

# Special Events Planning Guide

E lawelawe aku  
(To be of service)



2013 -2014

## Index

Introduction.....	3
Styles of Service.....	4
Delivery and Pick up.....	5
Meal of the Day Rate Schedule.....	5
We Value Your Opinion & Last minute Changes.....	6
Áina Kakahiaka/Breakfast.....	7
Mea Inu/Beverages.....	8
Áina Awakea/Lunch & Áina Ahiahi/Dinner.....	9
Sandwiches, Bentos, Musubi.....	9
Sandwiches, Meal of the Day, Hawaiian Food Buffet.....	10
Ala Carte Menu.....	11
Mea ái Momona/Desserts.....	12
Pūpū .....	13
Linen and Supplies.....	14
Food Service Request Form Sample.....	15
Special Function Evaluation Form Sample.....	16

## Contact us

Please visit us at: <http://blogs.ksbe.edu/kapalamafoodandnutritionservices>, for catering, food safety, and recipe information under Campuses – Kapālama Campus – Food Services for the Menu of the Day items or call our Food Services Director at 842-8997 for assistance.

Director of Food and Nutrition Services, Gordon Morris -842-8997  
Food Service Manager Akahi Dining Hall, Debbie Tokuhara – 842-8290  
Food Service Manager Kalama Dining Hall, Chef Edward Frady – 842-8667  
Assistant Food Service Manager Akahi Dining Hall – John Mizokawa – 842-8994  
Special Event Manger – Katherine “Kat” Alau-Salcur – 842-8057

## An Introduction

Kamehameha Schools, Kapalama Campus Food Service Department, is pleased to provide our students, staff and faculty with this Planning Guide for Special Functions for the 2013-14 school year. Our goal is to provide excellent service, not only to our students at meal time, but to each of the over 2000 special functions that we cater annually in support of the mission of our beloved Princess Bernice Pauahi Bishop. We hope that this Planning Guide will help to simplify your task of preparing for a special function with our food services department.

We have laid the Planning Guide out by grouping information in such a way as to facilitate making your event planning very quick and simple. All pricing is by portion, so in order to comply with your budgetary requirements you need only multiply the cost per portion times the number you wish to order. All menu items are of ample portion size, however, if you wish, just to be safe you may choose to order extra. If you are concerned about having enough of everything, our Food Service Manager assigned to provide your service will be happy to give you their expert advice. If you would like your menu to offer choices, such as two entrées or two or three fruits or salads, we will help you determine the number of portions required for each item so you won't run out. We base this information upon our past experience with each menu item for the particular size and type of group involved.

All the necessary condiments, disposable plates, napkins, utensils and cups are included in the portion costs. If you prefer china and flatware there will be an extra charge of \$1.50 per person. Be sure to specify "China & Flatware" on your Food Service Request.

In the back of the handbook you will find a sample copy of the Food Service Request (FSR). When filling out the request form please keep in mind our minimum order guidelines. Please fill out the form in its entirety, describing in detail the services you wish for us to provide. Missing information causes delays in processing. The hardcopy quadruplicate FSR forms can be ordered by contacting the OSC here at Kapalama Campus by e-mail: [osckapalama@ksbe.edu](mailto:osckapalama@ksbe.edu) or by dialing extension 28797.

PLEASE REMEMBER, FSR'S ARE REQUIRED TO BE RECEIVED BY FOOD SERVICE NO LATER THAN 14 DAYS PRIOR TO THE DATE OF THE EVENT. This lead time is very important because our labor schedules as well as food and supply purchases are determined two weeks in advance. Therefore, any late FSRs may be subject to either denial for lack of time to arrange for the requested services or increased prices based on the added costs resulting from late ordering of food and supplies or reschedule of our staff that may result in overtime. This will especially be a problem during periods of high demand in August, September, December, April and May.

## Styles of Service

**Coffee Service:** This style of service is simple and pretty much the same no matter how many guests you're expecting. It includes just coffee, (creamer and sugar), hot tea water, tea bags, and perhaps something fresh and warm from our bakery like muffins, banana bread, coffee cake, cookies or brownies. You provide the on-site table/s required and we provide the delivery and set-up, with table cloth, disposable cups, stirrs, forks (if needed), and napkins. We return after the event to clear away the things that we provided.

**Continental Breakfast:** This style of service is a step up from the Coffee Service and is well suited for an early morning meeting. Everything on the Coffee Service is generally offered including a selection from the bakery, but in addition you may want to include a chilled fruit juice/s, fresh fruits, yogurt with toppings, and Cold cereal w/ Milk. Again, all you provide is the service tables and we provide all the rest, including clean-up at the end of the event.

