

Catering Information

Holiday Inn Events Catering							
Catering Needs April 2							
Event	Location	Time	Number of Guests	Special Requirements	JMU Staff Contact		Notes
Breakfast	Monroe Room	7:30-9:00 a.m.	10	Not served, guests will come and go during this time.			continental breakfast items- fruit, cereal, milk, coffee, juice, bagel, muffins, yogurt
Snacks	Monroe Room	9:00 a.m.-2:00 p.m.	10	Leave leftover shelf stable snacks in room for evening.			granola, fruit, diet soda, soda, juice
Orientation Meeting Lunch	Harrison Room	12:00-2:00 p.m.	10	Guests will be meeting during this time and will let us know when they are ready for food.			Build your own sandwich, salad
Catering Needs April 3							
Event	Location	Time	Number of Guests	Special Requirements	JMU Staff Contact		Notes
Breakfast	Monroe Room	6:30-8:00 a.m.	10	Not served, guests will come and go during this time.			continental breakfast items- fruit, cereal, milk, coffee, juice, bagel, muffins, yogurt
Snacks	Monroe Room	3:00-6:00 p.m.	10	Leave leftover shelf stable snacks in room for evening.			granola, fruit, diet soda, soda, juice
Catering Needs April 4							
Event	Location	Time	Number of Guests	Special Requirements	JMU Staff Contact		Notes
Breakfast	Monroe Room	6:30-8:00 a.m.	10	Not served, guests will come and go during this time.			continental breakfast items- fruit, cereal, milk, coffee, juice, bagel, muffins, yogurt
Notes							
Snacks should be available in Monroe room from April 2 (after breakfast) until checkout on April 4, but should be refreshed for the times indicated above. Guests may want snacks throughout the night if they are working.							
JMU Catering & Events							
Catering Needs April 1							
Event	Location	Time	Number of Guests	Special Requirements	Restrictions	Suggestions	Anticipated Guest List
Staff Snacks	Taylor 311	1:00-5:00 p.m.	15		none	granola bars, fruit, veggies, water, coffee	JMU Staff
Catering Needs April 2							
Event	Location	Time	Number of Guests	Special Requirements	Restrictions	Suggestions	Anticipated Guest List
Staff Snacks	Taylor 311	8:00-5:00 p.m.	10 guests early in day, 60 from 4:00-5:00pm	refresh throughout day- large group in afternoon	none	granola bars, fruit, veggies, water, coffee	JMU Staff
Opening Meeting, QEP Presentation	Taylor 405	2:30-4:00 p.m.	40		No cucumbers, salmon, pork, mashed potatoes	upscale	Visiting Committee + JMU Staff (Notable attendees: Jon Alger, Senior Leadership Team)
Committee Snacks	Outside Taylor 306	4:00-5:00 p.m.	10		No cucumbers, salmon, pork, mashed potatoes	granola bars, fruit, veggies, water, coffee, diet sodas, sodas, juice\	Visiting Committee
Catering Needs April 3							
Event	Location	Time	Number of Guests	Special Requirements	Restrictions	Suggestions	Anticipated Guest List
Staff Snacks	Taylor 311	8:00-5:00 p.m.	40 guests from 8:30-9:00am, later in day 10	refresh throughout day - large group in morning	none	granola bars, fruit, veggies, water, coffee	JMU Staff
Committee Snacks	Outside Taylor 306	8:00 a.m.-5:00 p.m.	10	anticipate committee here 8:00-12:00, refresh while they are here	No cucumbers, salmon, pork, mashed potatoes	granola bars, fruit, veggies, water, coffee, diet sodas, sodas, juice\	Visiting Committee
Luncheon #1 BOV	Taylor Hall Room 303	12:15-1:30 p.m.	5-6	upscale	no cucumbers, salmon		President Alger, 2 BOV Members, Barry Goldstein, Flavius Killebrew, Donna Harper
Luncheon #2 Students QEP	Taylor Hall Room 404	12:15-1:30 p.m.	10-15		no pork, mashed potatoes		

Luncheon #3 Faculty QEP	Taylor Hall Room 405	12:15-1:30 p.m.	10-15		no pork, mashed potatoes		
Staff Lunch	Taylor 311	12:15-1:30 p.m.	7-10		none		
Catering Needs April 4							
Event	Location	Time	Number of Guests	Special Requirements	Restrictions	Suggestions	Anticipated Guest List
Staff Snacks	Taylor 311	8:00-5:00 p.m.	10	refresh throughout day	none	granola bars, fruit, veggies, water, coffee	JMU Staff
Exit Conference Refreshments	Taylor Hall Room 405	9:00-10:00 a.m.	27	refreshments should be available starting at 8:00	No cucumbers, salmon, pork, mashed potatoes	upscale	Visiting Committee + JMU Staff (Notable attendees: Jon Alger, Senior Leadership Team)
Boxed Lunch Available	Taylor Hall Room 404	10:00-11:00 a.m.	16	packed for traveling	No cucumbers, salmon, pork, mashed potatoes		
Notes							