

Faculty/Student Interaction Dinner (FSID) Spring 2017 Order Form

(Please complete both this form and the attendee list)

Name of Faculty Member: _____ e-mail: _____

Academic Rank*: _____ Department: _____

*Only Arts & Sciences faculty at the rank of Lecturer in Language, Assistant, Associate or Full Professor may host dinners.

Office Address: _____ Office Phone Number: _____

Restaurant Choice: _____ Total Number in Party: _____

Date** of Meal _____ Time of Meal: _____

On Campus Location of Meal (address and cross streets): _____

Phone Number (at delivery site): _____ **Note: Faculty House is the only place where you can take students. Everything else has to be catered in by our office to an on-campus site from one of our participating vendors. Meals may also be catered at a faculty member's home. THE LAST POSSIBLE DATE TO HOST A MEAL IS APRIL 24, 2017. IN ORDER TO DO THAT, WE MUST RECEIVE THESE FORMS NO LATER THAN APRIL 3, 2017.**

Menu Choices

Menu choices should be made so that the cost of the meal does not exceed **\$20 per person**. If particular items should be ordered for several individuals, it is necessary to indicate the number of orders you will need for each item, e.g., vegetarian lasagna – 4. If a number is not indicated, one order will be placed for each item. In an effort to better serve your students you should also alert us of any specific dietary limits (e.g. halal, kosher, vegetarian or any other dietary restrictions). Please do not forget to order your beverages. **We would appreciate 24 hour notice if you need to cancel any specially ordered meals (kosher, halal, etc.).**

_____	_____
_____	_____
_____	_____
_____	_____

Halal Kosher Vegetarian Other _____
Please enter a number in the box for each type of special request meal

Beverage Choices

_____	_____
_____	_____

Fax or send a copy of this form via email **at least five (5) business days prior to the dinner (days that the University is closed are not business days)** to:

FSID@columbia.edu • 612 West 115th St., Rm 709 • Phone: 212-854-6109 • Fax: 212-854-5834

* A&S faculty at the rank of Lecturer in Language, Assistant, Associate or Full Professor may host dinners.

** Dinners may not be scheduled during the final week of classes nor during the reading or finals periods. The last possible date for the spring 2017 semester is April 24, 2017. The last day to submit an FSID form is April 3, 2017.

Please keep in mind that Passover is April 11-April 18, which might present an issue for some of your students who want to participate. Please remember that forms must be submitted at least 5 business days in advance. University holidays do not count as business days.