

Internal Conference Scheduling Packet (2009-2010)

- 1) Schedule room facility use via FS Direct – www.schooldude.com. Login name and password can be obtained from David Aimone.
 - In FS Direct, select your room – make sure you check room availability. Board Room use is approved by Dr. Davis.
 - Indicate room set up – see attached sheet for room layout designs. An email will be generated from the system to Operations.
 - Indicate any AV requests. An e-mail will be generated from the system to Computer Services.
 - Indicate if food will be required; complete attached forms.
- 2) If your event is not being catered and you expect participants (10 or more) to go through the lunch line, email Brenda Allen at ballen@hfmbooces.org.
- 3) Schedule lunch breaks between 12 noon and 1 p.m. (after students have finished lunch).
- 4) Snacks and drinks are available in the cafeteria throughout the morning. Vending machines for drinks are available in the cafeteria.
- 5) Provide parking information to participants prior to the day of the event.
- 6) On the day of the event, make sure someone is available to direct participants to the conference/meeting room. Signs posted in the Conference Center lobby are encouraged for events.
- 7) Contact numbers

School Dude System Access:

David Aimone (x 4661)

Room Set-up Needs:

Craig Barker (x4662)

IT Needs:

David Patterson (x4393)

Catering Needs:

Brenda Allen (x4619)

Conference Center Questions:

Stacy Ward (x4360)

INTERNAL FOOD SERVICE REQUISITION

Please complete one form per event

Step (1) To be completed by employee:

Employee Name: _____

Division: _____

Budget Code: _____

Contact Person: _____

Date of Meeting: _____

Set-Up Room #: _____

Time Needed: _____

Special Needs or Requests: _____

Total Amount: \$ _____

Group in attendance: _____

Number of attendees: _____

Purpose of Meeting: _____

Justification for providing meal/refreshment: _____

Purchase order number or pending purchase order number: _____
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Step (2) Signature of employee _____ Date: _____

Step (3) Employee must follow standard purchasing procedures and generate a purchase order, using the grand total from attached food sheets. Purchase order notes must include the purpose of the meeting and the justification for providing the meal/refreshment. Insert purchase order or pending purchase order number in box shown above.

Step (4) Send signed Food Services Requisition packets to:

- a) Business Office (Katie Becker) – original
- b) Food Services (Brenda Allen) – copy
- c) Division - copy

Step (5) Upon receipt of white purchase order copy, Food Services will verify scheduled event.

Step (6) Upon completion of event, employee must submit the following to the Business Office:

- a) Signed yellow purchase order copy
- b) List of attendees
- c) Meeting agenda

Step (7) Upon completion of event, Food Services will generate bill and submit to Business Office with copy of the purchase order.

MORNING OR AFTERNOON SETTING OPTIONS

Select each item as appropriate; you may indicate varying numbers for any specific option.
 (For example: 25 people at a workshop: 20 coffees, 10 waters, 10 bagels, 10 muffins, 5 danish)

ITEM	PRICE	AMOUNT ORDERED	TOTAL
Beverages:			
Coffee, Decaf Coffee, Tea	\$1.50	x	
16.9 oz. Bottled Water	\$1.25	x	
20 oz. Assorted Vitamin Water/Snapple	\$1.50	x	
Carafe of Apple Juice	\$3.00	x	
Carafe of Orange Juice	\$3.00	x	
Carafe of Cranberry Juice	\$3.00	x	
Pastries:			
Assorted Danish	\$1.25	x	
Muffins	\$1.50	x	
Mini-Bagels with Cream Cheese	\$1.25	x	
Additional Options:			
Assorted Granola Bars	\$.50	x	
Cookies (Variety)	\$1.00	x	
SUB TOTAL			

If you would like to include an item not listed, please check with Cindy for availability and price.

LUNCHEON OPTIONS

Please selection one Option per event. You will also need to complete the Luncheon Selection Guide.

OPTION	PRICE	AMOUNT ORDERED	TOTAL
Option 1	\$8.50	x	
Sandwich (Single or variety platter) Side Salad Dessert Beverage			
Option 2	\$8.50	x	
Main Entrée Salad Bread or Rolls Dessert Beverage			
Option 3	\$8.50	x	
Hand-Tossed Pizza Tossed Salad Dessert Beverage			
Option 4	\$10.00	x	
Hot Entrée Tossed Salad Bread or Rolls Dessert Beverage			
SUB TOTAL			

GRAND TOTAL :

HFM BOCES Food Services Division

LUNCHEON SELECTION GUIDE

OPTION 1

Please select the types of foods you would like to complete Option 1.

