

## Internal Conference Scheduling Packet (2010-2011)

- 1) Schedule room facility use via FS Direct – [www.schooldude.com](http://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 superintendent.
  - 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 Tracey Buley at [tbuley@hfmbores.org](mailto:tbuley@hfmbores.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:

Tracey Buley (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 (Diane Manners) – original
- b) Food Services (Tracey Buley) – 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
<b>Beverages:</b>			
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	
<b>Pastries:</b>			
Assorted Danish	\$1.25	x	
Muffins	\$1.50	x	
Mini-Bagels with Cream Cheese	\$1.25	x	
<b>Additional Options:</b>			
Assorted Granola Bars	\$ .50	x	
Cookies (Variety)	\$1.00	x	
<b>SUB TOTAL</b>			

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

<b>GRAND TOTAL :</b>
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# HFM BOCES Food Services Division

## LUNCHEON SELECTION GUIDE

### OPTION 1

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

<b>Sandwich Meat:</b>	<input type="checkbox"/> Ham <input type="checkbox"/> Turkey <input type="checkbox"/> Roast Beef <input type="checkbox"/> Tuna Salad <input type="checkbox"/> Seafood Salad
<b>Sandwich Bread:</b>	<input type="checkbox"/> Hard Rolls <input type="checkbox"/> Croissants <input type="checkbox"/> Wheat Berry Bread <input type="checkbox"/> Marble Bread
<b>Side Salad:</b>	<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
<b>Dessert:</b>	<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.

<b>Main Entrée Salad:</b>	<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
<b>Dessert:</b>	<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.

<b>Hand-Tossed Pizza: (Serves 8)</b>	<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
<b>Dessert:</b>	<input type="checkbox"/> Assorted Cookies <input type="checkbox"/> Mini Cheesecakes <input type="checkbox"/> Cream Puffs

### OPTION 4

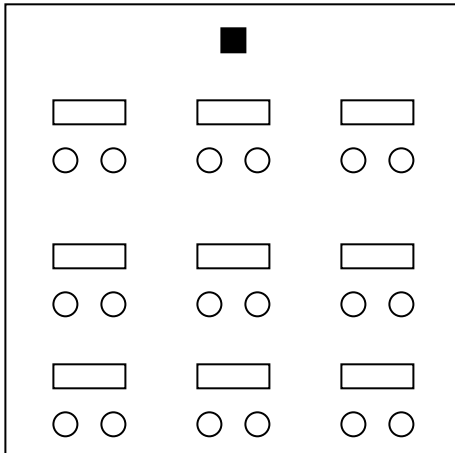
Please select the types of foods you would like to complete Option 4.

<b>Hot Entrée:</b>	<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
<b>Dessert:</b>	<input type="checkbox"/> Assorted Cookies <input type="checkbox"/> Mini Cheesecakes <input type="checkbox"/> Cream Puffs

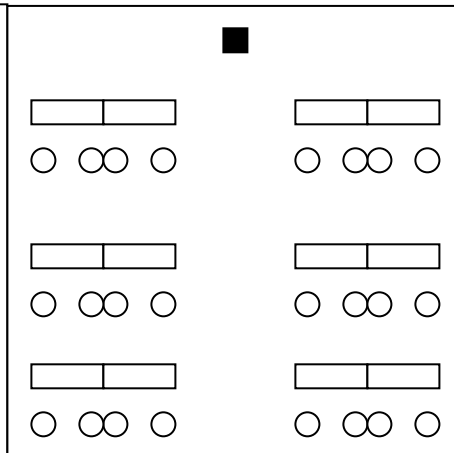
If you would like to include an item not listed, please check with Food Service for availability and price.

