

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

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Subject: **SPECIAL EVENT CATERING**

PURPOSE

The purpose of this procedure is to provide efficient service and accurate accountability for Special Event Catering services.

Procedure

- A. When requesting Special Event Catering services, the following steps must be followed:
1. The Director of Food and Menu Programs at the Department of Food and Nutrition must be contacted (786-275-0400) at least fourteen (14) work days prior to the event.
 2. The [Special Event Catering Form](#) must be completed and faxed to 786-275-0841. Items requested in addition to the reimbursable meal will be charged at a la carte prices. Department of Food and Nutrition [Procedure B-9 Resident Meal Service Using Rosters](#) must be followed for reimbursable student breakfast and lunch meals.
- B. Once the [Special Event Catering Form](#) has been received by the Department of Food and Nutrition:
1. A representative from the Department of Food and Nutrition will contact the event coordinator to work out menu details and other pertinent details.
 2. The Department of Food and Nutrition will forward the [Special Event Catering Form](#) to the school site manager preparing the meals.
 3. If necessary, the Department of Food and Nutrition will coordinate the delivery of the meals.

For Action By: Principals, Food Service Managers/Satellite Assistants, Department of Food and Nutrition

Refer Questions to: Department of Food and Nutrition, Food and Menu Programs

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