

TASTE OF OSU PARTICIPATION GUIDE

Introduction

History

During Spring Quarter 1997, Taste of OSU began at the Office of International Affairs in Oxley Hall, with four electric rice cookers, a gyro rotisserie and one large chicken roaster overloading the circuit breaker every few minutes. Approximately 60 people attended the event that day, enjoyed a plate of international foods and shared conversation on the lawn in front of the building.

Taste of OSU has grown significantly in the past 22 years. Today, the event draws more than 4,000 people to enjoy food, cultural displays and performances from other countries. More than 40 international student organizations are involved. Taste of OSU has become one of Ohio State's Signature Events, and now receives financial support through the Student Activity Fee. Every year, a student is chosen to lead the event and preside over the Taste of OSU planning committee. A student chair-elect is also appointed to learn the role of chair before moving into the leadership position the following year. The Office of International Affairs, Student Life's Dining Services and the Ohio Union partner with student organizations to make the event possible.

Taste of OSU 2021
Friday, February 26
5 – 9 p.m.
Ohio Union

Taste of OSU is a tremendous student leadership growth opportunity. We are constantly amazed by the creativity, energy and hospitality demonstrated by participating student organizations. The amount of planning and teamwork involved is significant. Participation in the food portion of the event involves selecting recipes, attending food safety classes, shopping for ethnic ingredients and cooking thousands of portions of food over a three-day period. Student organizations can also participate by presenting a cultural performance (showcasing dance, music, poetry, etc), and creating a cultural display.

Communication and planning for Taste of OSU begins five months prior to the event. The Student Organization Participation Guides provide clear guidelines and expectations for participating in the event. Student organizations are expected to use this document, as well as the Food Guidelines, Cultural Exhibit Guidelines and Cultural Performance Guidelines documents and webpages for their planning, both when registering for the event in October and preparing for the event in January and February. Please pay careful attention to the details.

Purpose Statement for Taste of OSU

Taste of OSU exists to highlight and celebrate the diversity of foods and cultures that exist among the international community of students at The Ohio State University. Thousands of students, faculty, staff and other guests engage with student organizations through eating food prepared by the organizations, interacting with students at their cultural exhibits and enjoying cultural performances. In addition to being a fun and entertaining event, Taste of OSU provides a platform for students to express some of their important traditions, which in turn offers plentiful learning opportunities for event guests. Participating student organizations, their leadership and their vision, make Taste of OSU a success.

Planning Timeline

| WHAT | WHEN | WHO/WHERE |
|--|--------------------------------------|--|
| Cultural Booth/Food and Cultural Performance Applications | Monday, October 26, 2020 at midnight | Application Forms found at https://go.osu.edu/tasteofosuparticipation |
| Recipes + Ingredients in Recipe Card Format | Monday, October 26, 2020 at midnight | Recipe Submission Form at https://go.osu.edu/tasteofosurecipes |
| Food Sanitation & Knife Training Classes | TBD | Instructional Kitchen, Ohio Union |
| Performance Details | Friday, February 5, 2021 by 5 p.m. | rosa.69@osu.edu |
| Music Submission | Friday, February 5, 2021 by 5 p.m. | rosa.69@osu.edu |
| Food Preparation | TBD | TBD |

Participation

Student organizations representing various regions of the world are strongly encouraged to participate. While any organization can participate in the cultural performance and cultural display/demonstration portions of the event, food participation is limited to 30 student organizations. While in the past most cultural displays included posters, keep in mind that more interactive presentations such as how-to's, lessons, demonstrations or games are also encouraged.

