

Special Dinner Reservation Instructions

Housing and Dining Services is pleased to provide this new program that offers students who have meal plans and DineXtra more value to their plans and offers a unique, special dining experience. The special dinner program offers restaurant-style meals using your current dining plan. While the quality and menu will be like a restaurant, the payment does come from your current dining plan and, as such, has certain financial restrictions. Please be aware that:

- For your special dinner to be ready, you must submit your order no later than the Monday of the week preceding your event.
- All payments need to be noted on the reservation form and/or submitted with this form.
- Once you submit your reservation form, you cannot cancel your event or change any part of your order.
- Once you submit your reservation form, all payments will be collected and cannot be refunded.

As the special dinner coordinator for your group, you will need to do the following:

1. Read and understand this application and menu. If you have any questions, please contact the Housing and Dining Services office at 412-268-2139 or plaid@andrew.cmu.edu.
2. Contact Wil Forrest, Associate Director of Housing and Dining Services, at plaid@andrew.cmu.edu to request your event date. Please include the subject line of "Special Dinner Date Request" and a list of three dates in priority order. You will hear back within 2 days. Once you hear back, move onto the next step.
3. Complete the "Coordinator Information" section of the form. You need to include your name, student ID number, Andrew email address, phone number and campus address.
4. Complete the "Event Information" section of the form. You need to include confirmed date of event, preferred start time, purpose of the event and which of the four menus you will be ordering from (you may only order from one menu). The earliest seating is 5:45 pm and last seating is 7:00 pm. The event takes about 60-75 minutes, but needs to finish by 8:00 pm.
5. Review the menus paying attention to the different menu options and the pricing structure. Choose two of the entrees in addition to the vegetarian option. Make sure you tell the dinner participants all about the menu. The menu can be found at http://www.housing.cmu.edu/Dining/Foster_menu.pdf
6. Complete the "Participant Information" section of the form. You will need 30 students to sign up who will be seated in 5 tables of 6 people in Foster Dining Area in the General Motors Room on the second floor of the University Center. Your reservation cannot be accepted with less than 28 dinner participants. Write in the two main course entree options along with the vegetarian option in the spaces at the top of the chart's columns; each dinner participant will choose one of the four options: main course option one, main course option two, vegetarian main course option three or option four which is to have the manager contact you to address a special dietary need. You will need to print each participant's name, their ID number (81 number, not social security number), Andrew email, check one of the four options, choose a payment method for each participant and have each dinner participant sign to confirm their involvement and to offer permission to debit their meal plan for the price of the meal. Payment methods can be noted as 1 (meaning to take one dinner meal block from the meal period of the event), as 1+ (meaning to take one dinner meal block from the meal period of the event plus the appropriate amount of DineXtra or CampusXpress), as 2 (meaning to take two dinner meal blocks from the meal period of the event), as DX (meaning to take the appropriate amount of DineXtra), as CX (meaning to take the appropriate amount of CampusXpress), or as C (meaning cash equivalent to the CampusXpress price which is to be enclosed with this form). 75% of the dinner participants must be meal plan holders for your reservation to be accepted.
7. Submit the completed Special Dinner Reservation Form to the Housing and Dining Services office no later than the Monday the week before the event. Once submitted, no changes can be made.