Sandwich Meat:	<input type="checkbox"/> Ham <input type="checkbox"/> Turkey <input type="checkbox"/> Roast Beef <input type="checkbox"/> Tuna Salad <input type="checkbox"/> Seafood Salad
Sandwich Bread:	<input type="checkbox"/> Hard Rolls <input type="checkbox"/> Croissants <input type="checkbox"/> Wheat Berry Bread <input type="checkbox"/> Marble Bread
Side Salad:	<input type="checkbox"/> Tossed <input type="checkbox"/> Pasta <input type="checkbox"/> Macaroni <input type="checkbox"/> Cole Slaw <input type="checkbox"/> Potato <input type="checkbox"/> Ambrosia
Dessert:	<input type="checkbox"/> Assorted Cookies <input type="checkbox"/> Mini Cheesecakes <input type="checkbox"/> Cream Puffs

OPTION 2

Please select the types of foods you would like to complete Option 2.

Main Entrée Salad:	<input type="checkbox"/> Grilled Chicken Caesar <input type="checkbox"/> Grilled Sirloin <input type="checkbox"/> Chef <input type="checkbox"/> Antipasto
	<input type="checkbox"/> Bread <input type="checkbox"/> Rolls
Dessert:	<input type="checkbox"/> Assorted Cookies <input type="checkbox"/> Mini Cheesecakes <input type="checkbox"/> Cream Puffs

OPTION 3

Please select the types of foods you would like to complete Option 3.

Hand-Tossed Pizza: (Serves 8)	<input type="checkbox"/> Cheese <input type="checkbox"/> Pepperoni <input type="checkbox"/> Mushroom <input type="checkbox"/> Sausage <input type="checkbox"/> White Broccoli <input type="checkbox"/> Fresh Basil and Tomato
Dessert:	<input type="checkbox"/> Assorted Cookies <input type="checkbox"/> Mini Cheesecakes <input type="checkbox"/> Cream Puffs

OPTION 4

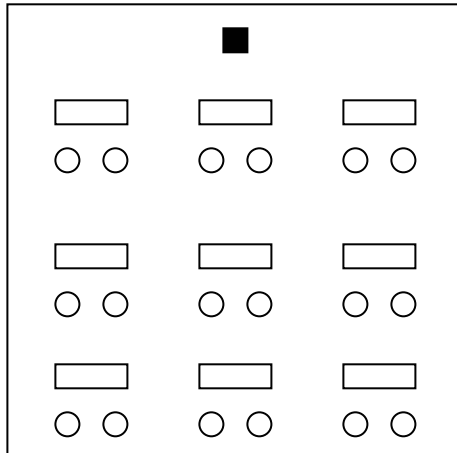
Please select the types of foods you would like to complete Option 4.

Hot Entrée:	<input type="checkbox"/> Chicken Parmesan with Penne <input type="checkbox"/> Stuffed Shells with Meatballs <input type="checkbox"/> Grilled Chicken with Broccoli (Served with Pasta Alfredo) <input type="checkbox"/> Macaroni and Cheese <input type="checkbox"/> Baked Ziti with Meat Sauce
	<input type="checkbox"/> Bread <input type="checkbox"/> Rolls
Dessert:	<input type="checkbox"/> Assorted Cookies <input type="checkbox"/> Mini Cheesecakes <input type="checkbox"/> Cream Puffs

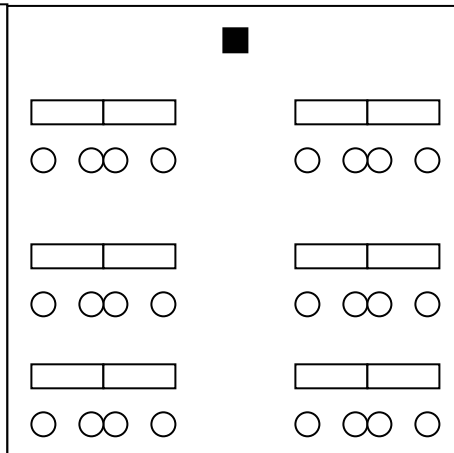
If you would like to include an item not listed, please check with Cindy Fratianni for availability and price.

