Catering Information

						1	
Holiday Inn Events Catering							
Catering Needs April 2							
Event	Location	Time	Number of Guests	Special Requirements	JMU Staff Contact		Notes
				Not served, guests will come and go during			
Breakfast	Monroe Room	7:30-9:00 a.m.	10) this time.		1	continental breakfast items- fruit, cereal, milk, coffee, juice, bagel, muffins, yogurt
DIEdkidst	NUTIOE ROUTI	7.50-9.00 d.III.	10	Leave leftover shelf stable snacks in room			
Snacks	Monroe Room	9:00 a.m2:00 p.m.	10) for evening.			granola, fruit, diet soda, soda, juice
				Guests will be meeting during this time			
				and will let us know when they are ready			
Orientation Meeting Lunch	Harrison Room	12:00-2:00 p.m.	10) for food.			Build your own sandwich, salad
Catering Needs April 3							
Event	Location	Time	Number of Guests	Special Requirements	JMU Staff Contact		Notes
Event	Location	Time	Number of Guests	Not served, guests will come and go during			
Dural fact	M	C 20 0 00	10) this time.			and the state of t
Breakfast	Monroe Room	6:30-8:00 a.m.	10				continental breakfast items- fruit, cereal, milk, coffee, juice, bagel, muffins, yogurt
				Leave leftover shelf stable snacks in room			
Snacks	Monroe Room	3:00-6:00 p.m.	10) for evening.			granola, fruit, diet soda, soda, juice
Catering Needs April 4							
Event	Location	Time	Number of Guests	Special Requirements	JMU Staff Contact		Notes
				Not served, guests will come and go during			
Breakfast	Monroe Room	6:30-8:00 a.m.	10) this time.			continental breakfast items- fruit, cereal, milk, coffee, juice, bagel, muffins, yogurt
Notos		5.50 0.00 a.m.	10			+	ionital electrication in any cereary mine, concer junce, suger, manino, yogart
Notes							
	6						
Snacks should be available in Monroe r	room from April 2 (after	r preaktast) until chec	Kout on April 4, but shoul	ld be refreshed for the times indicated above	. Guests may want s	nacks throughout th	e night if they are working.
JMU Catering & Events							
Catering Needs April 1	:				B	a	
Event	Location	Time	Number of Guests	Special Requirements	Restrictions	Suggestions	Anticipated Guest List
						granola bars, fruit,	
						veggies, water,	
Staff Snacks	Taylor 311	1:00-5:00 p.m.	15	5	none	veggies, water, coffee	JMU Staff
	Taylor 311	1:00-5:00 p.m.	15	5	none		JMU Staff
Catering Needs April 2						coffee	
	Taylor 311 Location	1:00-5:00 p.m.	15 Number of Guests	s Special Requirements	none Restrictions	coffee Suggestions	JMU Staff Anticipated Guest List
Catering Needs April 2			Number of Guests	Special Requirements		coffee Suggestions granola bars, fruit,	
Catering Needs April 2 Event	Location	Time	Number of Guests	Special Requirements refresh throughout day- large group in	Restrictions	coffee Suggestions granola bars, fruit, veggies, water,	Anticipated Guest List
Catering Needs April 2 Event			Number of Guests	Special Requirements		coffee Suggestions granola bars, fruit,	
Catering Needs April 2 Event	Location	Time	Number of Guests	Special Requirements refresh throughout day- large group in	Restrictions	coffee Suggestions granola bars, fruit, veggies, water,	Anticipated Guest List
Catering Needs April 2 Event	Location	Time	Number of Guests	Special Requirements refresh throughout day- large group in	Restrictions	coffee Suggestions granola bars, fruit, veggies, water,	Anticipated Guest List
Catering Needs April 2 Event	Location	Time	Number of Guests	Special Requirements refresh throughout day- large group in	Restrictions none No cucumbers,	coffee Suggestions granola bars, fruit, veggies, water,	Anticipated Guest List
Catering Needs April 2 Event Staff Snacks	Location Taylor 311	Time 8:00-5:00 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm	Special Requirements refresh throughout day- large group in afternoon	Restrictions none No cucumbers, salmon, pork,	coffee Suggestions granola bars, fruit, veggies, water, coffee	Anticipated Guest List JMU Staff
