



San Diego Unified School District

REVERE CENTER
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BUSINESS OPERATIONS DIVISION

Food Services Department
Office of the Director

June 10, 2009

Dear Principal,

Greetings! We are pleased to announce that you can begin scheduling your 2009-2010 special event requests for the next school year upon the return to school **in September 2009**. Special events will commence at school sites from October 2009 through the end of the school year, 2010. Once again, we are looking forward to working together as we prepare for the upcoming school year.

We will continue to offer two (2) themed events: *Western BBQ*, and *Mexican Fiesta*, and two (2) events per school per school year, in order to do it successfully and at the highest quality of food and service.

Key points regarding our special events and information that will perhaps answer any questions you may have are listed below:

- We will accommodate up to a total of two (2) themed parties at your school, in a school year, in any combination. Also, please keep in mind that these events are scheduled **only** during the lunch-time period for all students.
- Booking dates for your special events are available from Tuesday through Friday only and are **not** available on your school's minimum day.
- We cannot accommodate a special event on holidays nor on the day after a holiday.
- The date of the requested event must be received with a 45-day advance notice in order to accommodate your requests. For example: an event for November must be scheduled by October 15.
- We will offer a Fiesta menu to all schools for the *Cinco de Mayo* celebration, which will be on Wednesday, May 5, 2010, for the upcoming school year.
- Special events are not held in the month of September; therefore, special events will begin at the schools on Thursday, October 1, 2009, continuing throughout the school year.
- We continue to ask for your participation in providing volunteer support for these events, such as, parents and staff.
- Please contact Margarite Gorney, our Special Events Coordinator, at Food Services **via email** (mgorney@sandi.net) to book your events. She will then confirm your reservations via email and will also forward the event menu and invitation to you shortly before the event for your use in preparing for each special event.

Once your special event is confirmed, and as time draws nearer to the occasion, your school's Food Services Area Manager will be contacting you to discuss the event in more detail. Again, we look forward to serving you in the new school year. Have a great summer!

Sincerely,

Gary

Gary B. Petill
Director of Food Services