## Room Setup Options

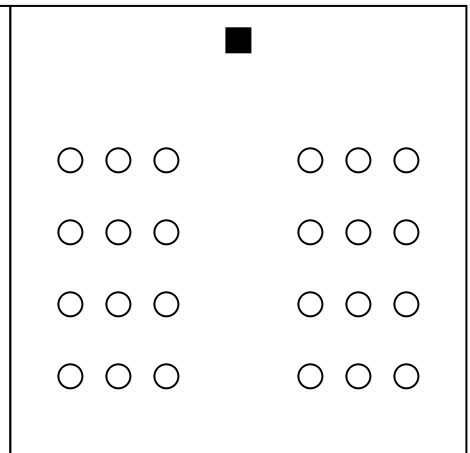
Setup A: Rows w/ tables #1



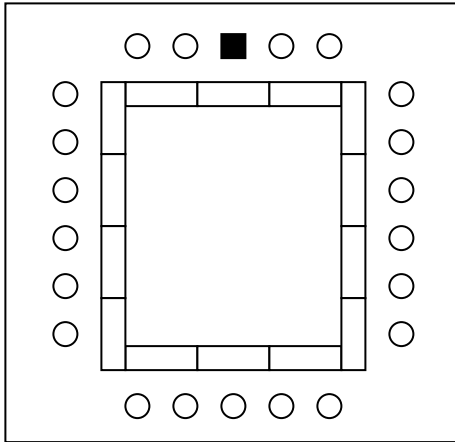
Setup B: Rows w/ tables #2



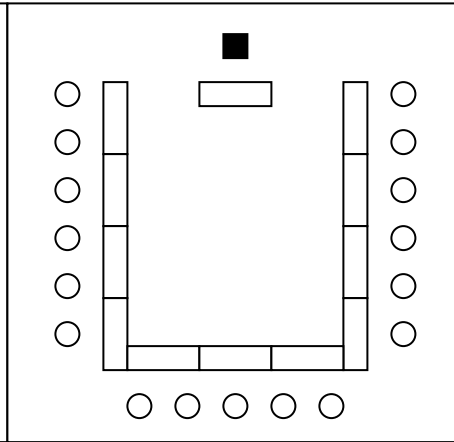
Setup C: Rows w/out tables



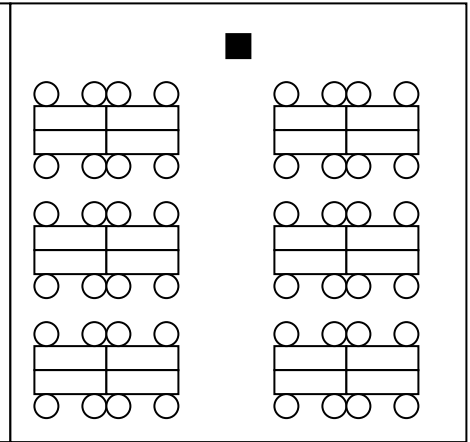
Setup D: Square/Rectangle



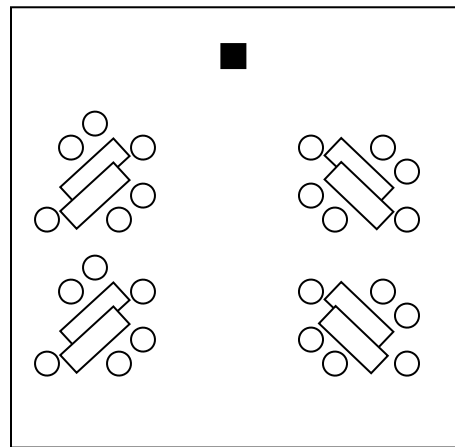
Setup E: Horseshoe



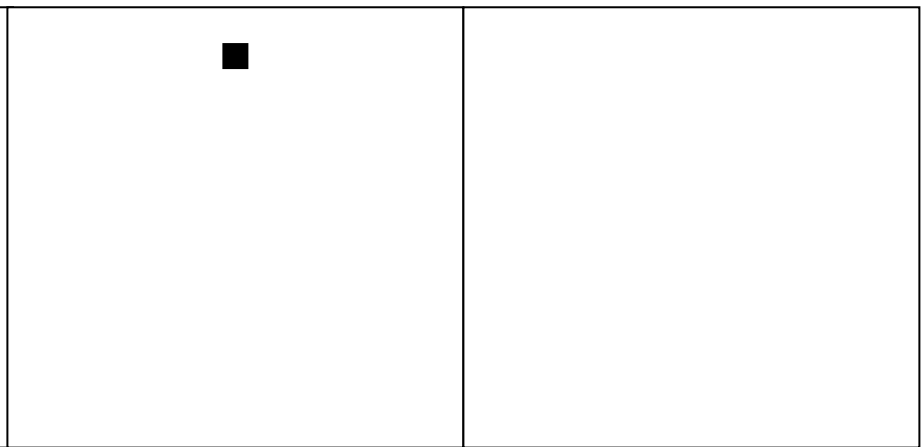
Setup F: Table Groups #1



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)