

Pizza Party Instructions

- Set-up the tables available for serving the food along the south wall of the Main Ballroom by 10:30 a.m.
- Fill the plastic tubs with ice from the LSC kitchen to cool the bottles of water.
- Food will be from Lory Student Center Catering
- Food will be served at 11 a.m. until it is gone. Please limit to 1 portion, 2 cookies and 1 water per person on their first run through and then call for seconds when the line dwindles.
- All trash must be taken to the dumpster behind the LSC by CSEF volunteers.
- All servers need to wear disposable serving gloves.
- Door prizes will be announced in the exhibit hall beginning at 11:15 a.m.
- As door prize tickets are drawn, the name should be announced along with what the student has won.
- The door prize ticket should be taped to the item that has been awarded until the student has claimed the item.
- Use the student's nametag to verify they are the winner of the prize.
- Repeat door prize winner announcements up to 3 times per prize in case a student was out getting pizza at the time and didn't hear the first time. After the third time, feel free to draw a new winner.