

Dining Services: How-Tos

Food and Beverage Provisions

Request and Purchasing

By contractual agreement with the University of Wisconsin-Green Bay, University Dining Services is the on-campus provider of food for student organization events and activities. For information regarding budget approval and request procedures, contact sec@uwgb.edu.

For on-campus food requests, see the [Food Request FORM](#) on the Student Orgs Webpage to place an order.

Consult with staff in the Student Engagement Center prior to any food and/or beverage purchase for an off-campus event using Segregated Fee or Agency Funding. Guidelines for using a food vendor other than University Dining Services must be followed by the student organization, and then only with prior Student Engagement Center approval. All on campus events requiring alcohol need to have an alcohol request form filled out with approval from the Director of the University Union. The Union Reservationist can help you with this form: [Alcohol Request Form](#). SUFAC funds and Agency Funds are not to be used in the purchase of alcohol.

Using University Dining Service

Advance planning of the event depends on the services being requested. By following these general guidelines, you will ensure proper service for your event:

1. A minimum notice of 3 working days is recommended for coffee and donut orders.
2. A minimum notice of 7 working days is recommended for small luncheons and banquets.
3. A minimum notice of 14 days is recommended for large banquets or catering. Special services such as linens are available for more elaborate or elegant affairs. Please be sure to specify any special request. There may be an additional charge.

There are some special prices that Chartwells has made available for student organization functions. All these prices are good for PICK UP ONLY. See the [Food Request FORM](#) on the Student Orgs Webpage to place an order.

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