To be eligible to participate in Taste of OSU, student organizations must meet the following requirements:

- Must be a registered student organization, confirmed in directory
- Must be an active student organization at the time of event
- Must have elements of the purpose of Taste of OSU stated in the organization's mission
- Must elect two representatives as official Taste of OSU contact people

- Must know their organization's Federal Tax EIN (Employer Identification Number). The EIN is not a social security number. You can obtain an EIN from the IRS by calling 1-800-829-4933 or by applying online at www.irs.gov
- Must submit recipes in the correct format using the Recipe Card with correct quantities to provide 500 servings of two-ounce portions.
 - **Please note that recipes are saved and filed under your student organization to be used for four years.** If your student organization re-applies to be in Taste of OSU next year, we will be using the same recipes. This procedure helps reduce food waste and streamline food preparation.
 - **If your student organization participated in Taste of OSU in the past and prepared food, visit <https://go.osu.edu/recipearchive> to view the recipes that will be used at Taste of OSU 2021 if your organization is selected.**
- Must attend a Food Sanitation Class and a Menu Review. During the Menu Review the chef and OIA staff will speak with your representatives to ensure a successful event menu.
- Must prepare all food served at Taste of OSU in assigned on-campus kitchen facility.

Selection

In the event that more than 30 student organizations apply to participate in the food portion of the event, the Taste of OSU Planning Committee will review applications and select 30 organizations based on the following criteria:

- Number of tickets sold if participated in previous year's Taste of OSU
- Conduct preparing food in the kitchen if participated in previous year's Taste of OSU
- First-time participation
- Student organization mission and goals
- Geographic diversity
- Application quality and completeness

Food Preparation

All food must be prepared following the rules set by University Dining Services and the Taste of OSU committee, including, but not limited to:

- Food must be prepared by students. No family or non-student participants are allowed to provide assistance in the kitchen.
- Food may not be purchased from stores or restaurants, and no pre-made items can be purchased as a dish on the organization's menu.
- All food must be prepared during the assigned food preparation times in a University Dining kitchens. Food prepared elsewhere will not be served at Taste of OSU.
- Once a recipe is approved, there will be **no last minute changes**, please be thorough when completing your recipe cards.
- **Recipes will be saved and filed to be used by your student organization for four years.** Utilizing the same recipes will lead to:
 - Increased accuracy making it easier for students to prepare, and chef to order the ingredients
 - Significantly less food waste by ordering only what is truly needed and used
 - Decreased costs
 - Increased food quality

Day of Event

Tasks for participating student organizations on the day of the event include, but are not limited to:

- Complete final food preparation
- Assist with food transportation, organized by Student Life's Dining Services
- Set up cultural display and food in designated area in the ballroom at the Ohio Union
- Serve food to each Taste of OSU guest in portions of roughly 2 ounces or three small bites. Make sure each server is giving a **consistent** amount of food to each guest
- Manage collection of food tickets
 - Taste of OSU guests will purchase food tickets (\$1 each) before entering the Ballroom or Performance Hall and will use them in exchange for food from student organizations
 - Organizations should offer their food for 1-3 tickets depending on the size and desirability of the food. Organizations are encouraged to price their food in an affordable manner so that guests can sample food from a variety of tables. It is up to the organizations to price their food as they see fit
 - **Student organizations with the least amount of tickets sold may not earn a spot for the following Taste of OSU**
 - An envelope with the organization's name will be available to collect tickets for food sales
 - Only tickets can be accepted for food. Cash may not be used
 - Count your tickets and turn in the envelope before your organization leaves the Ohio Union. There will be a form for your organization's representative to sign after counting the tickets
- Cultural performance or display, if applicable
- Clean up designated area in the ballroom
 - Please respect Student Life's Dining Services and Ohio Union facilities, and observe the guidelines for responsible participation. Any activity considered by the Ohio Union to be potentially harmful to the public image of The Ohio State University, the Ohio Union and/or the Office of International Affairs will not be allowed. The Ohio Union and the Office of International Affairs reserve the right to determine the potential harm to facilities
 - Although student groups are not required to pay rental fees, they are responsible for the post-event clean up of their space. Participating organizations may be held financially responsible for any special cleaning, maintenance or repair resulting from the event
 - The cleanup guidelines will likely include, but are not limited to, the following checklist:
 - Are decorations for cultural display removed?
 - Are tables and chairs cleaned and returned to original place?
 - Are floors cleaned and no trash left on the ground?
 - Are chafing dishes/aluminum pans/utensils returned to the designated location?
 - Have you counted your tickets and turned in ticket envelope to an official Taste of OSU representative?
 - Has a Taste of OSU representative signed off on the cleanliness of your space?