Catering Needs April 2 Event	Location Taylor 311	Time	Number of Guests	Special Requirements refresh throughout day- large group in afternoon	Restrictions none No cucumbers, salmon, pork,	coffee Suggestions granola bars, fruit, veggies, water,	Anticipated Guest List
Catering Needs April 2 Event Staff Snacks	Location Taylor 311	Time 8:00-5:00 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm	Special Requirements refresh throughout day- large group in afternoon	Restrictions none No cucumbers, salmon, pork,	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale	Anticipated Guest List JMU Staff
Catering Needs April 2 Event Staff Snacks	Location Taylor 311	Time 8:00-5:00 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm	Special Requirements refresh throughout day- large group in afternoon	Restrictions none No cucumbers, salmon, pork, mashed potatoes	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale granola bars, fruit,	Anticipated Guest List JMU Staff
Catering Needs April 2 Event Staff Snacks	Location Taylor 311	Time 8:00-5:00 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm	Special Requirements refresh throughout day- large group in afternoon	Restrictions none No cucumbers, salmon, pork,	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale	Anticipated Guest List JMU Staff
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Catering Needs April 2 Event Staff Snacks Opening Meeting, QEP Presentation	Location Taylor 311 Taylor 405	Time 8:00-5:00 p.m. 2:30-4:00 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm	Special Requirements refresh throughout day- large group in afternoon	Restrictions none No cucumbers, salmon, pork, mashed potatoes No cucumbers, salmon, pork,	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale granola bars, fruit, veggies, water, coffee, diet sodas,	Anticipated Guest List JMU Staff Visiting Committee + JMU Staff (Notable attendees: Jon Alger, Senior Leadership Team)
Catering Needs April 2 Event Staff Snacks Opening Meeting, QEP Presentation Committee Snacks	Location Taylor 311	Time 8:00-5:00 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm	Special Requirements refresh throughout day- large group in afternoon	Restrictions none No cucumbers, salmon, pork, mashed potatoes No cucumbers,	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale granola bars, fruit, veggies, water,	Anticipated Guest List JMU Staff
Catering Needs April 2 Event Staff Snacks Opening Meeting, QEP Presentation Committee Snacks Catering Needs April 3	Location Taylor 311 Taylor 405 Outside Taylor 306	Time 8:00-5:00 p.m. 2:30-4:00 p.m. 4:00-5:00 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm 40	Special Requirements refresh throughout day- large group in afternoon	Restrictions none No cucumbers, salmon, pork, mashed potatoes No cucumbers, salmon, pork, mashed potatoes	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale granola bars, fruit, veggies, water, coffee, diet sodas, sodas, juice\	Anticipated Guest List JMU Staff Visiting Committee + JMU Staff (Notable attendees: Jon Alger, Senior Leadership Team) Visiting Committee
Catering Needs April 2 Event Staff Snacks Opening Meeting, QEP Presentation Committee Snacks	Location Taylor 311 Taylor 405	Time 8:00-5:00 p.m. 2:30-4:00 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm	Special Requirements refresh throughout day- large group in afternoon	Restrictions none No cucumbers, salmon, pork, mashed potatoes No cucumbers, salmon, pork,	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale granola bars, fruit, veggies, water, coffee, diet sodas, sodas, juice Suggestions	Anticipated Guest List JMU Staff Visiting Committee + JMU Staff (Notable attendees: Jon Alger, Senior Leadership Team)