**Individual Bentos:** Bentos may be more appropriate for smaller, informal group meetings and are available for breakfast, lunch and dinner. Food Services will package each meal into individual disposable serving container. Plastic utensils and napkins are provided. We encourage pick-up service for bentos, but if that is not convenient we will gladly deliver.

**Buffet Style: for Breakfast, Lunch and Dinner** (Because of the added cost and varying demands these events place on our staff, buffet service is generally reserved for larger and more formal events.)

- **Self Service Buffet:** For a simple menu and less complicated service, you may choose to handle service on your own. We generally recommend this style of service for groups over 25. We will deliver the necessary menu items to your event site with all of the necessary equipment, supplies, and utensils. All hot and cold foods will be delivered in temperature controlled carts (electrical source required), and will be in the proper serving pans, platters and bowls ready to place on the buffet. All equipment, supplies and utensils will be provided for you to set up and serve on your own. You will need to provide the tables (please contact our Grounds Department for this service) and we provide the table cloths as requested. Garbage cans are not available through Food Services either (please contact our Custodial Department for this service). At the end of service, please return equipment, unused supplies and utensils to the carts for us to retrieve at the agreed upon time.
- **Regular Buffet Service:** Buffet service is a fast and efficient way to serve larger groups. We generally recommend this style of service for groups over 50, though it may also be appropriate for smaller groups, depending upon the circumstances. We can help you choose the best style of service for the occasion and work with you to develop just the right menu based on your needs and our resources.

*To "dress up" your buffet white table linen and table skirts are available at a nominal cost (see linen section). Remember too, cutting flora on campus is KAPU, but you can put in a request to Grounds and they may be able to provide some color to your table.*

**Delivery and Pick-up:**

Delivery time is crucial to a well-run event so when filling out the FSR, please indicate the time you plan to serve your guests and depending on the complexity of set-up we will work with you establish a mutually appropriate arrival time.

Pick-up time is not a problem if we are providing full service, but whenever we provide just drop-off, or delivery and set-up for you to self-service your event it is important to establish when Food Services should return to pick up all serving and storage equipment. You don't want it hanging around and we need to get the items back to the kitchen, cleaned and ready for the next event.

If you are responsible for pick-up and return please know that all equipment must be returned the day of the event prior to 5:00 p.m. or no later than 10:00 a.m. on the morning following your event. Prior to returning your equipment please contact Food Service so that we may have someone available to check in the returned items. Whenever the equipment must be held overnight at your location, it would be appreciated if you would empty and rinse the food pans, bowl, and platters to avoid odors. It is also important that everything be secured to avoid additional charges for replacement of lost items.

Delivery and Pick-up outside of Kapālama Campus will be subject to fees based on the time and personnel required. Please call for quote.

Please also refer to KS Policy 253[C] – Use of Food Services for Food Services Facilities at KS Campuses

---

“Meal of the Day” should always be considered because, if we’re feeding it to our children, you know it has to be both good and healthy. Also, it will usually be your best bet financially because we don’t have to prepare the entrée separately. We can provide the “Menu of the Day” either buffet (as long as you meet the minimum) or bento style to fit your particular needs.

## Current “Meal of the Day” Rate Schedule

Kapālama Campus

2013-2014 Schedule of Meal Rates

The following meal rates will be effective August 1, 2013 through July 31, 2014

Dining Hall Line Service	Student/Staff	Guest
‘Aina Kakahiaka (Breakfast)*	\$3.50	\$4.50
‘Aina Awakea (Lunch)*	\$4.00	\$5.50
‘Aina Ahiahi (Dinner)*	\$6.00	\$8.25

## **We value your opinion!**

In order to continually improve our service we need your help. After your event we will Email to you a brief evaluation form. We ask that you kōkua by taking a few minutes to give us your thoughts on how we could have done an even better job. Please be assured that this information will be held in the strictest confidence. In fact we won't even see your survey response. You will send it to our Operations Support Administration staff where it is compiled with other surveys and the resulting scores and comments will be forwarded to us monthly. You won't be hurting our feelings, but you will be providing us with invaluable information about how well our services are received and perhaps some tips on how we can do better next time. We value your comments and suggestions very highly and welcome any help you may be able to offer in our quest to provide you with the most exceptional services possible.

