordinate with Reunion, Headquarters, Beverage and other Chairs to select sites for meals and receptions. Off-Headquarters venues must be requested using the Office of Alumni Affairs online form in the early fall.

2. Develop menus, meal policy and budget and advise the Finance Chair to help determine the class fee structure. Things to consider:

   - which meals to serve to alumni and guests
   - any meals where children are served separately (keep in mind that babies and younger children do not consume as much as teenagers)
   - meal arrangements for crew members, entertainers and security personnel
   - meal arrangements for satellite classes, if any
   - an estimate of numbers expected at meals
   - pricing policy - what meals and prices to include in the base fee for classmates and guests
   - system for determining the number served at each meal and preventing gatecrashers (meal tickets, etc.)

3. Plan menus carefully with an eye toward budget control and suitability of menu to the number of people who will be served. Standardized menus, meals served at headquarters, children's rates and menus where applicable, and buffets are effective cost cutters.

4. Control costs and ensure adequate supplies by keeping your food vendor(s) informed of meal attendance estimates right up to Reunions weekend by using and monitoring a meal ticket system during Reunions. Monitor distribution of meal tickets to pre-registrants and sales to walk-ins. Campus Dining, if you choose to work with them, will prepare food to cover a 5% variance from your guarantee count and charge your class your guarantee count or the actual attendance, whichever is greater. Serve as a liaison between student crew members collecting meal tickets (counting alumni served) and your food vendor(s) to determine actual costs.

5. Decorations: You may want to decorate the tables at dinner with centerpieces or other paraphernalia related to your reunion theme. You need to decide with the Reunion and Finance Chairs whether decorations are a separate budget item or included in the food budget.
1.1.2 Related Information

**Estimating meal counts.** Some classes include space on the registration form for classmates to indicate which meals they plan to attend (# of adults and # of children at each meal) and if they have special dietary needs. Keep in mind that it is easy to overestimate attendance for Friday and Saturday breakfasts. Campus Dining keeps past meal attendance by major reunion for reference.

**Meal tickets.** If you plan to use meal tickets, complete the online Meal Site form, provided by Alumni Mailing Services. Even if you are unsure of your final counts, the design work can be completed. Specify the type of tickets you want (we recommend 2¼” x 4½” booklets with different colored tickets for each meal) and how many you want of each type (Adult/Child, additional single meal tickets, etc.). Please also specify meal details, such as location, date and time. The reunion logo can be included on all tickets. In addition, the University provides meal stickers to affix to Reunions wristbands at registration to indicate that an attendee has purchased all meals for the weekend. This is helpful when meal tickets are misplaced or forgotten by alumni or guests at a meal.

**Special meal tickets for Frist.** Campus Dining can make special meal tickets available to your reunion. These can be used at the Gallery in the Frist Campus Center for Student Crew members during reunion set-up, and for teenaged children of alumni. During Reunions, the crew usually eats at the Headquarters site.

1.1.3 Meal Sites and Receptions

All requests for campus meal sites and receptions, both for major reunions and satellite reunions, are coordinated through the Office of Alumni Affairs. Major reunions should complete the online request form in the late summer, and site assignments are usually made in the early fall. Maximum seating capacities are listed on the form. Note that if you are planning a full Sunday brunch, it must be located off-Headquarters site (preferably in a dining hall), and guests must vacate their rooms before breakfast.

Once a site has been confirmed, the Food Chair should work directly with Campus Dining or an outside caterer on menus. The Food Chair should coordinate with the Beverage Chair on beverage choices during meals. The Food Chair should also coordinate with the Headquarters Chair to contact Building Services for table and chair arrangements.

The University covers the tent and electrical costs of approximately five off-Headquarters meal sites each year. Table and chair rental charges are shared among Reunions using the site. If you are the only reunion using a site, however, you are responsible for the full table and chair rental cost. Classes reserving any of these facilities must comply with layout requirements and capacity limits.

1.1.4 Princeton University Campus Dining

Campus Dining makes available a Reunions packet, along with sample menus, on the web at [http://www.princeton.edu/us/dining/catering/reunions/](http://www.princeton.edu/us/dining/catering/reunions/). The packet includes Campus Dining policies, planning dates, guaranteed billing, tickets, etc. If you elect to use Campus Dining, you should
contact them as soon as possible after the prior year’s Reunions to discuss menus and costs. Campus Dining provides all food and labor for preparation and presentation. You will, however, need your own Student Crew to serve alcoholic beverages and oversee the event and meal count.

1.1.5 Outside Caterers

Should a class elect to use a caterer other than Campus Dining; the following policies apply for functions on campus:

1. Caterers must be approved by the University.

2. Caterers must supply their own service ware, tableware, cooking equipment, food, and related needs.

3. **Caterers are responsible for cleanup after the event and for removal of event refuse from the campus.** Classes will be billed for any follow-up work required of the University to restore the site to its original Reunions state.

4. Caterers are not permitted to use Campus Dining kitchens, Residential College dining halls, lounges, adjacent corridors or cashier spaces for preparing or serving food, or as an access route. Campus Dining locations are indicated in site descriptions.

6. Reunions must provide Office of Risk Management with insurance verification and a copy of the local health license for each outside caterer **no later than April 1st**.