



Dining Services Co-Sponsored Events

Heilman Dining Center (HDC)

Purpose

This document provides tools and guidelines for planning a successful event with Dining Services.

History

Dining Services collaborates with campus partners to co-sponsor events in the Heilman Dining Center that support our goal of giving students new and different experiences around food and culture. A calendar of events is based on established campus traditions, popularity, and time of year.

Dining Services can support three cultural events each semester: Latinx Heritage, Diwali, and International Education Week in the fall, and Lunar New Year, Black History Month, and Ramadan and Passover in the spring.

Function

The UR Dining program serves 4,000 customers each day. We want you to have a successful event. Still, we must continue our primary business. This document outlines guidelines for working with Dining Services on cultural and campus events in the Heilman Dining Center.

On average, we do as many as 25 special events during a semester, from significant, themed events like special dinners to smaller pop-up events like the Hot Chocolate Bar. Depending on the theme, Dining Services collaborates with campus partners to co-sponsor these events.

- Cultural events (Latinx Heritage, Diwali, Lunar New Year, Black History Month) are coordinated through a partnership with the Hub for Student Inclusion and Community.
- Religiously affiliated groups must work through the Office of the Chaplaincy.
- The Office of International Education determines International Education Week events. Menu planning for that week begins the previous academic semester and is a collaboration between Dining Services and the International Education Week committee.

Groups may also consider working with Catering Services for their event.

Student Involvement

We highly recommend that you involve current students in your event planning.

Program Planning Timeline

Dining Services major event calendar is set one year in advance. The date for your event needs to be agreed upon with Dining Services the spring semester before the start of the next academic year.

Here is an example timeline:

Event Date	Date Approval Deadline	Menu Suggestion, Decorations, and Entertainment Deadline	Design elements, logos, etc. to Dining
September 2027	May 10, 2027	May 2027	August 1, 2027
October 2027	May 10, 2027	June 2027	September 1
November 2027	May 10, 2027	July 2027	October 1
December 2027	May 10, 2027	August 2027	November 1
January 2028	May 10, 2027	September 2027	December 1
February 2028	May 10, 2027	October 2027	January 1, 2028
March 2028	May 10, 2027	November 2027	February 1
April 2028	May 10, 2027	December 2027	March 1

Dining Services will meet with your team at least twice.

- Meeting 1: discuss the vision for your event and outline expectations
- Meeting 2: event logistics

Menu

HDC is the hub for all campus dining operations. In the HDC kitchens, we prep for all catering events and prepare food for retail locations. It is a massive effort of coordination to serve breakfast, lunch, and dinner for 4,000 in the dining hall seven days a week, plus all the catering, deliveries, and retail locations.

Special event menus are above and beyond our daily operations. A menu for a special event in the Heilman Dining Center typically includes:

- One entrée (with an alternate vegetarian option)
- Two vegetables
- A starch
- A bread
- Three desserts

Our talented crew of seasoned professionals and chefs undertake many steps to create a menu:

- Ideation of recipes and recipe testing
- Consideration of how recipes work with menu design and menu cycles
- Data entry into Computrition, our food production software
- Forecasting for all operations by day/week (reviewing past data to predict production amounts)
- Cost analysis, product sourcing, and purchasing
- Communication with the different culinary team members, labor, and training in production
- Storage and inventory management and delivery logistics (internally and externally)
- Food production schedules based on recipes and timing
- Evaluation of nutritional information for each recipe, Nutrislice dietary details and menu boards
- Monitoring, sanitation, HACCP, and quality control
- Review of key feedback segments: Text and tell, student advisory committees, UR Heard, social media feedback, industry trends

Menu suggestions must be submitted for consideration to Dining Services at least four (4) months before your event so that Dining has enough time to discuss options with your team and still fall within our procurement schedule.

Dining Services will build the menu to meet expectations as much as possible but must be mindful of

- production feasibility
- scale
- financial responsibility
- sourcing restraints
- how the event menu works with our daily service.

Dining Services maintains the right to all final menu decisions.

Non-culinary Decorations and Event Entertainment

Decorations and entertainment that enhance the overall feel of the event will be coordinated with and the co-sponsoring group. All aspects of an event in the Heilman Dining Center require final approval from Dining Services before implementation.

- Dining Services will provide tablecloths at no charge to enhance the event's atmosphere.
- Any ~~rental~~ props or decorations will be the responsibility of the co-sponsoring group. Dining Services will provide input on theme development and menu items.
- All decorations and entertainment will be approved at least four (3) months before the event. Decorations must not impede service flow.
- The co-sponsoring group will coordinate entertainment logistics (set-up, audio, etc.). The co-sponsoring group should meet with HDC management to review logistics (1) month prior to the event. HDC only provides a stage and electrical outlets for performances.

Space Reservations

If the co-sponsoring group plans to use the Heilman Dining Center lobby, or other spaces within HDC, they must reserve that space with the Events and Support Services Office. Groups should assume that lobby furniture will move minimally. If event entertainment requires audio support or needs beyond what the dining hall can accommodate, the cosponsoring group should coordinate additional needs with the Events and Support Services Office (EMSS) or TV and Multimedia Services (TMSS).

Marketing

Dining Services will promote events on its event calendar. Share any design elements, logos, etc., with Dining Services in editable formats for use on screens, in publications, and on social media.