

## Ordering Meals/Refreshments at CCN

### First, consider the following as you plan your event/meeting:

1. Do I need to serve food at this meeting/event? A couple things to consider:
  - a. Meals are generally ONLY approved (by UA Accounts Payable) for faculty/staff when there is a clear business purpose of the meeting, AND when the meeting **must** be held during a meal time.
  - b. Meals for students and/or external guests are generally approved; a business purpose must still be provided.
2. If yes, do we have the funds available to do so?
  - a. If you need assistance answering this question, reach out to the appropriate department head or supervisor, for example:
    - i. If the purchase is from research grants that include funds for such purposes, faculty development funds, grant indirect funding or start-up funds provided by the College, complete the [Purchase Request Form](#) through CCN's financial office.
      1. If you do not have any of these funds available and want to provide a meal or refreshments for a research related event, contact [Courtney Greene](#) in the Office of Nursing Research and Translational Science to explore other options.
    - ii. If the purchase is for a student-centered event, contact the Associate Dean/advisor for that group of students.
    - iii. If the purchase is for external groups, contact the Associate Dean/advisor most closely linked to your meeting or goals.
3. If the answer to questions #1 and #2 is yes, and approval has been granted, here is how to move forward:

### Ordering meals/refreshments at CCN (AFTER receiving necessary approvals listed above):

4. Determine meeting time and headcount.
5. Based on the above, determine what type of order is most appropriate (boxed meal, snacks, buffet, etc.)
6. Contact CCN Building Manager, [Lisa Tyner](#), to book your space at the Capstone College of Nursing.
7. Once your room is booked and confirmed by Lisa Tyner, place your catering order.
  - a. [Ezcater.com](#) is a simple and online method to do so. Review the available catering options. If you see an option you like, create an account. Submit the tax exemption information when prompted ([info can be found here](#)).
  - b. If you choose not to order through EzCater, reach out to the desired restaurant/organization directly to place your order (**ensure orders are tax exempt**). [Approved vendor list here](#).
8. If you do not have a PCard, reach out to the departmental contact who approved your order in steps 1 and 2 to use theirs.
9. Use **YOUR contact information** as the onsite contact for the order.
10. Have attendees sign in to your event and include that information when reconciling your event with Accounts Payable.
11. You and/or your team are responsible for the set-up, clean up and break down from your meeting or event. Review the CCN Room User Responsibility Checklist on the following pages.

If you have any questions related to booking your event, contact [Lisa Tyner](#). If you have any questions related to catering information, contact [Rosemary Kirby](#). If you have questions related to catering funding, contact [Chelsea Strickland](#).

## CCN Room User Responsibility Checklist

Please use the checklist below when hosting an event at the Capstone College of Nursing. It is the user's (department/committee that is hosting the event) responsibility to ensure that all arrangements, including set-up and breakdown are completed.

### PLANNING:

#### UA Logistics

- If you intend to have the room you booked reset/rearranged/cleared out to accommodate event needs, work with Lisa as soon as possible, **and at least one month before your event**, to have a work order placed with UA Logistics. If work order is not submitted in a timely manner, there is no guarantee UA Logistics will be able to complete your order.
- If you have arranged a work order to have UA Logistics deliver and/or set-up tables and/or chairs, **you or someone from your department must be present** when they are delivered to direct set-up. If no one is present, tables/chairs will be dropped-off only and user will have to set-up/arrange themselves.
- Cell number for contact person(s) must be provided when making the reservation/arrangements.
- Tablecloths and table decorations must be removed immediately following event so that tables will be clear when Logistics returns to reset the room.

#### CEU's

- Contact Courtney Greene regarding requirements to set up CEU for your event as soon as possible, and **at least one month** before your event.

#### Technology

- If you will require assistance with classroom technology, submit request to Matt Ander as soon as possible, and **at least two weeks** before your event.

### EVENT SETUP AND BREAKDOWN:

#### General

- If catering is approved and you are using a room other than 1008 or 1035, tables must be covered with plastic tablecloths that are available in the Office of the Associate Dean for Undergraduate Programs.
- Classroom tables in 1008 are not to be moved unless you have prior approval from Lisa Tyner.
- Do not prop exterior doors open for any reason.**
- Unlock classroom door with ACTION card only—do **NOT** use a key.

#### Furniture/Equipment

- Obtain any needed tables from storage closets in 1008 or 1035 (can get key for 1035 closet from Lisa Tyner).

- Obtain any needed tablecloths from catering kitchen (lower cabinets). There are white linens for round tables and black linens for 8' and 6' tables.
- Table decorations can be borrowed from the College but must be obtained, set-up and returned by the user. Ceramic elephants, leather elephants and crimson A's can be found in catering kitchen (upper cabinets).

### **Food**

- If you have ordered food, you or someone from your department must be available to meet the caterer and direct for set-up.

### **After Event**

- Return tables to appropriate storage closet following event.
- Return any borrowed or moved chairs to their proper place.
- Take tablecloths outside and shake out all food.
- Place dirty tablecloths on the counter ***in the catering kitchen.***
  
- Wash, dry and return any kitchenware used (i.e. water dispenser, serving utensils, etc.).
- Bag and remove any excess garbage. Dumpsters are accessible from nursing parking lot.
- Remove any leftover food and either dispose of, store appropriately, or take to breakroom to share with others.
- If sharing leftovers in breakroom, it is **YOUR** responsibility to remove, dispose of or store. ***NOTE: Food safety guidelines recommend food be kept at room temperature for no more than two hours.***
- Turn off **ALL** equipment.
- Turn off **ALL** lights.
- Shut classroom door and ensure it locked behind you.

### **Security**

- Be sure external doors close ***and lock*** behind you if afterhours event.