### **Last Minute Changes**

(5 days prior to the event)

Costs will be billed at the original count received unless the number has increased. Lower numbers will be billed at original count received.

Special Items ordered (items not in Manual or on standard student menu) may be prepared and billed at full case lots

# 'Aina Kakahiaka

## (Breakfast)

In this Breakfast section you will find the many delicious food items we are prepared to provide for your early morning functions, be it a continental or a full menu breakfast.

**Breakfast Bento Meal of the Day** \$3.50

- Hot entrée of the day
- Starch of the day
- Fresh cut fruit
- ½Pint Juice or Milk

**Menu of the Day** Complete Meal served buffet style minimum of 50 people *\$4.50\**

- Hot entrée of the day
- Starch of the day (rice, potatoes, or pancakes of the day)
- Fresh Fruit bowl or fruit juice (choose one)
- Coffee cake, muffin or bagel with cream cheese (choose one)
- Coffee or milk or juice (choose one)

**Continental Breakfast** ala carte menu (drop off only)..... (per person)

- Whole fresh fruits: apples, oranges, bananas \$.70
- Fresh pineapple chunks 3oz portion \$.85
- Fresh fruit bowl 3 oz portion \$.65
  - With haupia \$.80
- Naturally cultured yogurt unsweetened 4 oz \$.70
  - With granola topping add \$.40
  - With sliced frozen strawberries add \$.20
- Meadow Gold Strawberry Yogurt cups 6 oz \$1.30

**Breakfast Bread**

- Muffins assorted(minimum 1 dozen) \$1.10
  - Sunrise
  - Blueberry
  - Banana
  - Strawberry
  
- Biscuits (minimum order ½sheet – 40 pcs) \$.40
- Banana Bread (minimum order ½sheet – 40 pcs) \$.40
- Coffee Cake (minimum order ½sheet – 40 pcs) \$.40
  - French crumb
  - Cinnamon
  - Strawberry
  - Blueberry

\*\*\*Please Note Prices Subject to Change and Based Upon Availability\*\*\*

Mea Inu

(Beverages)

This section provides a listing of all the beverage choices we have to offer from the island favorite POG to a campus favorite Plantation Iced tea.

Coffee	
Air Pot (serves 4 to 6 people)	\$3.00
Med Canister (serves 8 to 15 people)	\$7.00
Air Void (serves 40 to 50 people)	\$19.00
Hot Tea individual bags	\$.10
Hot Cocoa individual packets	\$.35
Plantation Iced Tea air void (serves 40 to 50 people)	\$19.00
Fruit Punch air void (serves 40 to 50 people)	\$9.00
Assorted 4 oz juice cups	\$.65
Apple	
Orange	
Grape	
Cranberry	
Half pint juice cartons	\$.70
POG	
Orange	
Pint cartons	\$.75
Grape flavor	
Fruit punch	
Milk half pint cartons	\$.70
Skim	
2%	
Bottled 16 oz Dasani water	\$.70

\*\*\*Please Note Prices Subject to Change and Based Upon Availability\*\*\*



## 'Aina awakea

*(Lunch)*

&

## 'Aina ahiahi

*(Dinner)*

Lunch usually mark an important break in the day's meeting or perhaps lunch time is the only time you can call your group together, either way, we stand ready to provide you just the right menu and style of service.

Our dinner menu selections are choices of our most popular entrees, salads, starch, vegetables, breads and rolls, beverages and desserts. We'll be happy to help you come up with just the right menu for your particular group.

**Tray Sealed Bentos - Meal of the Day**      Lunch \$4.00    Dinner \$6.00

Hot bento of entrée, starch and vegetable, cold bento of tossed green salad, cut fresh fruit, and a brownie, and beverage

### **Sandwiches – Made in House**

Sandwiches (white or whole wheat bread)	\$2.65
Chicken Salad	
Tuna Salad	
Turkey & Cheese	
Ham & Cheese	
Egg Salad	

### **Bentos – Vendor Supplied**

Lunch Bento A	\$4.95
Hamburger Steak, Fish, Hot Dog, Chicken Katsu, Rice	
Lunch Bento B	\$4.95
Hamburger, Fried Chicken, Hot Dog, Spam, Rice	

### **Musubi – Vendor Supplied**

Spam Musubi	\$1.80
Mochiko Chicken Musubi	\$2.35
Hot Dog Musubi	\$2.05

\*\*\*Please Note Prices Subject to Change and Based Upon Availability\*\*\*

**Sandwiches – Vendor Supplied (individually packed)**

Croissant Ham & Cheese (jumbo)	\$3.50
Croissant Roast Beef & Cheese (jumbo)	\$3.55
Croissant Turkey & Cheese (jumbo)	\$3.50
Croissant Mini Assortment	\$5.25
Turkey, Roast Beef, & Ham	

