



Commencement 2009

Dear Brown Community,

Once again, it's time to start preparing for one of the most exciting times on campus, Commencement and Reunion Weekend. As there are numerous celebrations to plan, the Brown Catering team is ready, excited and available to help you with your preparations. Further, in an effort to provide added assistance to the University community, we have worked closely with our service providers to add several cost-saving features to assist you in planning both a festive and cost effective celebration.

Whether your function is for ten guests or two thousand, Brown Catering has experienced professionals to offer advice and guide you in planning your special event. Our professional chefs use only the freshest ingredients to make your meal a flavorful sensation. Personal attention from our experienced staff ensures that your event will be executed exactly as you had planned.

We will collaborate with you to satisfy your specific needs, personal tastes and fine details such as vegetarian meals, special diets, festive linens and beautiful floral displays. If you have unusual requests, simply let us know and we will always come up with a solution that works.

Suggested menus, ordering guidelines, and planning tips included in this packet will help you with the initial stages of planning your event.

*We have the best chance of success with your event if the information on Service Orders and IPRs is provided to us by **Friday, March 6, 2009**. If you would like an estimate or need help with any of the details, contact the Brown Catering office as early as February 15, 2009 to schedule an appointment.*

Thank you for the opportunity to cater your event during this very special weekend.

The Brown Catering Team

<i>Felipe Ceh Castillo, Director</i>	<i>Extension 3-1383</i>
<i>Laura- Lee Radtke, Event Manager</i>	<i>Extension 3-1685</i>
<i>Kathy Fonseca, Event Coordinator</i>	<i>Extension 3-2403</i>
<i>Lauren Coates, Event Coordinator</i>	<i>Extension 3-1346</i>
<i>Louise Veiga, Admin. Assistant</i>	<i>Extension 3-2712</i>
<i>Becky Pansa, Office Coordinator</i>	<i>Extension 3-3279</i>
<i>Phil Pegg, Operations Manager</i>	<i>Extension 3-2066</i>
<i>George Barboza, Service Manager</i>	<i>Extension 3-9155</i>



All Catering Orders for Commencement Week
(includes events from Monday, May 18 through Sunday, May 24, 2009)
need to be received in the Brown Catering office by
Friday March 6, 2009



Please, fax to 3-9566 and send hard copy to Box 1936.



You will receive a confirmation email and # by March 31, 2009 if you do not receive your confirmation by this date please contact the catering office

Types of Catered Events
Catered Event with Service: Consists of a server set/clean or waitstaff throughout the event.
Catered Event without Service (Delivery Only): We deliver but no service/waitstaff is provided. Only disposable ware will be used for your food and beverages. (Not available for functions with hot food/chafing dishes, china or any equipment.)
Catering Pick-up- All food, beverages and supplies will be picked up by you at the Sharpe Refectory. All equipment and food and beverage containers are disposable. (NOT AVAILABLE ON SUNDAY)
*All hot food functions require service/wait taff throughout the event.

Menu Selections

Each year, the Catering team makes changes to the menus hoping to improve upon the quality and service offered in the years past. Many thoughts go into planning a menu for such a busy weekend, such as: Does it travel well? Will it withstand heat? Is it labor intensive for the kitchen? Has it been well-received by our customers? In trying to achieve those goals, we may have removed an old menu favorite. Please understand that not all of our regular items may be available during Commencement weekend. We must limit the variety of offerings as to be able to provide the best quality of food and service.

The chefs and the Catering team have put together special menus for each evening of the weekend. If you wish to make adjustments or need alternatives, please ask as we do our best to satisfy each customer while staying within certain guidelines. If a customized menu is required, there will be an additional fee of \$50.00 for your event.



Service Duration

Based on years of experience, Brown Catering uses expected approximate timeframes for estimating the length of each event. If your event will likely run longer or shorter, please denote this on your order as it will affect staffing schedules, truck schedules and cost estimates.

<i>Breakfast</i>	<i>1 hour each</i>
<i>Break</i>	<i>1.5 hour each</i>
<i>Luncheon</i>	<i>2 hours each</i>
<i>Reception</i>	<i>1.5 hours each</i>
<i>Dinner</i>	<i>2 hours each</i>

** Please share with us any plans you may have to schedule speakers, programs or meetings during your event. This may help avoid any additional service charges.*

Deliveries

There is a \$35.00 delivery charge for all deliveries with a minimum order of \$75.00 worth of food, beverage and/or supplies.

*All deliveries are scheduled based on the logistics (i.e. time, location, type of service, etc.) of your event. The delivery times are assigned according to location and street access (which may be impacted for the procession and other activities which limit access. **We will make every effort to deliver your order by your specified time, but keep in mind that there may be unexpected delays.***

Delivery Only

All functions which are Delivery Only will be supplied with only disposable items, including hot & cold beverage containers. Brown Catering will not be setting up or coming back to clean any Delivery Only events. Please dispose of and/or recycle all applicable items after your event.

Removal of Food

Due health regulations and food safety concerns, any food not consumed at the event may not be removed at the conclusion of the event by anyone other than Brown Catering staff.



