Bronc Buffet Manual

A helpful guide to planning, organizing, and effectively running a Rider University Bronc Buffet!
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The Office of Campus Life coordinates the Bronc Buffet program at Rider University. This program provides free food to students at late night weekend events with rotating sponsorship by campus organizations. Each semester, four/five Bronc Buffets are scheduled by the Office of Campus Life pending the funding by the finance board.

Goals of the Program:

1. To offer a late night student-run, interactive, non-alcoholic weekend social program especially on weekends with limited programs.

2. To assist student leaders by providing opportunities for students to take initiative and ownership for their social lives.

3. To provide an opportunity for students to interact in a fun environment without relying on alcohol.

4. To build on other student-run events/University traditions held close to the Bronc Buffet, thus strengthening the appeal of the overall evening of activities.

5. To offer an incentive and social opportunity for students who choose to drink at other social events earlier in the evening to stop drinking and continue to socialize and interact with peers.

6. To relieve some pressure from surrounding communities that may experience disruptive behavior because of late night student activities, usually involving alcohol, which leads to inappropriate student behavior.

Format:

- Office of Campus Life will schedule Bronc Buffets within the school calendar on a Friday or Saturday night. Bronc Buffets will be held in Daly Dining Hall from 10:00pm-12:00am.
To become a sponsoring group, you must speak to the Graduate Assistant for Leadership, (Melissa Vidam, X7262) in the Office of Campus Life at the beginning of each semester.

The Office of Campus Life will work with Aramark to develop potential food themes. OCL will contribute $2,000 for food.

Sponsoring Groups are permitted to contribute more money to increase the available food or upgrade the menu choices.

Sponsoring Groups are responsible for calling Aramark and making the food arrangements. Call Peter Ehlin at 896-5287 or email him at adalys@rider.edu.

Aramark will provide the personnel to monitor the food. Aramark will set up the food arrangements and clean up the food area at the end of the program.

Sponsoring Groups will be responsible for the entertainment and publicity of their designated Bronc Buffet. Flyers must state, “Funded by Student Activities Fee” (SAF).

Bronc Buffets must have an advisor for the entire event.

To be approved for a Bronc Buffet, you must fill out an event registration form (included in packet) as well as an approval form (included in packet).

Bronc Buffets are sponsored for Rider University Students. Please refer to the Social Event Policy (obtain copy from the Director of Student Activities) for details concerning guests.

Bronc ID’s will be checked through a valadine system at the front door.

The “Bronc Buffet Tonight” Banner can be picked up the day prior to the Bronc Buffet from the Graduate Assistant for Leadership.

The Sponsoring Group must have a minimum of 10 volunteers. The sponsoring group is responsible for cleaning up the Dining Hall after their event. Tables should be cleared and debris on the floor should be picked up. Clean up should begin at midnight no sooner or later. If tables have been moved, they must go back to their original setting. Aramark will clean the food and drink station.

The Sponsoring Group must complete an event evaluation form and return it the Graduate Assistant for Leadership in the Office of Campus Life. Failure to complete this form could forfeit this club from sponsoring future Bronc Buffets.

Should any of the Bronc Buffet policies not be followed, the request to conduct future Bronc Buffets could be denied.
Bronc Buffet
Approval Form

Sponsoring Group: ____________________________________________________________

Date of Buffet: _____________ Number of Attendees: _____________

Event Coordinator: ___________________________________________________________

Phone Number: ___________________________ Email: _____________________________

On-Site Advisor: __________________________________ Phone: ____________________

***On-Site Advisor must be present at the start of the Bronc Buffet to check Bronc ID’s and must be in attendance until the end of the event.***

Advisor’s Signature: __________________________ Date: ________________________

To Do List:

___ Approval form completed
___ Menu selected for event and Aramark has been contacted.
___ Entertainment selected
___ Entertainment contracts completed when necessary
   (Advisors should only sign contracts!)
___ Publicity designed and circulated
___ Contact Weekend Warriors
___ Put an ad on TV Monitor
___ Create a Banner for the BLC and Daly’s
___ Recruit 10 members to work the event
___ Obtain an Event Evaluation Form to be completed no later than one week after the Bronc Buffet has concluded.

Please hand this form in three days prior to the event with a copy of your publicity to the Graduate Assistants for Leadership (Melissa Vidam) and Campus Activities (Stacey Nast).
Bronc Buffet
Menu Ideas

It is very important for you to make the Menu fit your theme. Feel free to work with Aramark with any other creative ideas that you might have. Don’t forget to contact Peter from Aramark (609-896-5287) at least two weeks prior to your Bronc Buffet.

Here are some sample menus from the past:

1. Carnival Theme
   • Foot long hot dogs
   • Popcorn
   • Funnel Cakes

2. Hoagies
   • 6ft. Hoagies
   • Potato Chips
   • Chocolate Chip Cookies

3. Mexican Buffet
   • Burritos
   • Spanish Rice
   • Nacho Bar

4. Italian Buffet
   • Baked Ziti
   • Meatballs
   • Garlic Bread

5. BBQ Theme
   • Chicken Wings
   • BBQ hot dogs
   • Cole Slaw
   • Potato Chips

6. Dunkin
   • Dunkin Sticks
   • Munchkins
   • Seasonal Beverages

7. Create your own shortcake
   • Strawberries
   • Peaches
   • Biscuits
   • Whipped Topping
### Bronc Buffet Duty Assignments

These are the Recommended Assignments for your Student Workers. You might want to add staff if you have a certain activity in a different location.

<table>
<thead>
<tr>
<th>Shift A 9:45pm-11:00pm</th>
<th>Shift B 11:00pm-12:00am</th>
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<tbody>
<tr>
<td>1. I.D. Check</td>
<td>1. I.D. Check</td>
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<tr>
<td>a.</td>
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<tr>
<td>b.</td>
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<tr>
<td>2. I.D. Check</td>
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<td>a.</td>
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<td>b.</td>
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<tr>
<td>3. Lobby Control</td>
<td>3. Lobby Control</td>
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<tr>
<td>a.</td>
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<td>b.</td>
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<td>b.</td>
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<tr>
<td>5. Drink Area</td>
<td>5. Drink Area</td>
</tr>
<tr>
<td>a.</td>
<td>a.</td>
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<tr>
<td>b.</td>
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<tr>
<td>6. Fireplace Area</td>
<td>6. Fireplace Area</td>
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<tr>
<td>a.</td>
<td>a.</td>
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<td>b.</td>
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<tr>
<td>7. Back of Daly's Area</td>
<td>7. Back of Daly's Area</td>
</tr>
<tr>
<td>a.</td>
<td>a.</td>
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<tr>
<td>b.</td>
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<tr>
<td>8. Board Room</td>
<td>8. Board Room</td>
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<td>a.</td>
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<tr>
<td>9. Board Room</td>
<td>9. Board Room</td>
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<td>a.</td>
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*The numbers correspond to the Map of Daly's Dining Hall*

**Please return this to the Graduate Assistant for Leadership**
Bronc Buffet

Date: ____________________

Suggested Schedule

7:30  Daly's closes, All Hands On Deck!  Move tables if needed

8:00  Begin to decorate

9:00  Entertainment Arrives

9:45  Get ready for doors to open

10:00  Open Doors

11:00  Food Out

12:00  Doors Close, Start Cleaning up

12:10  Clean Up, Reassemble Daly's
Stop!
You MUST carry your Bronc ID
To ALL campus events and activities!

Including, but not limited to:
- Bronc Buffets
- Basketball Games
- Concerts
- Pub Nights

Rider University
Lawrenceville & Princeton, NJ

Melissa A Vidam
Graduate Education