Cultural Booths

Items not permitted:

- Tents, easy-ups and other structures with a roof are prohibited. The Union needs to be sure that in the case of a fire, water from the sprinkler system reaches the floor or the source of the issue (should it be inside the tent or structure)
- Straw or other dry plant material
- Special effects equipment, such as smoke, fog and fire machines, sparklers, etc.
- Candles not in fire marshal-approved containers
- Sand weights, confetti, glitter, rice, dance wax, powder or similar materials

- Adhesive-backed (stick-on) decals or similar items. If they are sticking to your own structures, that is okay. Just cannot be stuck to the walls or equipment in the Ohio Union
- Any paint, chemicals or liquids that can damage the facility
- Portable helium tanks, students may request to use the helium tank in the KBK Center for Student Leadership and Service

Miscellaneous information:

- PVC pipe is okay to use. If groups are using wood and want to nail items, students must pre-drill the holes and then use nuts and bolts, instead of nails, to assemble when they get into the Ballroom and Performance Hall. This will help to protect the integrity of the floors and equipment
- There will be upright poles and bases available for the groups to hang their flags behind their booths
- Easels will be available should students need to hang something or place a sign on it

Prizes

- Cash awards for first, second and third place will be given to organizations in the following three categories:
 - Best Food
 - Best Cultural Exhibit
 - Most Food Tickets Sold
- The judging criteria are subject to change before the event. They are likely to be similar, however, to those used in the 2020 Taste of OSU:
 - Criteria for Best Food
 - Flavor
 - Variety
 - Presentation
 - Criteria for Best Cultural Exhibit
 - Were the creators innovative in their ideas, materials and design choices?
 - Does the booth have a pleasing composition, attractive colors and quality design?
 - Do guests walk away with a better understanding of the region being represented?
 - Does the booth help to dispel stereotypes?

Reimbursements

Student organizations can be reimbursed up to \$100 to purchase ingredients that are not available from Dining Services or to purchase decorations used for cultural booths.

Student organizations must turn in an itemized receipt (a listing of each item purchased and its price) to the Office of International Affairs one week to 10 days after the event. Items without an itemized receipt will not be reimbursed. Checks can only be written to student organizations, not individual students.

Other Event Details

The Ohio Union, the Office of International Affairs and Student Life Dining Services are not responsible for any lost, stolen or damaged property belonging to the member of student groups utilizing the facilities.

Visit the OIA website for more Taste of OSU information <https://oia.osu.edu/taste-of-osu>.

Budget

Taste of OSU is an enormous undertaking. More than 150 students, staff and volunteers dedicate five months to the planning, organization and implementation of an event that draws 4,000 guests to the event to share in food, friendship and cultural exchange.

As a signature event, funding for Taste of OSU is derived from the Office of International Affairs, the Student Activity fee, grants, in-kind services and income from ticket sales at the event. The 2020 expenses for Taste of OSU were approximately \$54,000. Costs included – but were not limited to – food supplies, facility rental, sound system and DJ, tables, chairs, plates and utensils, printed materials and publicity, grants to student organizations and prizes. The Office of International Affairs, the Ohio Union and Student Life’s Dining Services did not retain any income.

We believe participation in Taste of OSU will bring your student organization closer together, provide you with leadership skills and is a worthwhile opportunity to share your culture with the Ohio State campus community.

We thank you for your interest in participating in Taste of OSU and look forward to working with each and every one of you.

Taste of OSU Planning Committee

Student Chair

Omkar Deshmane

Student Chair-elect

TBD

Office of International Affairs

Danya Contractor

Sheri Matheny

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University Residences and Dining Services

Chef Roger Garland

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