## Help us help you! Let's talk food...

Our food service team at Steelcase is dedicated to providing a large variety of on-trend food choices in our cafes, Starbucks coffee and pastries at our Nourishment Bars, plus a large catering operation.

As with any restaurant, we never want to run out of daily specials in our cafes, or coffee at our Nourishment Bars, and strive to make sure all stations have ample food offerings each day. In addition, we want you to spend your time eating and socializing, not waiting in lines to get food. It's no fun to stop down for an afternoon Caramel Macchiato, only to find you are behind a group of 20 people that just "stopped in" with an unplanned group at the Nourishment Bar!

If you are hosting a group of 5 or more and would like to eat in the cafe or bring your group to a Nourishment Bar, please log onto Spark, select Miniforms under Quick Links, and complete a Catering and Reservation form.

When you complete the <u>CCR Form</u>, it alerts our staff to your group's number, time, and ensures we have enough food for all guests. Cafes can accommodate groups up to 25 (times may need to be adjusted) and Nourishment Bars can host groups of up to 15. Please complete your reservation as soon as you know of your group's attendance. Your tickets will be available the morning of your event at the Nourishment Bar of the building your group is attending.

- Please reach out to Amber Smith at 616-826-4101 if you need help or would like input on purchasing tickets to use at our cafes or Nourishment Bars.
- If your group is larger than 25 or 15, we ask that you select a <u>Catering</u> option from our wide variety of menu selections. If you have additional questions, please contact Sheryl Thompson at 822-3591.

Thank you! With the number of new employees, summer interns, and mobile workers, adherence to this policy will help create a positive guest experience for all!