**Sandwich Wraps – Vendor Supplied**

Ham and Cheese Wrap (9 oz)	\$4.50
Roast Beef and Cheese Wrap (9 oz)	\$5.00
Turkey and Cheese Wrap (9 oz)	\$4.50

**Meal of the Day Buffet**

Includes: Entrée, Starch, Vegetable, Salad, Fruit and Carton Juice

Lunch	\$4.00
Dinner	\$6.00

**Hawaiian Food Buffet (minimum 50 people)**

\$8.50

Kalua Pig 5 oz
Chicken Long Rice 4 oz
Rice 4 oz
Poi 4 oz
Fresh Pineapple Chunks 3 oz
Sweet Potato 2 oz
Lomi Salmon 2 oz
Haupia 1 pc
Plantation Iced Tea 10 oz

**Additional items**

Lau Lau	(subject to market price)	\$3.45
Squid Luau	2 oz (subject to market price)	\$3.05
Ahi Poke	(market price per pound)	\$16.95 - \$18.95 per pound
<i>Priced on day of event not day of estimate</i>		

\*\*\*Please Note Prices Subject to Change and Based Upon Availability\*\*\*

**Ala Carte (per person) 50 people minimum served buffet style**

**Entrees**

Shoyu Chicken 2 pcs	\$2.80
Home style Chicken 2 pcs	\$3.75
Mahimahi w/ lemon butter 4 oz	\$3.80
Teriyaki Beef 5 oz	\$4.40
Kalua Pig 5 oz	\$2.10

**Salads**

Toss Green Salad 3 oz	\$.95
Caesar Salad 3 oz	\$.95
Chinese Chicken Salad 3 oz	\$1.00
Sweet Potato Salad 3 oz	\$1.10
Potato Macaroni Salad	\$.90
Fresh Cut Fruit 3 oz	\$.65
With Haupia	\$.80
Fresh Vegetable Crudités w/ Ranch Dressing 3oz	\$1.35
Baby Carrots	Broccoli
Cucumber Slices	Cherry Tomatoes
Black Pitted Olives	Pepperoncini
Cauliflower	

**Sides**

Rice 4 oz	\$.25
Mashed Potatoes 4 oz	\$.40
Poi (upon availability) 4 oz	\$1.80
Vegetable of the day 3 oz	\$.70

**Breads (3 dozen minimum order) \$1.40\***

Whole Wheat Rolls
Taro Rolls
French Bread with Garlic Butter
Sesame Seed Rolls

\*\*\*Please Note Prices Subject to Change and Based Upon Availability\*\*\*

## Meaái Momona

(Dessert)

In this section you will find an assortment of sweet delights that will compliment any meal or stand alone as a sweet snack option. All of Kamehameha Campus favorites are listed.

	<b>Half Sheet</b>	<b>Full Sheet</b>
Haole Brownies (min ½sheet = 40 2"x3" pcs)	\$14.00	\$28.00
Chocolate Brownies (min ½sheet = 40 2"x3" pcs)	\$14.00	\$28.00
Sheet Cake (white or chocolate with butter cream or chocolate frosting) For simple decorations add	\$17.50	\$35.00 \$14.00
Lemon Bars (min ½sheet = 40 2"x3" pcs)	\$24.00	\$48.00
Fruit Cobbler (min ½sheet = 40 2"x3" pcs) Apple Peach	\$30.00	\$60.00
Pumpkin Squares (min full sheet 80 pcs)		\$32.00
Pumpkin Crunch (min full sheet 80 pcs)		\$50.00
Cranberry Crunch (min full sheet 80 pcs)		\$28.00
Haupia (min full sheet 80 pcs)		\$22.00
Assorted Cookies (each)	<b>Small(.67 oz)</b>	<b>Jumbo(1.5 oz)</b>
Chocolate Chip	\$.25	\$.70
Sugar Cookies		
Short Bread		
Oatmeal		
Chocolate Chunk (jumbo only)		
Triple Chocolate (jumbo only)		
White Chocolate Macadamia (jumbo only)		

\*\*\*Please Note Prices Subject to Change and Based Upon Availability\*\*\*

## Pu Pu

If you're planning an afternoon or evening reception to celebrate an important event and you want your guests to mingle and enjoy each other's company as much as the food, then let us help you plan a menu of our "local favorite" hors d'oeuvres. We will be happy to help you select a variety of items, balanced and in the proper quantities that will suit your needs and stay within your department's budget for the event.

