



COWBOY  
DINING

Suite

Level

Catering  
Guide

2013—2014

Boone Pickens Stadium



# Welcome to the 2013—2014 OSU Football Season



## WELCOME

*On behalf of OSU Cowboy Dining, we would like to welcome you to Boone Pickens Stadium for the 2013 – 2014 Football season. We want to ensure that every visit to your suite is enjoyable and convenient. We look forward to another exciting season and the opportunity to provide the very best food and beverage amenities and services to our Premium Level Guests. The content of this packet outlines everything you need to know to prepare for the best gameday experience in college football.*

*Thank you for your continued support of OSU Athletics and OSU Cowboy Dining. Go Pokes!*

*Sincerely,  
Benjamin A. Crawford  
Director, OSU Cowboy Dining  
bcrawford@osucowboydining.com*

## SUITE COORDINATION TEAM

This season, our Suite Coordinator will be Tadd Elliott. Tadd will be available to serve as a direct contact for all your food and beverage needs. If you have any questions, concerns, or requests, please do not hesitate to let us know. Your feedback is a critical component to helping our team achieve our goals for a successful 2013 Season.

*Johnna Cloninger – Office Manager  
jcloninger@osucowboydining.com  
Tadd Elliott– Event Coordinator/Suite Coordinator  
telliott@osucowboydining.com  
William McCall - Food Production Manager/Training Table Manager  
wmccall@osucowboydining.com*

## OSU COWBOY DINING PACKET

This packet of information includes the following:

- Details of Your Food & Beverage Base Package Amenities
- Suite Administrator Form
- Suite Order Form for the Season
- Non-Alcoholic Beverage “Par” Stock Preference

## BASE FOODSERVICE PACKAGE AMENITIES

Your Base Foodservice Package includes the unlimited access (within service format) for all Suite Guest Ticketholders to the following:

- Common Area Menu Buffets  
(Club Buffets are also available to Suite guests)
- Common Area Concession Kiosks  
(Popcorn, Pretzels, Desserts, Coffee, Iced Tea)
- Non-Alcoholic Beverages
- Dedicated Suite Attendant

### *What is not part of the base package??*

- Alcoholic Beverages Up To 3.2% Alcohol
- In-Suite Items/Platters & Special Requests

These items will be invoiced on a game-by-game basis as necessary.



# Welcome to the 2013—2014 OSU Football Season



## **SUITE ADMINISTRATOR**

Each Suite must designate a primary and direct contact with Cowboy Dining – identified as the Suite Administrator – for all issues that may arise during the course of the season.

### ***The Suite Administrator will be responsible for:***

- Communications to suite owners, co-owners and guests in regards to any food and beverage issues
- Proper and timely placements of orders, with any and all necessary information.
- Timely payments of all invoices.
- Dealing with questions/orders from secondary suite guests prior to gamedays.

**Please Note:** Suite Attendants are trained to treat every guest on the Premium Levels with the understanding that EVERYONE deserves the highest possible level of product and service. Any special considerations or restrictions must be communicated prior to gameday to allow training of staff. On the actual gameday, issues relating to these items should be directed to Cowboy Dining Management only.

## **HOW TO ORDER**

### ***Food Ordering Options***

All orders should be submitted directly to our Suite Coordination team.

### ***We have 3 easy options from which to choose:***

**Online: [www.osucowboydining.com](http://www.osucowboydining.com)**

*(Website Instructions/login information will be sent separately to new suite owners)*

**Phone: 405-744-6960**

**Fax: 405-744-2796**

## ***Advance Ordering***

In order to guarantee premium food and beverage service standards for all our guests, all orders and/or special requests must be submitted by 5 pm on the specified Order Deadline day before each game to guarantee delivery of service. Any orders received past these deadlines may be restricted to a limited menu selection along with a late processing fee.

