

FACULTY LUNCH REQUEST FORM

COMPLETED FORMS SHOULD BE FAXED TO THE BCSC AT (785)864-5078



The University of Kansas • Business Career Services Center
125 Summerfield Hall • 1300 Sunnyside Avenue
Lawrence, Kansas 66045
Phone 785-864-5591 • Fax 785-864-5078
bcsc@ku.edu • www.business.ku.edu

Many recruiting organizations are interested in developing relationships with the KU School of Business faculty as a means to strengthen their campus presence. The Business Career Services Center encourages this practice, and is happy to assist with lunch arrangements. Recruiting groups wishing to host a faculty lunch must complete this form.

The Business Career Services Center will:

- **Secure space for the lunch:** Several conference rooms in Summerfield Hall are available, although space is limited. Reservations will be accepted on a first-come-first-served basis. We recommend requesting your faculty lunch **at least** several weeks prior to your scheduled recruiting date. Requests not made within the recommended timeframe cannot be guaranteed.
- **Provide complimentary beverages:** Available refreshments include Coke, Diet Coke, and bottled water.
- **Make the arrangements with faculty to dine with your group:** Our faculty members are anxious to interact with recruiting organizations. The KU Business faculty directory is located online at www.business.ku.edu/faculty, and can be searched by academic areas.

The Recruiting Organization is responsible for:

- **Ordering and purchasing lunch:** We've provided a list of recommended catering options.
 - **Panera:** (785)331-2700 http://www.panera.com/pdf/menu_printerfriendly.pdf
 - **Jason's Deli:** (785)842-5600 http://www.jasonsdeli.com/menufinder/pdf_menus/dmicg.pdf
 - **Jimmy John's:** (785)838-3737 http://www.jimmyjohns.com/PDFs/jj_menu_no_prices.pdf
 - **Einstein Brothers:** (785)838-9494 <http://www.einsteinbros.com/index.cfm/fuseaction/DarnGoodFood.PrintMenu>We recommend ordering a variety of boxed lunches or sandwich trays. **We ask that you please include vegetarian options with your order.**
- **Arrange for delivery:** Our street address is above. All lunches can be delivered to the Business Career Services Center in Room 125 Summerfield. We recommend that you arrange for lunch to be delivered 15 minutes prior to your scheduled lunch break.

YES, our group would like to host a faculty lunch!

Company Name: _____

Confirmed Recruiting Date: _____ Time of Scheduled Lunch Break: (in unknown, leave blank) _____

Names of Anticipated Company Representatives: _____

Requested Faculty Areas (check all that apply): _____ Accounting _____ Finance _____ Information Systems
_____ Marketing _____ Management _____ Human Resources _____ Other (please specify) _____

Specific Faculty Requested: _____

We cannot guarantee the availability of specific faculty members, but will make efforts to accommodate your requests.

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