### **Sushi Platters Vendor Supplied**

Futomaki Inari Sushi Platter (22 pcs) \$18.50  
 12 pc futomaki, 10 pc inari

Banquet Royal Sushi Platter (32 pcs) \$26.50  
 8 pc California roll, 2 pc ebi nigiri, 2 pc maguro, 2 pc tako, 2 pc tamago, 4 pc masago, 2 pc unagi, 2 pc sake, 2 pc ika, 2 pc hokigai, 2 pc cali w/ sesame seed, 2 pc California maki.

California Maki Inari Sushi Platter (22 pcs) \$19.75  
 12 pc California Maki, 10 pc inari

Deluxe Party Sushi Platter (53 pcs) \$36.50  
 5 pc futomaki, 5 pc California maki, 5 pc ebi nigiri, 5 pc maguro, 5 pc tako, 5 pc tamago, 5 pc inari, 6 pc oshinko hosomaki, 6 pc cumcumber maki, 6 pc tekka māki

Regular Party Sushi Platter (43 pcs) \$27.50  
 6 pc tekka maki, 6 pc cucumber maki, 6 pc oshinko maki, 5 pc tamago nigiri, 5 pc maguro, 5 pc ebi, 5 pc tako, 5 pc futomaki

### **Hot Pupus**

Mini Pork Manapua Platter (30 pcs) \$26.00

Shumai Platter (24 pcs) \$15.50

Teriyaki meatballs 3 oz \$.80

Cocktail Smokies 3oz \$1.50

Wing Ditties 3 pcs \$.80

add ranch dressing 1 oz \$.20

Fresh Vegetable Crudités w/ Ranch Dressing 3oz \$1.35

Baby Carrots            Broccoli

Cucumber Slices      Cherry Tomatoes

Black Pitted Olives    Pepperoncini

Cauliflower

\*\*\*Please Note Prices Subject to Change and Based Upon Availability\*\*\*

## Linen and Supplies

ORDERS RECEIVED LESS THAN 14 DAYS PRIOR TO EVENT WILL BE ASSESSED A  
\$35.00 VENDOR'S LATE FEE.

### TABLECLOTHS

(ALL WHITE UNLESS SPECIFIED)

72 X 72 TABLECLOTH \$ 1.25\*  
(fits round or square—2 needed for rectangle)

87 X 87 TABLECLOTH \$2.21\*  
(fits round or square—2 needed for rectangle)

52 X 114 TABLECLOTH \$2.39\*  
(fits 6 - 8 foot rectangle)

### NAPKINS

NAVY BLUE or WHITE NAPKIN \$.20\*

COLORED NAPKINS (ASIDE FROM BLUE) \$.25\*

### TABLE SKIRTS

\*COST TO COVER CLEANING

WHITE OR BLUE SKIRT 29"X 13' \$30.00  
TWO SKIRTS WILL COVER AN 8 FOOT TABLE OR A 5 FOOT ROUND TABLE

LINEN MUST BE RETURNED BY DAY AFTER EVENT  
THERE WILL BE AN ADDITIONAL CHARGE FOR LOST OR DAMAGED LINEN  
COST IS A DAILY CHARGE FOR EVERYDAY NOT RETURNED

### DISPOSABLES

(All tableware -forks, spoons, Knives, Napkins, Cups, Etc. are included in the menu price)

PLASTIC DISPOSABLE APRONS \$.15 EA.

DISPOSABLE GLOVES \$.10 PAIR

DISPOSABLE CAPS \$.10 EA.

