

**RA'S CHECK LIST  
HALL DINNERS 2006-2007**

Day and Date of Your Hall Dinner: \_\_\_\_\_  
Location: Lothian Hall: \_\_\_\_\_ A&I: \_\_\_\_\_ Pentland Hall: \_\_\_\_\_  
Meal Choice: Traditional: \_\_\_\_\_ Mexican: \_\_\_\_\_ Italian: \_\_\_\_\_ Something Different: \_\_\_\_\_

**TIME FRAME**

**CHECK** ✓

**Ten (10) business days prior**

- Go to your building's RSO, verify room availability for your dinner. Obtain "Residence Hall Area Request" form and "Hall Dinner Request" form from either your RSO or download from Residence Life website. \_\_\_\_\_
- Take RSO-approved "Residence Hall Request" form and completed "Hall Dinner Request" form to your building's Dining Services Manager for date approval. Be sure "Hall Dinner Request" Form is filled out completely and accurately. \_\_\_\_\_
- The Dining Services Manager will make copies of the "Residence Hall Area Request" form and "Hall Dinner Request" form. He or she will give you one copy of each form; return these approved forms to RSO for their records. \_\_\_\_\_
- Discuss table and chair requirements for your group with RSO based on guest count. Clarify room set-up requirements. \_\_\_\_\_
- Download the "Meal Card List 2006-2007" from Residence Life website or ask RSO to give you that form. Fill it out legibly, identify students who require Vegetarian meals and return to RSO \_\_\_\_\_

**Five (5) business days prior**

- Turn in completed "Meal Card List" to RSO so they can verify that all names and meal card numbers are accurate. \_\_\_\_\_

**IF MEAL CARD LIST IS NOT TURNED IN ON TIME, YOUR HALL DINNER WILL HAVE TO BE RESCHEDULED.**

**Three (3) business days prior**

- RSO will check names & numbers & return Meal Card List to your building's Dining Service Manager. Check with RSO to make they have submitted the Meal Card List to Dining Services. \_\_\_\_\_

**One (1) business day prior**

- Confirm room set with RSO. \_\_\_\_\_

**Hall Dinner Day**

- Check room for proper set; at 3:45, ask any students using space to move to other study areas so that Dining Service can begin setting tables and buffet. Get Hall Dinner signage from RSO and place at entrance to dinner site. \_\_\_\_\_
- Have copy of Meal Card List with you to check off students as they arrive. \_\_\_\_\_
- Service Staff will not allow 'second helpings' until you OK it; be sure all your expected guests have eaten be offering 'seconds'. \_\_\_\_\_