

Student Organization Meeting Request Form

This form must be filled out and submitted one month prior to the intended date of meeting for approval by Student Services.

- If ordering lunch, you will need to decide the vendor that you are ordering from and the number of lunches being ordered. Please take into consideration dietary needs of members.
 - If A/V is needed, please be advised that setups are only from regular working hours (8 a.m. – 5 p.m.); setups done after 5 p.m. will require additional charges.
2. Please be mindful of events, exams, or class meetings that might affect attendance when deciding on time/dates.
 3. Only two student meetings per day.
 4. No Thursday meetings due to admission interviews.

Requestor Name: _____

School

_____ PLFSOM

_____ GGHSON

_____ GSBS

STUDENT ORGANIZATION NAME:

PURPOSE OF MEETING:

Will a guest speaker be invited? Yes No

If yes, guest speaker name: _____

Will they need a parking pass? Yes No If yes, how many? _____

Will food be provided? Yes No If yes, from where? _____

Preferred and Alternative Room Request

Expected number of attendees: _____

1. _____
2. _____

Preferred and Alternative Date and Time

1. _____
2. _____

Audiovisual Equipment

Please select all that apply and note quantity (if applicable):

_____ Laptop/Projector/Projector Screen

_____ Microphone(s)

_____ External Speaker(s)

_____ Other: _____

Additional notes:

Additional Items/Work Orders

_____ Beverages

_____ Plastic silverware

_____ Paper plates

_____ Napkins

_____ Table(s)

_____ Tablecloth(s)

_____ Trashcans

Additional requests/comments:

ORDERING LUNCH

Student Event Coordinators or Treasurers will need to contact vendor to place food order. There are several options that are provided on the vendor list inserted below, but feel free to contact any new food vendors. Some vendors do not provide a delivery service, so you may want to take that into consideration when placing order.

Arby's	Boxed sandwiches/salads	915-533-3834
Brown Bag Deli	Sack lunches	915-562-2399
Chick-fil-A (Cielo Vista)	Boxed sandwiches/salads	915-740-6214 (Joy or
Chipotle	Burritos/chips meal	915-317-5818
Chile Chipotle	Gourmet catering service	Bruce 915-779-3656
Corner Bakery	Boxed lunches/pastries	West: 915-584-4600
		East: 915-855-1873
Crisostomo	Burritos	Miguel 915-471-3614
Deli Street	Boxed sandwiches	915-544-1321
Domino's Pizza	Pizza	915-778-4499
Famous Dave's	Brisket/chicken	915-843-8400
Honeybaked Ham	Boxed lunches	Jesus 915-842-9934
I DO Catering	Gourmet catering service	Cody 915-474-4637
Jason's Deli	Gourmet sandwiches	915-532-6200
Mirai Bowl	Japanese food	Tommy 915-920-7928 (Cell)
		North Mesa: 915-532-2950
Moe's Southwest Grill	Mexican food	915-637-7508
Olive Garden	Italian food	Cielo Vista Mall: 915-772-
Papa John's Pizza	Pizza	915-595-2222
Peking Garden	Chinese food	Mr. Salome 915-779-6100
Quick Wok	Chinese food	Ms. Bernice 915 -595- 0717
Schlotzky's	Gourmet sandwiches	Keith 915-592-2867
Sinbad	Mediterranean/Middle Eastern	Maser 915-351-1350
Speedy's Pizza	Pizza	915-565-8777
Subway's PLFSOM Cafeteria	Sandwiches/salads/platters	915-778-1077

INSTRUCTIONS:

Place lunch orders at least two days before your meeting. It is usually best to call vendors between the hours of 1 to 3 p.m. after the lunch rush. PLEASE REMEMBER TO ORDER ITEMS FOR VEGETARIANS AND VEGANS.

When placing orders please remind the representative over the phone of our tax-exempt status. If you are contacting a vendor not on the list, they may require a tax-exempt number; please contact Student Services if this is needed. **You will need to request an itemized receipt and remind them NO tax should be charged.** **Please request delivery at 11:15 a.m. to 5001 El Paso Drive, 79905, MEB 1210.** Inform vendor that our office will call in the credit card number by the next business day.

Immediately after you have placed your order, please be sure to email the Office of Student Services at elp.studentservices@ttuhsc.edu with a detailed order list, the order total (without tax), and the contact person.