Catering Needs April 2 Event Staff Snacks Opening Meeting, QEP Presentation Committee Snacks Catering Needs April 3	Location Taylor 311 Taylor 405 Outside Taylor 306	Time 8:00-5:00 p.m. 2:30-4:00 p.m. 4:00-5:00 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm 40 10 10 Number of Guests	Special Requirements refresh throughout day- large group in afternoon Special Requirements	Restrictions none No cucumbers, salmon, pork, mashed potatoes No cucumbers, salmon, pork, mashed potatoes	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale granola bars, fruit, veggies, water, coffee, diet sodas, sodas, juice Suggestions granola bars, fruit,	Anticipated Guest List JMU Staff Visiting Committee + JMU Staff (Notable attendees: Jon Alger, Senior Leadership Team) Visiting Committee
Catering Needs April 2 Event Staff Snacks Opening Meeting, QEP Presentation Committee Snacks Catering Needs April 3	Location Taylor 311 Taylor 405 Outside Taylor 306	Time 8:00-5:00 p.m. 2:30-4:00 p.m. 4:00-5:00 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm 40	Special Requirements refresh throughout day- large group in afternoon	Restrictions none No cucumbers, salmon, pork, mashed potatoes No cucumbers, salmon, pork, mashed potatoes	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale granola bars, fruit, veggies, water, coffee, diet sodas, sodas, juice Suggestions	Anticipated Guest List JMU Staff Visiting Committee + JMU Staff (Notable attendees: Jon Alger, Senior Leadership Team) Visiting Committee
Catering Needs April 2 Event Staff Snacks Opening Meeting, QEP Presentation Committee Snacks Catering Needs April 3 Event	Location Taylor 311 Taylor 405 Outside Taylor 306	Time 8:00-5:00 p.m. 2:30-4:00 p.m. 4:00-5:00 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm 40 10 10 Number of Guests	Special Requirements refresh throughout day- large group in afternoon Special Requirements refresh throughout day - large group in	Restrictions none No cucumbers, salmon, pork, mashed potatoes No cucumbers, salmon, pork, mashed potatoes	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale granola bars, fruit, veggies, water, coffee, diet sodas, sodas, juice Suggestions granola bars, fruit,	Anticipated Guest List JMU Staff Visiting Committee + JMU Staff (Notable attendees: Jon Alger, Senior Leadership Team) Visiting Committee
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Catering Needs April 2 Event Staff Snacks Opening Meeting, QEP Presentation Committee Snacks Catering Needs April 3 Event Staff Snacks Committee Snacks	Location Taylor 311 Taylor 405 Outside Taylor 306 Location Taylor 311 Outside Taylor 306	Time 8:00-5:00 p.m. 2:30-4:00 p.m. 4:00-5:00 p.m. Time 8:00-5:00 p.m. 8:00 a.m5:00 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm 40 10 Number of Guests 40 guests from 8:30- 9:00am, later in day 10 10	Special Requirements refresh throughout day- large group in afternoon Special Requirements Special Requirements refresh throughout day - large group in morning anticipate committee here 8:00-12:00, refresh while they are here	Restrictions none No cucumbers, salmon, pork, mashed potatoes No cucumbers, salmon, pork, mashed potatoes Restrictions none No cucumbers, salmon, pork, mashed potatoes none No cucumbers, salmon, pork, mashed potatoes no cucumbers,	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale granola bars, fruit, veggies, water, coffee, diet sodas, sodas, juice Suggestions granola bars, fruit, veggies, water, coffee granola bars, fruit, veggies, water, coffee	Anticipated Guest List JMU Staff Visiting Committee Anticipated Guest List Visiting Committee Visiting Committee Visiting Committee Visiting Committee
