

Faculty/Student Interaction Dinner (FSID)

Fall 2019 Order Form (Please complete both this form and the attendee list)

No one-on-one meals are permitted. All meals must have a minimum of 3 attendees

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 DECEMBER 2, 2019. IN ORDER TO DO THAT, WE MUST RECEIVE THESE FORMS NO LATER THAN NOVEMBER 21, 2019

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

Send a copy of this form via email **at least five (5) business days prior to the dinner and no later than November 21, 2019 (days that the University is closed are not business days)** to:

Qamar Said at FSID@columbia.edu • 475 Riverside Drive 318C • Phone: 646-745-8590

* 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 fall 2019 semester is Monday, December 2, 2019. The last day to submit an FSID form is Friday, November 21, 2019. Please remember that forms must be submitted at least 5 business days in advance (for most of the semester), and no later than Friday, November 21, 2019. University holidays do not count as business days.