



Northwestern State University Food Waiver Request

Please complete the Food Waiver Request and bring to the **Sodexo Campus Services office (Room 160 Friedman Student Union)** for approval within a **minimum of 7 days** prior to event date. If approved, the application will then be forwarded to the Department of Student Activities for final approval. A copy of the completed Food Waiver will be placed in the RSD box outside of room 214 in the Student Union.

If approved, this Food Waiver must be displayed at the event.

*****Please keep waiver to one page.***

Check Appropriate Box:

Fundraiser

Authorized Event

Donation (requires supporting documentation)

Special Menu

Giveaways

Organization: _____

Event Name: _____ Event Date: _____

Event Description: _____

Time Food Will Be Served: _ . ____

Contact Person: _____ Phone: _____

E-mail: _____ Date: _____

1. Estimate number of people to be served:

2. Check all agencies involved: Faculty/Staff Student Clubs General Public/Other

3. Where will the food be served (building, location, etc.)? _____

4. List or attach menu of food and beverage to be served (include amounts and brands of catering proposal):

Hotdogs, chips, water, cokes, & ice cream enough for 300 people

5. Where will food be prepared or obtained? _____

Name: _____

Address: _____ Phone #: _____

6. How will food be delivered? _____

7. What equipment will be used to keep food hot or cold? _____

8. Who will be serving the food? Volunteers _____ Any food service training? _____

Advisor: _____ Phone: _____

Signature: _____ Date: _____

For Office Use Only

Received By: _____ Date Received: _____

Sodexo Department Approval:

Yes No

Signature: _____ Date: _____

Reason for Denial:

Department of Student Activities Approval: Yes No

Signature: _____ Date: _____

Reason for Denial: