Faculty, Staff and Outside Community:
Steps to Planning a Successful Event with Food at UAlbany

STEP 1: Review the Campus Food Policy

UAS and UAlbany Dining recognize and respect the role of food in the activities of campus departments and student groups. In an effort to ensure the safety and quality of the food provided at special events, meetings etc., the campus community must adhere to the guidelines and standards set forth in the UAlbany Campus Food Policy. Any food policy questions should be directed to Catering@albany.edu.

Please note that all food and beverages served on campus must be provided through UAlbany Dining/Catering with the limited exceptions indicated in the Campus Food Policy (See section I, III, V, VI, IX, and XIII) or if UAlbany Dining/Catering determines that it is unable to provide the requested food service -- which is extremely rare -- it may issue a waiver at its discretion (See Campus Food Policy section VIII for guidelines and Appendix A to review the waiver form).

STEP 2: Reserve Space

In order to reserve space for your event at the Campus Center or in another campus building, you must use the University's Virtual EMS.

PLEASE NOTE: All catering requests for student groups, faculty and staff must be submitted 2 weeks in advance of the event.

The Dane's Den at Indigenous Quad and the State Room at State Quad can only be reserved for student group and/or LLC events.
If you are reserving space for a student organization, please call 518-442-5986 or email us at Catering@albany.edu. Virtual EMS is not required for dining room reservations.

Tabling is only allowed on the mezzanine levels of the dining rooms with prior permission from UAlbany Dining by calling 518-442-5986 or emailing Catering@albany.edu. Virtual EMS is not required for mezzanine tabling at the dining rooms. However you must use Virtual EMS when tabling at the Campus Center or at other campus buildings (see the Campus Food Policy for more information).

Contact UAlbany Catering at 518-442-5986 or email catering@albany.edu.
STEP 3: Create a Budget and Secure Funding Sources

Once you have reserved the location for your event on Virtual EMS and it has been approved, you need to create a budget and, if applicable, apply for any relevant campus funding, such as UAS Program Funds, UAS Supplemental Program Funds, UAS Beverage or Gift Card In-Kind Donations, or plan a way to raise funds. It's very important that you have a realistic budget for your event in order to buy food/beverages that best suits the needs of your event.

STEP 4: Contact UAlbany Catering

Now that you have reviewed the Campus Food Policy, reserved your space and created a budget, you can now go online to UAlbany Catering’s Catertrax to review options and order food/beverages for your event.

Still have questions? Call UAlbany Catering at 518-442-5986 or email catering@albany.edu.

STEP 5: Other

If your event involves inviting the media, you must contact the University's Office of Communications & Marketing.

Helium balloons are not allowed in the Campus Center Ballroom or the Broadview Arena due to contradictions with the fire protection system.

Follow all parking rules, if applicable.

Contact the UAlbany Police Department to make them aware of your event (provide location, attendance, contact person and any other relevant information).

Review all policies listed on the Office of Student Involvement and Leadership event planning webpage, as applicable (i.e., Amplified Sound Policy, Protest Activity Guide, Political Activity On Campus Policy, Campus Center Rehearsal Space Policy and Campus Center Banner Policy).

Review the campus Alcohol Policy, if applicable. By state law, UAlbany Catering requires a liquor license to be acquired at least 45 days prior to the event. Events held in the Campus Center do not require a liquor license.

Review publicity opportunities on campus, such as: exterior flyer posting, campus center banners, monitors, UAlbany website events calendar, and MyInvolvement.

Contact UAlbany Catering at 518-442-5986 or email catering@albany.edu.