

Clifton Campus Event Planning Guidelines Spring 2023

If you would like to host an event on campus during Spring Semester:

- Seek approval, at least 2 weeks in advance, by completing and submitting the appropriate Room Reservation eForm.
 - [Room Request, Main Building Conference Center](#)
 - [Room Request, Clifton Campus \(EXCEPT Conference Center\)](#)
 - [Room Request, Course-Related \(Use Division-specific eForm – this link goes to BTDForm\)](#)

- **After the event is approved, you are responsible for coordinating all aspects of your event,** which could include:
 - Food Service (additional Information below)
 - Linens and Service-ware – Order with Catering (Elegant Fare Catering; additional information below)
 - AV/Technology - Contact the ITS Helpdesk at (513) 569-1234, option 1
 - Room setup (layout of chairs and tables and other room needs) - Complete a Facilities Work Order Request via <https://v1-identity.dudesolutions.io/app/login/username> (A guide to this software is available on the College intranet in *Tools and Applications > Electronic Forms and Services > Facilities Work Request*)

Food Service Providers for Spring 2023 Clifton Campus Events Hours of Operation, Products & Services, & Payments Options

General Guidelines

- Elegant Fare Catering and Bakery Hill are the preferred food service providers on campus.
- Delivery from other licensed food service establishments is permitted (such as licensed caterers or restaurants with delivery service)
- To ensure that safety protocols are followed, no “pot luck” or carry-in food is permitted.
- Before placing your order, please consider possible allergies and dietary restrictions that may apply to your event attendees.
- If you have questions about food service or catering, contact Mike Vanfleet, Food Service Manager and MCI Program Administrator (Michael.vanfleet@cincinnatiatstate.edu or (513) 569-5813.

Bakery Hill

- Spring 2023 Operating Hours - Monday through Friday 7:30 a.m. to 11:30 a.m.
 - Offerings: Assorted pastries, cookies, and snacks, and beverage menu
 - One-week advance notice preferred
 - Pick-up only; limited delivery service
- Place orders via email (Michael.vanfleet@cincinnatiatstate.edu) with a confirmation or phone (513) 569-5813
- Preferred method of payment is College P-Card or check at time of purchase. Contact Mike Vanfleet regarding charging to a College internal account. Gratuities are not expected.

Elegant Fare Catering

- Offerings:
 - Elegant Fare offers a full catering menu to choose from including: Hot and Cold Breakfast options, Boxed Lunch Salad Menu, Boxed Lunch Sandwich Menu, Cold Buffet Menu, Hot Buffet Menu, Beverage Menu, and a new High School Tour Group Menu. Custom menu's can be created for your event with advanced notice.
- At this time one-week notice preferred for catering orders.
 - Delivery with set-up available with additional charge.
 - Service staff for event available with hourly fees.
 - Linens available with one week notice and additional charge.
- Place orders by phone (513-552-1340) for more information contact Elegant Fare at: events@elegantfare.com
- Payment is due prior to delivery via check or credit card. Gratuities are permitted.

Sample menus are available on the College intranet under **Event Scheduling**.