## ***Order Deadlines***

<b><i>Opponent</i></b>	<b><i>Day of Event</i></b>	<b><i>Order Deadline</i></b>
Lamar	September 14th	September 10th
Kansas State	October 5th	October 1st
TCU	October 19th	October 15th
Kansas	November 9th	November 5th
Baylor	November 23rd	November 19th
Oklahoma	December 7th	December 3rd

## ***Cancellations***

Food and beverage orders may be cancelled without charge by contacting OSU Cowboy Dining by 5:00pm two business days before each gameday. Cancellations made after that time will be subject to a 25% charge of the original fee.

## ***Outside Food & Beverage Policy***

With the exception of high point alcohol, all food and beverage products in the Suites at Boone Pickens Stadium are handled exclusively by OSU Cowboy Dining. It is not permissible for patrons to bring food or beverages (including 3.2% beers) into the Stadium. We appreciate your cooperation in following these important guidelines.



## 2013—2014 Football Season Suite Administrator Form



Suite Number: \_\_\_\_\_ Date: \_\_\_\_\_ Administrator Name: \_\_\_\_\_

Suite Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please Note: The Suite Administrator will be responsible for ALL contact, ordering, and billing issues for their suite.**

### GUARANTEE OF PAYMENT

**Each Suite must provide OSU Cowboy Dining with a credit card to be kept on file despite your billing preference.**

Card Holder's Name (Please Print): \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Credit Card Type: Visa - \_\_\_\_\_ American Express - \_\_\_\_\_ Master Card - \_\_\_\_\_

### **BILLING PREFERENCE**

\_\_\_\_\_ Please bill me for each game by sending an invoice to the email address listed above.

\_\_\_\_\_ Please charge my credit card for the charges incurred at the end of each game.

### GRATUITY

**If you are interested in adding gratuity, please indicate the desired amount to be applied to your credit card. Gratuity will be divided evenly among all employees servicing your suite. You may also give cash gratuities to your suite attendant on gamedays; this amount will still be divided evenly among all employees.**

Gratuity Amount: \_\_\_\_\_

### **OSU Cowboy Dining, LLC**

204 B. Athletics Center  
Boone Pickens Stadium  
Stillwater, OK 74078

**Phone:** 405-744-3581

**Fax:** 405-744-2796

**Website:** [www.osucowboydining.com](http://www.osucowboydining.com)



## 2013—2014 Football Season Suite Order Form

Suite Number: \_\_\_\_\_ Event Date: \_\_\_\_\_ Opponent: \_\_\_\_\_

Special Requests: \_\_\_\_\_

**PLEASE NOTE:** All beverage items, with the exception of Bloody Mary and Margarita mix, will be sold in 6-packs. All items are subject to all applicable sales tax. Please enter a number on the line preceding each of your selections to indicate desired quantity.

QTY.	Price	QTY.	Price	QTY.	Price
<b><u>DOMESTIC BEERS</u></b>		<b><u>DECORATED SHEET CAKES</u></b>		<b><u>IN-SUITE SPECIAL ORDERS</u></b>	
_____	Budweiser.....	\$18.00	_____	Quarter Sheet Cake.....	\$25.00
_____	Bud Light.....	\$18.00		(16-24 servings)	
_____	Bud Light Lime.....	\$18.00	_____	Half Sheet Cake.....	\$35.00
_____	Coors Light.....	\$18.00		(32-48 servings)	
_____	Coors Original.....	\$18.00	_____	Full Sheet Cake.....	\$55.00
_____	Michelob Ultra.....	\$18.00		(64-96 servings)	
_____	Miller Lite.....	\$18.00	_____	Additional Kit Charge for Picture	\$5.00
<b><u>JUICES &amp; MIXERS</u></b>		<b>CAKE FLAVOR</b>		<b><u>FRUITS &amp; GARNISHES</u></b>	
_____	Apple Juice.....	\$0.00	_____	White _____ Chocolate	
_____	Bloody Mary Mix.....	\$15.00	_____	Marble _____ Half & Half	
_____	Club Soda.....	\$0.00	<b>CAKE FROSTING</b>		
_____	Cranberry Juice.....	\$0.00	_____	White Butter Crème	
_____	Ginger Ale.....	\$0.00	_____	White Whipped	
_____	Grapefruit Juice.....	\$0.00	_____	Chocolate Butter Crème	
_____	Lemonade.....	\$0.00	_____	Chocolate Whipped	
_____	Margarita Mix.....	\$15.00	<b>COLORS/THEME</b> _____		
_____	Milk.....	\$0.00	_____		
_____	Orange Juice.....	\$0.00	<b>MESSAGE:</b> _____		
_____	Pineapple Juice.....	\$0.00	_____		
_____	Red Bull.....	\$16.00	_____		
_____	Root Beer.....	\$0.00	_____		
_____	Sugar Free Red Bull.....	\$16.00	_____		
_____	Sweet & Sour Mix.....	\$15.00	_____		
_____	Tomato Juice.....	\$0.00	_____		
_____	Tonic Water.....	\$0.00	_____		
				<p><b>OSU Cowboy Dining, LLC</b></p> <p>204 B. Athletics Center Boone Pickens Stadium Stillwater, OK 74078</p> <p><b>Phone:</b> 405-744-3581 <b>Fax:</b> 405-744-2796 <b>Website:</b> <a href="http://www.osucowboydining.com">www.osucowboydining.com</a></p>	