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Catering Needs April 2 Event Staff Snacks Opening Meeting, QEP Presentation Committee Snacks Catering Needs April 3 Event Staff Snacks Committee Snacks Luncheon #1 BOV	Location Taylor 311 Taylor 405 Outside Taylor 306 Location Taylor 311 Outside Taylor 306 Taylor Hall Room 303	Time 8:00-5:00 p.m. 2:30-4:00 p.m. 4:00-5:00 p.m. Time 8:00-5:00 p.m. 8:00-5:00 p.m. 12:15-1:30 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm 40 10 Number of Guests 40 guests from 8:30- 9:00am, later in day 10 10 5-6	Special Requirements refresh throughout day- large group in afternoon Special Requirements refresh throughout day - large group in morning anticipate committee here 8:00-12:00, refresh while they are here	Restrictions No cucumbers, salmon, pork, mashed potatoes No cucumbers, salmon, pork, mashed potatoes Restrictions No cucumbers, salmon, pork, mashed potatoes none No cucumbers, salmon, pork, mashed potatoes no cucumbers, salmon no pork, mashed	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale granola bars, fruit, veggies, water, coffee, diet sodas, sodas, juice Suggestions granola bars, fruit, veggies, water, coffee granola bars, fruit, veggies, water, coffee	Anticipated Guest List JMU Staff Visiting Committee Anticipated Guest List Visiting Committee Visiting Committee Visiting Committee Visiting Committee
Catering Needs April 2 Event Staff Snacks Opening Meeting, QEP Presentation Committee Snacks Catering Needs April 3 Event Staff Snacks Committee Snacks Luncheon #1 BOV	Location Taylor 311 Taylor 405 Outside Taylor 306 Location Taylor 311 Outside Taylor 306	Time 8:00-5:00 p.m. 2:30-4:00 p.m. 4:00-5:00 p.m. Time 8:00-5:00 p.m. 8:00-5:00 p.m. 12:15-1:30 p.m.	Number of Guests 10 guests early in day, 60 from 4:00-5:00pm 40 10 Number of Guests 40 guests from 8:30- 9:00am, later in day 10 10	Special Requirements refresh throughout day- large group in afternoon Special Requirements refresh throughout day - large group in morning anticipate committee here 8:00-12:00, refresh while they are here	Restrictions none No cucumbers, salmon, pork, mashed potatoes No cucumbers, salmon, pork, mashed potatoes Restrictions none No cucumbers, salmon, pork, mashed potatoes no cucumbers, salmon, pork, mashed potatoes No cucumbers, salmon	coffee Suggestions granola bars, fruit, veggies, water, coffee upscale granola bars, fruit, veggies, water, coffee, diet sodas, sodas, juice Suggestions granola bars, fruit, veggies, water, coffee granola bars, fruit, veggies, water, coffee	Anticipated Guest List JMU Staff Visiting Committee + JMU Staff (Notable attendees: Jon Alger, Senior Leadership Team) Visiting Committee Anticipated Guest List JMU Staff Visiting Committee

			no pork, mashed		
.2:15-1:30 p.m.	10-15		potatoes		
2:15-1:30 p.m.	7-10		none		
ïme	Number of Guests	Special Requirements	Restrictions	Suggestions	Anticipated Guest List
				granola bars, fruit,	
				veggies, water,	
:00-5:00 p.m.	10	refresh throughout day	none	coffee	JMU Staff
			No cucumbers,		
		refreshments should be available starting	salmon, pork,		
:00-10:00 a.m.	27	at 8:00	mashed potatoes	upscale	Visiting Committee + JMU Staff (Notable attendees: Jon Alger, Senior Leadership Team)
			No cucumbers,		
			salmon, pork,		
.0:00-11:00 a.m.	16	packed for traveling	mashed potatoes		
.2 ir	:15-1:30 p.m. ne 00-5:00 p.m. 00-10:00 a.m.	:15-1:30 p.m. 7-10 me Number of Guests 00-5:00 p.m. 10 00-10:00 a.m. 27	:15-1:30 p.m. 7-10 me Number of Guests Special Requirements :00-5:00 p.m. 10 refresh throughout day :00-10:00 a.m. 27 at 8:00	15-1:30 p.m. 7-10 none ne Number of Guests Special Requirements Restrictions 00-5:00 p.m. 10 refresh throughout day none 00-10:00 a.m. 27 at 8:00 No cucumbers, salmon, pork, mashed potatoes No cucumbers, salmon, pork, none No cucumbers, salmon, pork, mashed potatoes	15-1:30 p.m. 7-10 none ne Number of Guests Special Requirements Restrictions 00-5:00 p.m. 10 refresh throughout day none 00-10:00 a.m. 27 at 8:00 No cucumbers, salmon, pork, mashed potatoes