Room Setup Options

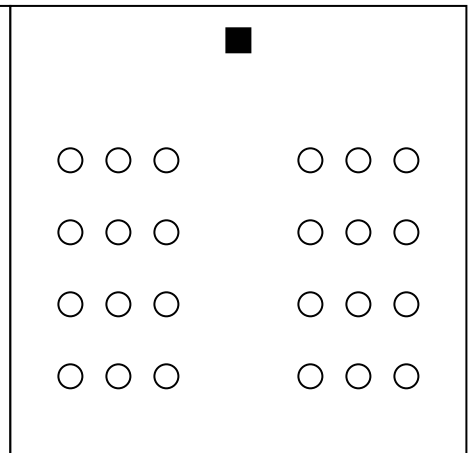
Setup A: Rows w/ tables #1



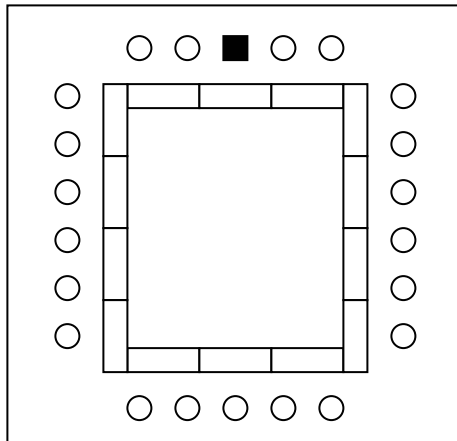
Setup B: Rows w/ tables #2



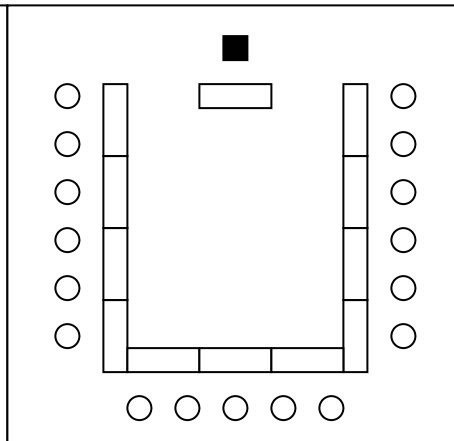
Setup C: Rows w/out tables



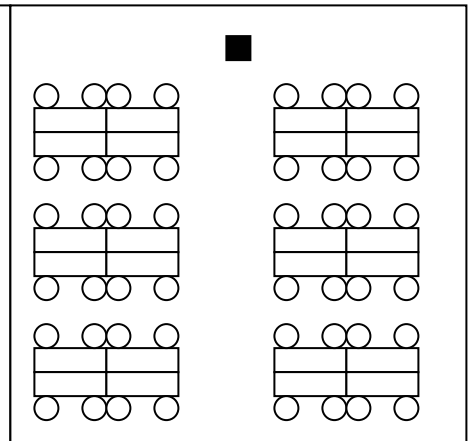
Setup D: Square/Rectangle



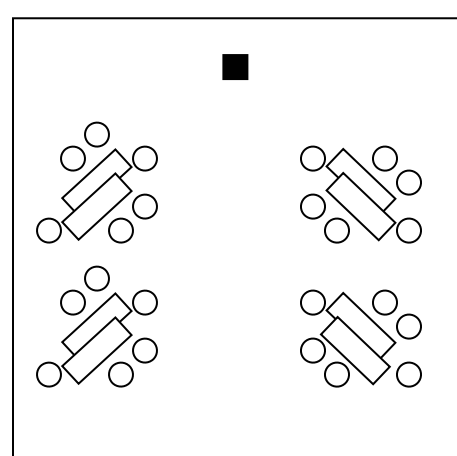
Setup E: Horseshoe



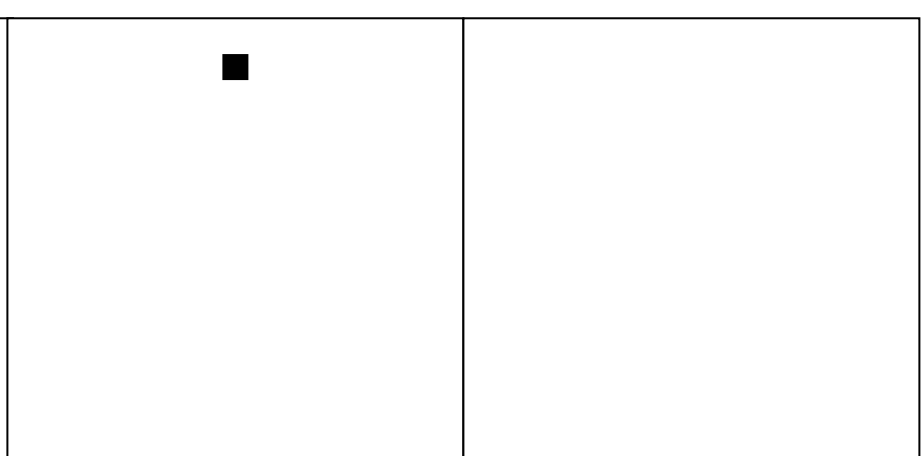
Setup F: Table Groups #1



Setup G: Table Groups #2



Setup H: Empty Room



- Please provide additional information as necessary, such as: Number of participants; Participants per table group; Placement of aisles...

Key:  = Table  = Chair  = Lecturer (Included only as point of reference)