Student Catering:

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

The Office of Student Involvement and Leadership assists recognized student groups in planning their campus events. If your group is planning a food-related event, you must first follow the steps outlined on the Office of Student Involvement and Leadership's webpage entitles, Plan Your Event, regarding reserving space via the University's Virtual EMS system before you contact catering.

Smaller events, meetings and private meals can also be held at Dane’s Den at Indigenous Quad and the State Room at State Quad. If you would like to reserve Dane’s Den or the State Room and/or make arrangements for guest meal tickets, please call 518-442-5986 or email catering@albany.edu. Please note that student groups have priority when reserving these spaces. 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 building (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 Student Association Senate Supplemental Funding, 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.

Please contact catering@albany.edu for menus & pricing. Student organizations receive 25% off the UAlbany Catering Menu.

STEP 4: Contact UAlbany Catering

UAlbany Catering is committed to making your event a success. From morning breakfast service to black tie dinners, their goal is to provide you with a full range of quality and innovative catering services. UAlbany Catering has trained, professional staff dedicated to providing the highest level catering services. They will assist you with planning your event within budget and offer creative menus, elegant presentations and thoughtful service to deliver your guests a pleasant experience. You must go in person to the UAlbany Catering office to discuss your event. The office is located in the 1844 (Campus Center, 2nd floor, across from the Fireside Lounge). You are expected to come to the first catering meeting with all of the following:

- Proof that your space has been approved in Virtual EMS;
- Catering’s Student Group Event Planning Questionnaire completed, which includes:
  - The number of people expected to attend;
  - Your expectations for food/beverages;
  - A budget online;
- Proof that your student organization has the funds to pay for requested catering options and/or proof your organization/group has applied for (or received a purchase request number) funding for your event.

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.

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

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