



Athletic Pre-Game Meal Request

Procedure:

1. Complete and electronically submit a **Athletic Pre-Game Meal Request** form and a **Student Meal Roster** to the Provider Food Service Catering Office (dsoto@calbaptist.edu) and the Card Service Office (cardservices@calbaptist.edu).
 - a. **Athletic Pre-Game Meal Request** forms and **Student Meal Rosters** must be submitted for approval **a minimum of one five (5) business days prior to the date meals are needed.**
 - b. **Student Meal Rosters** must be submitted electronically on a Microsoft Excel spreadsheet and include the name of the requesting department, date of event, ID number, first name, and last name of all students for whom meals are requested).
2. The Card Services will deduct the approved meal(s) from the account of each student who is a meal plan participant.
3. Upon completion, the Card Services will send notification via email to the requesting department and the Provider Food Service Catering Office.
4. The requesting department will be billed \$10.00 for each meal that cannot be deducted from meal plan account.

Event Information

Meal Date: [Click here to enter a date.](#)

Day: Su M Tu W Th F Sa

Department:

Number of Meals:

Cost Center:

Pick up time:

Contact Name:

Phone #:

Grilled Chicken Breast
Pasta Marinara
Garden Salad with Ranch and Italian Dressing
Fresh Steamed Vegetables
Bread Sticks
Bottle Water

Meals packed in disposable foil pans with lids. Includes disposable plates, napkins, eating utensils and serving utensils

***Meal will need to be picked up no more than 30 minutes prior to meal time**