Interdisciplinary Biological Sciences Symposium

Hospitality Committee
Standard Operating Procedures

A hospitality committee for a symposium plays a crucial role in ensuring that all culinary aspects of the event are well-organized and executed. This committee is responsible for planning and coordinating meals, snacks, and beverages throughout the symposium. Their tasks include selecting menus that cater to diverse dietary preferences and restrictions, arranging catering services, and managing the logistics of food delivery and setup. Additionally, the food committee ensures that the timing of meal breaks aligns with the symposium schedule, providing attendees with a seamless and enjoyable dining experience. By overseeing these details, the food committee contributes significantly to the overall success and satisfaction of the event.

A hospitality committee for a symposium has a range of responsibilities to ensure that all food-related aspects of the event run smoothly. Here are some key tasks they should focus on:

1. Menu Planning: Select diverse and appealing menus that cater to various dietary needs, including vegetarian, vegan, gluten-free, and other dietary restrictions.

2. Catering Coordination: Work with catering services to arrange the preparation and delivery of meals, snacks, and beverages.

3. Budget Management: Develop and manage the food budget, ensuring cost-effective choices without compromising quality.

4. Logistics: Organize the logistics of food delivery, setup, and cleanup, ensuring that everything is timely and efficient.

5. Scheduling: Align meal and snack breaks with the symposium schedule to provide attendees with convenient and timely refreshments.

6. Quality Control: Monitor the quality and presentation of the food to ensure it meets the expected standards.

7. Feedback Collection: Gather feedback from attendees on the food and service to make improvements for future events.

8. Speakers' Dinners: Collaborate with the Speaker Committee to plan and organize special dinners for speakers at locations away from the symposium venue. This involves selecting suitable restaurants, which may include the following: making reservations, coordinating transportation, and ensuring the menu accommodates the dietary preferences of the speakers.

By handling these tasks, the hospitality committee plays a vital role in enhancing the overall experience of the symposium attendees and ensuring that speakers feel valued and appreciated. List of Speaker dinner restaurants:

A list of restaurants in Ames that can be used.

1. Dublin Bay
2. The Café
3. Boulder Tap House
4. Wallabys
5. The Spice
6. Cornbred
7. Provisions
8. Wasabi
9. Ge’Angelo’s