

ATHLETIC PRE-GAME MEAL REQUEST

Procedure

1. Complete and electronically submit a **Athletic Pre-Game Meal Request form** and a **Student Meal Roster** to the Provider Food Service Catering Office (jperkins@calbaptist.edu) and the Card Service Office (cardservices@calbaptist.edu).
 - a. **Athletic Pre-Game Meal Request form** and the **Student Meal Roster** must be submitted for approval a **minimum of one five (5) business days prior to the date meals are needed.**
 - b. **Student Meal Rosters** must be submitted electronically on a Microsoft Excel spreadsheet and include the name of the requesting department, date of event, ID number, first name, and last name of all students for whom meals are requested.
2. The Card Services will deduct the approved meal(s) from the account of each student who is a meal plan participant.
3. Upon completion, the Card Services will send notification via email to the requesting department and the Provider Food Service Catering Office.
4. The requesting department will be billed \$10.50 for each meal that cannot be deducted from meal plan account.

Event Information

Meal Date (MM/DD/YYYY):	Day:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dept:	Cost Center #:							# of Meals:
Contact Name:	Telephone:							
	Pickup Time:							

Grilled Chicken Breast

Pasta Marinara

Garden Salad with Ranch and Italian Dressing

Fresh Steamed Vegetables

Breadsticks

Bottled Water

Meals packed in disposable foil pans with lids. Includes disposable plates, napkins, eating utensils and serving utensils

***Meal will need to be picked up no more than 30 minutes prior to meal time**