Beaver Tips: Producing Food in the MU East Kitchen

Students love free food and events love attendees! This is what makes food events so popular. However, a great deal of work goes into creating a successful food event. You need to decide on a menu, identify and modify recipes to create a shopping list, reserve a kitchen with the tools to execute your large order, and finally, gather volunteers for cooking, preparation, serving, and cleanup! It’s a lot of work, but it’s worth it when you have 500 or more students coming to attend your event!

The Community and Cultural Food Program is here to help you in your planning. We have trained consultants who can walk you through the process, staff to support serving, preparing and cleanup, a kitchen for cooking, and a van to transport the food.

- For a guide to success planning of a self-catered food event, click here.
- For additional resources including for Food production timelines, example menus and recipe worksheets, visit the Community and Cultural Food Program website.

Fee Structure:

The Memorial Union Snell Hall Kitchen is a full institutional production kitchen equipped with production equipment, storage, refrigeration and dishwasher facilities. Both small wares for production and serving as well major production equipment, i.e.; 2 convection ovens, 2 woks, 2 deep fat fryers, 8 burner gas range, combi-oven, 3 forty gallon steam kettles, hot and cold holding equipment, and a step van for production and transportation purposes. Use of this space requires staffing oversight, and custodial service for each activity. This fee is inclusive of all needed sanitation & cleaning chemicals, saran and aluminum wrap, plastic gloves & aprons, trash liners and disposal, recycling, towels, paper products for sinks and bathrooms.

**Minor Use**- simple production with limited use of space and equipment. One student staff or student event supervisor at all times.

**Major Use**- complex production with use of greater than 50% of available resources. One student event supervisor and one student staff at all times.

**Student/Student Organization(S)**- any program student fee funded and/or hosted by a recognized student organization or Departmental Student Program

**Non Student/Community(NS)**- any program being hosted by non recognized student organizations or Departmental Student Programs and/or not funded by student fees

<table>
<thead>
<tr>
<th>Snell Hall Kitchen</th>
<th>Minor use S/NS</th>
<th>Major Use S/NS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly</td>
<td>$20.00/40.00</td>
<td>$30.00/$60.00</td>
</tr>
<tr>
<td>Full Day</td>
<td>$200.00/$400.00</td>
<td>$300.00/$600.00</td>
</tr>
</tbody>
</table>

**Staffing:**

- Event Supervisor (student) $40.00
- Event Support (student) $20.00
- Faculty Staff $65.00
- Custodial $35.00

Revised 8/13 SEAC