



STING BISTRO

Event Booking Information

DATE APPROVAL

1 Contact CISD District Operations Facilities Coordinator, gcenteno@c-isd.com to request a DATE for the event.

- Date will be checked to ensure no overlap of district activities.
- The CISD Facility Use Form will be sent to the organization requesting the booking.

DISTRICT OPERATIONS

2 CISD Facility Use Form will be returned to the Facilities Coordinator for processing.

- An email will be generated to the Sting Bistro Chef requesting a menu and a per person fee to cover cost of food and labor expenses for the event.
- An email will be generated to the Sting Bistro Chef and the CTE Director with confirmation of the event.
- The event will be entered into School Dude by the Facilities Coordinator of District Operations.

CAMPUS CALENDAR

3 The event booking will be entered into the CTE Events Master calendar.

DAY OF EVENT

4 Student employees will complete time record sheet. Time record sheets will be sent to the Facilities Coordinator of District Operations.

DISTRICT OPERATIONS

5 Payment for the event will be collected by CISD District Operations. Proceeds for the cost of food and student labor expenses will be transferred into the Sting Bistro student activity account.

Event request must be made 30 days prior to event.