\*\*\*Please Note Prices Subject to Change and Based Upon Availability\*\*\*



Application Date: <b>01/01/01</b>	<b>Kamehameha Schools Food Services Request</b>	# <b>12345</b>											
<p>This form should be used by (1) Kamehameha Schools personnel or groups desiring to use Food Services for school-related activities which are not part of the routine school day and/or scheduled outside regular school hours; (2) Kamehameha-related or outside groups desiring to use Food Services on or off campus.</p>													
Group or Department: <u>Kapalama Campus</u> ( ) Non-KS Group													
Purpose of Function: <u>Campus Meeting</u>													
Date: <u>01/25/01</u> Day: <u>Friday</u> Time: From <u>11:00</u> am/pm To <u>1:00 PM</u> am/pm													
Person in charge: <u>Kumu Haumana</u> Title <u>Director</u> Telephone: F- <u>0001</u>													
Number of students: <u>1600</u> Staff: <u>250</u> Guests: <u>100</u> Total: <u>1950</u>													
CHARGES: Department: <u>Kapalama</u> Dept ID: <u>06</u> Account #: <u>0001</u>													
REQUESTED BY: <u>Aunty Kula</u> EXTENSION: <u>20002</u>													
<b>APPROVALS:</b> Department Head or Principal: _____ Date: _____ Parents & Alumni Relations Office (for alumni & parents groups only): _____ Date: _____ Director/Manager, Food Services: _____ Date: _____ Director, Operations Division: _____ Date: _____													
<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">SERVICES REQUIRED</th> <th style="width: 50%;">SPECIAL INSTRUCTIONS</th> </tr> <tr> <td>Type of Service: <u>Buffet</u></td> <td rowspan="6">           Please set up under tent. Cut Haupia into 160 pieces per sheet.         </td> </tr> <tr> <td>Food Products: <u>Hawaiian Food</u></td> </tr> <tr> <td>Non-Food Products: <u>plates, cups, forks, spoons, knives, napkins, 25 mau tablecloths</u></td> </tr> <tr> <td>Equipment: <u>safer, serving utensils, hand sanitizer</u></td> </tr> <tr> <td>Estimated Costs (if applicable)</td> </tr> <tr> <td>Delivery/Pick-Up (Circle One)</td> </tr> <tr> <td colspan="2">           Time <u>10:00 AM</u> am/pm Location <u>Konia Field</u> </td> </tr> </table>			SERVICES REQUIRED	SPECIAL INSTRUCTIONS	Type of Service: <u>Buffet</u>	Please set up under tent. Cut Haupia into 160 pieces per sheet.	Food Products: <u>Hawaiian Food</u>	Non-Food Products: <u>plates, cups, forks, spoons, knives, napkins, 25 mau tablecloths</u>	Equipment: <u>safer, serving utensils, hand sanitizer</u>	Estimated Costs (if applicable)	Delivery/Pick-Up (Circle One)	Time <u>10:00 AM</u> am/pm Location <u>Konia Field</u>	
SERVICES REQUIRED	SPECIAL INSTRUCTIONS												
Type of Service: <u>Buffet</u>	Please set up under tent. Cut Haupia into 160 pieces per sheet.												
Food Products: <u>Hawaiian Food</u>													
Non-Food Products: <u>plates, cups, forks, spoons, knives, napkins, 25 mau tablecloths</u>													
Equipment: <u>safer, serving utensils, hand sanitizer</u>													
Estimated Costs (if applicable)													
Delivery/Pick-Up (Circle One)													
Time <u>10:00 AM</u> am/pm Location <u>Konia Field</u>													
<b>Instructions:</b> - All equipment must be rinsed and returned within 48 hours. - Person in charge should check with Food Services office to finalize details. - User agrees to read and comply with KS' <i>Guidelines for Sanitary Handling of Food by All Groups Using KS Facilities</i> . - Requestor should forward entire set, intact, for approvals. Copy #4 will be returned to Requisitioner after final approval. - In order to give you the best possible service, this request must be received by the Food Services Department at least 14 days prior to the event and approved by the Director.													

(rev. 11/12)

# Food Service Request Survey

**Kamehameha Schools**

**Kapalama Campus**

**Food Services**

**We value your opinion!** We certainly hope the special function that we recently catered for you was a complete success. Of course, we'd like to hear the good things, but more importantly, if you spotted something that we can improve on next time, we sincerely hope that you will take a moment to point it out to us. We have tried to keep this form quick and to the point. Just complete this survey and send it via Campus Mail it to Operations Support or Fax it to 843-3428. ***Mahalo!***

<b>Name</b>					
<b>Department</b>					
<b>Date of function</b>					
<b>FSR number</b>					
<b>Phone</b>					
<b>Fax</b>					
	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
The menu planning guide was helpful in planning this event.					
Our food service contact was courteous and professional and was able to answer my questions.					
We delivered on time or it was ready for pick up at the requested time.					
If we delivered, we returned and picked up equipment after the event timely and to your satisfaction.					
The food appearance and presentation was attractive. Hot food was hot, and cold food cold.					
The amount of food for the number of guests was adequate.					
I was satisfied with the overall service and food for this special event.					
My overall satisfaction with your service was high. I would use your service again.					
<b>Additional comments:</b>					