

Convention Food Ordering Process for Master Account Charges

Groups or entities that have an ACPA budget or for whom ACPA maintains their accounts, may submit food orders to be placed on the ACPA Master Account, eliminating the need for the group to obtain a check or credit card to pre-pay for food and beverage functions at the Annual Convention.

To be certain that orders are accurate and the appropriate cost center charged, we have developed the following process to handle orders.

1. Email will be sent to all coordinating presenters who have events approved for charging to the master account. If coordinating presenter does not receive an email indicating they have been approved to charge to the master account and should have, they should contact Peter Brown immediately.
2. Email will contain a link to the food order form that will need to be completed and faxed or sent as an email attachment to Peter Brown in the International Office (pbrown@acpa.nche.edu).
3. Menus for each property will be available on-line at <http://convention.myacpa.org/general/food-bev.html>. If any group desires items or services not listed on the web site, they should contact Kim Schauwecker at kim.schauwecker@experient-inc.com to request pricing and availability of items/services. **Per the policy adopted by the Executive Council in July 2002, no alcohol may be purchased by ACPA or charged to the ACPA master account.** Cash bars will be setup in public areas from 7:30 – 11pm on Monday and Tuesday evenings.
4. The number of people you estimated to attend your program when you submitted your time/space request must match the number of people you are ordering food for. **Food orders submitted for fewer people will result in the room setup number being lowered to match the food order.**
5. Per our contract with the facilities, **NO** outside food or beverage may be brought into any function; this includes ancillary events that were reserved through ACPA. Properties have indicated that this policy will be strictly enforced.
6. All food orders and cost center approvals must be received by Peter Brown in the International Office no later than 12 noon EST on Thursday, February 21, 2008. Orders received after that time may not be able to be processed on the master account and may require coordinating presenter to make their own arrangements with properties for both the ordering and payment of services.
7. Final food guarantee numbers are due to Peter Brown by Friday, March 7, 2008 at 12 noon EST. Final numbers should not be drastically different from original order, in no case should the difference be greater than 15% from original order (either plus or minus).

It is the responsibility of the coordinating presenter to contact Peter Brown in the national office and provide a final number guarantee. If contact is not made or received by Friday, March 7, 2008 at 12 noon EST, the number currently on record will be used as the guarantee.

Questions can be directed to Peter Brown at either (202) 835-2272 or via email at pbrown@acpa.nche.edu.

Convention 2008 Food Order Form

Deadline for Submission Thursday, February 21, 2008 at 12 Noon EST

Fax or email completed form to Peter Brown (202) 296-3286 | pbrown@acpa.nche.edu

Complete one form for each event.

Event Name/Title: _____

Location of Event: (Property) _____ (Room) _____

Date and Time of Event: _____

Coordinating Presenter (Name) _____

(email) _____

(phone) _____ (fax) _____

Menu Selection (see menus on-line at <http://convention.myacpa.org/general/food-bev.html>):

(Include not only the items ordered but also the **quantity** you are ordering)

Estimated # of attendees: _____

Estimated food total: \$_____ + 22% service fee = \$_____ + 8% Tax = Total \$_____

As the coordinating presenter, I understand that it is my responsibility to submit a final food guarantee by Friday, March 7, 2008 at 12 Noon EST to Peter Brown in the ACPA International Office (pbrown@acpa.nche.edu or via fax to (202) 296-3286). I understand that this final guarantee may not differ more than 15% from the original order. I also understand that if the final guarantee is not received by Friday, March 7, 2008 at Noon EST the original number will be submitted as the guarantee.

Signature of Coordinating Presenter: _____

Cost Center to be billed

Cost Center Manager Signature

Office Use Only:

Room Setup Size: _____

Finance Approval: _____

CDMS Data Entry: _____

Final Guarantee: # _____ Date Recv'd: _____ CDMS Change: _____ Hotel Notified: _____

Notes:

Convention 2008 Food Order Form Instructions

Please complete one form for each program for which you have requested food or beverage service. Forms need to be completed and either faxed to Peter Brown at (202) 296-3286 or sent as an email attachment to pbrown@acpa.nche.edu. The **deadline for submission is Thursday, February 21, 2008 at 12 Noon EST**. Orders not received by that time may not be able to be processed onto the master account.

Event Name / Title: The program name/title submitted to the convention planning team for scheduling and/or print purposes.

Location of Event: The building or property (hotel or convention center name) and room to which the program has been assigned.

Date / Time of Event: The date and time that has been assigned to the program.

Coordinating Presenter name, email, phone and fax: Please enter the coordinating presenters name and contact information to assist in resolving problems, questions or issues in the most expeditious manner possible. If you do not have a fax, leave blank.

Menu Selection: Write in this block the items you wish to order and the quantities in which you are ordering. A full listing of menu items is available on-line at <http://convention.myacpa.org/general/food-bev.html>. If you are looking for items not on the menu for that property, please submit what you are looking for to Kim Schauwecker at Kim.Schauwecker@experient-inc.com. Kim will serve as the conduit between ACPA and the various properties and will get back to you in terms of availability and pricing.

Estimated Attendance: Fill in the number of people that you expect to attend this event. This is not the amount of food that will be ordered, it is merely an attendance estimate. If ordering a plated or per person menu item it should match the food order number.

Estimated Cost: Add together the cost of the menu items ordered and add 22% service fee to the total. Once you have this subtotal, add 8% sales tax to the total to arrive at the estimated cost. Please note: if you request bar service an additional bar tender fee and bar tax may apply as well.

Signature of Coordinating Presenter: The coordinating presenter needs to sign the form indicating that they understand the deadline and need to submit a final guarantee number.

Cost Center To Be Billed: Indicate the ACPA Account or budget (cost center) that is to be charged for this event. **This information is required to process food order.**

Cost Center Manger Signature: The cost center manager must sign this form or send an email to Peter Brown indicating approval to expend funds from this account for this function. If you are not certain who the cost center manager is, please contact Michelle Killgo, manager of Fiscal Services at mkillgo@acpa.nche.edu. Commission cost center manager is Katie Sermersheim.