Bar Services

Brown Catering is able to offer full open bar service for a fee of \$5.00 per guest, which provides plastic cups, ice and mixers. We can also provide an open Beer/Wine Bar at a cost of \$2.00 per guest. (If your event will have both china and a bar, Brown Catering will waive your china fee.) All alcoholic beverage charges are based on actual consumption. Please see specific offerings and pricing on the bar menu page of the Commencement menu.

Brown Catering can provide bartending service for a fee of \$25.00 per hour (three hour minimum). Due to liability concerns, Brown Catering is unable to deliver liquor or provide bar service without providing a trained, certified bartender. The bartender will be check I.D.s and will not serve alcohol to anyone under the age of 21.

Brown Catering is unable to provide cash bar service or alcohol-only events, but we can recommend a service provider for these events. *If your organization requires a cash bar, make sure the service provider includes ice, plastic cups and tablecloths for your event. If Brown Catering is servicing the event, we will provide these items at a fee of \$5.00 fee.*

Tables and Chairs

Tables and chairs are provided for all events held in the Sharpe Refectory. Please provide the Catering office with the room set-up requirements or a diagram.

*Events held in other locations will require you to make arrangements for table and chair rental and set-up by Facilities Management. Please submit a service order with a diagram for your event to Box 1941 by **Friday March 6, 2009***

Access into Buildings

Brown Catering is not responsible for unlocking doors or arranging for doors to be unlocked. Please make the proper arrangements for our service staff to have access at least 2 hours prior to your event. Due to the heavy delivery schedule, if your building or room is inaccessible at the time of delivery, we may proceed to the next delivery and return with yours at the next available time.

Andrews Dining Hall and the Sharpe Refectory are the only buildings on campus that Brown Catering can access.



Billing Procedures

Your account will be billed for the actual number of guests if it exceeds your guaranteed number. The final guarantee policy is listed below. Any additional rentals or services may be priced either per guest or by quantity. Below are listed some of the miscellaneous charges.

China	\$1.50 per guest – Waived if you have bar service
Flowers	Varies upon selection
Specialty Linen	Varies upon selection
On-site Chef fee	\$35.00 per hour (3 hour min)
Service/waitstaff per hour	\$20.00 per hour
Bartender fee	\$25.00 per hour (3 hour min)
Delivery fee	\$35.00 w/minimum order of \$75.00.
Andrews Dining Hall	\$250 Room Rental/ please, call the commencement office to reserve your space.
Bar Fees	\$5.00 per guest Full Bar \$2.00 per guest Beer / Wine Bar

All labor is billed from all menu prices and packages. We will do our best to estimate a labor cost for your event, however, labor is billed on a per hour basis and can vary from estimates depending on the actual length of the event. Please, note it will only be considered an estimate and the actual labor fees will be charged to your account after the event.

Late Bookings

Brown Catering may not be able to accept all late bookings. If we are able to accept your order, there will be a late fee added to the final cost of your event to cover the expenses created by last-minute requests. An event booked on fewer than 15 business days notice will incur a minimum 15% increase, while an event booked on fewer than 7 business days notice will incur a 25% fee.

Cancellations

In the unfortunate occurrence of an event cancellation, please notify us as soon as possible. Events cancelled with ten or more business days notice will incur some but not all charges. Events cancelled with seven or fewer business days notice will incur 100% of the event costs.



Guarantees & Changes

All final guarantee guest counts and any changes for events held during the week of Commencement (May 18 – May 24) need to be submitted to the Brown Catering office no later than 12 noon on Thursday, April 30, 2009. If reduced guarantees are not received by this date, you will be billed for 100% of your original estimated number of guests.

Ordering Process

Submit all orders on the new Catering Service Order form, available online at www.brown.edu/food. An IPR must accompany the Catering Service Order form and should include an account number for billing and proper signatures. All menu and other details need only be on the Catering Service Order form. (A hospitality form is no longer needed.) Please also attach any available floor plans.

Should you have questions about the ordering process, feel free to contact us.

Below are examples of the type of details Brown Catering needs to plan a successful event:

Type of Event	<i>Breakfast, Lunch, Dinner, Reception, Beverage Break, etc. See below for additional information</i>
Day/Date/Time	<i>Example: Sunday, May 25, 2009 Please, denote the start/end time of the event, the time the guests will be arriving/departing. Event begins at 9am ends at 12pm ☞ The catering office will plan actual delivery times according to the information you provide.</i>
Campus Location	<i>Where on campus is your catered event? What is the address & room number? Did you book the room?</i>
Facilities Arrangements	<i>Have you ordered tables for the food and beverages? Have you made arrangements for the room and building to be open <u>2 hours prior to your event</u>?</i>
Estimated # of Guests	<i>Please estimate the number of guests expected as closely as possible in the initial planning stages. ☞ <u>A final guarantee is required by 12 noon at least 10 business days in advance of your event.</u></i>
Menu Selection and any special instructions	<i>List the name of the menu or all specific items you would like. ☞ Denote any special dietary requirements (Kosher, Vegetarian or Vegan) ☞ For suggestions, please call us at 863-2712.</i>