## 2013—2014 Football Season Non—Alcoholic Par List

Suite Number: \_\_\_\_\_

Date: \_\_\_\_\_

Suite Name: \_\_\_\_\_

Suite Administrator: \_\_\_\_\_

Contact #: \_\_\_\_\_

### Personalize Your In-Suite Stock.....

If you would like to set a “par level” of non-alcoholic beverages to be placed into your suite for each home game, please complete this form and return to OSU Cowboy Dining. However, if no preference is designated, a default par stock will be utilized as indicated below:

*Small BPS & GIA Suites: Six Bottled Water & Six Can of Each Soda*

*Middle & Large BPS Suites: Twelve Bottled Water & Twelve of Each Soda*

### SODAS & BOTTLE WATER

(Stocked by the six pack)

Qty.

- \_\_\_\_\_ Bottle Water
- \_\_\_\_\_ Coke
- \_\_\_\_\_ Diet Coke
- \_\_\_\_\_ Diet Dr. Pepper
- \_\_\_\_\_ Dr. Pepper
- \_\_\_\_\_ Ginger Ale
- \_\_\_\_\_ Root Beer
- \_\_\_\_\_ Sprite

### JUICES & MIXERS

(Stocked by the six pack)

- \_\_\_\_\_ Apple Juice
- \_\_\_\_\_ Club Soda
- \_\_\_\_\_ Cranberry Juice
- \_\_\_\_\_ Grapefruit Juice
- \_\_\_\_\_ Lemonade
- \_\_\_\_\_ Orange Juice
- \_\_\_\_\_ Pineapple Juice
- \_\_\_\_\_ Tomato Juice
- \_\_\_\_\_ Tonic Water

### ADDITIONAL MIXERS

#### PURCHASED BY THE BOTTLE

(\$15.00 per bottle)

Qty.

- \_\_\_\_\_ Bloody Mary Mix
- \_\_\_\_\_ Margarita Mix
- \_\_\_\_\_ Sweet & Sour Mix

#### PURCHASED BY THE SIX PACK

(\$16.00 per six pack)

Qty.

- \_\_\_\_\_ Red Bull
- \_\_\_\_\_ Sugar Free Red Bull

### GARNISHES

Please Note: A par stock of lemons and limes will be placed into your suite for each game.

Qty.

- \_\_\_\_\_ Olives (approx. 15 olives)
- \_\_\_\_\_ Oranges (approx. 2-3 whole fruit)

### OTHER

Qty.

- \_\_\_\_\_ Pitcher of Sweet Tea
- \_\_\_\_\_ Pitcher of Un-Sweet Tea



### **OSU Cowboy Dining, LLC**

204 B. Athletics Center  
Boone Pickens Stadium  
Stillwater, OK 74078

**Phone:** 405-744-3581

**Fax:** 405-744-2796