

Guide to Selecting Student and Youth Group Travel Partners Dining Partners

A resource for student travel organizations evaluating restaurants, catering facilities, and dining venues

How to Use This Guide

This guide helps student travel organizations evaluate and select dining partners that meet the dietary needs,, quality, and student-friendly standards expected of a Certified Student Travel Organization (CSTO). Work through each section before or during a site visit or vendor conversation. Use the Notes pages at the end to record observations and follow-up items. This guide is intended as a resource for travel organizations that do not have their own process for selecting dining partners.

Vendor Profile

Tour Operator Information

Organization Name	
Address	
Contact Name & Title	
Phone	
Email	
Date of Visit / Review	
Assessment Conducted By	☐ Tour Operator ☐ Peer/Agent ☐ Dining Management

Dining Facility Information

Facility Name	
Address	
General Manager	
GM Email & Phone	
Date of Last Health Dept. Inspection	
Issuing Government Agency	

Inspection Rating

Section 1: Facility Overview & Access

These questions confirm that the facility has the physical capacity and logistics to serve large student groups efficiently.

★ **Student-Friendly Criteria:** Confirm allergen communication practices and bus parking before booking — these are frequent pain points for student group travel.

#	Question to Ask	What to Consider	Response
1	Does the facility have the capacity to serve large groups? What is the maximum capacity?	Capacity meets or exceeds your group size; staff prepared for large parties	☐ Yes ☐ No ☐ N/A
Comment (Q1): If Yes/No/N/A does not fully apply, explain here.			
2	Is there bus/motorcoach parking available on-site or nearby?	Dedicated coach parking or a clearly identified nearby option	☐ Yes ☐ No ☐ N/A
Comment (Q2): If Yes/No/N/A does not fully apply, explain here.			
3	Is there a documented allergy protocol? Please share the protocol in the comment section below.	Written allergen protocol; staff trained to handle requests confidently	☐ Yes ☐ No ☐ N/A
Comment (Q3): If Yes/No/N/A does not fully apply, explain here.			
4	Are menu items clearly labeled with allergens and dietary information (vegetarian, gluten-free, etc.)?	Yes means labeling on menus or buffet labels; staff can advise	☐ Yes ☐ No ☐ N/A
Comment (Q4): If Yes/No/N/A does not fully apply, explain here.			
5	Can the facility accommodate group pre-orders or set menus to improve speed of service?	Yes means group menus or pre-orders available with advance notice	☐ Yes ☐ No ☐ N/A
Comment (Q5): If Yes/No/N/A does not fully apply, explain here.			
6	Are buffet and display foods clearly labeled with content, allergens, and dietary categories?	Yes means labeling visible and accurate	☐ Yes ☐ No ☐ N/A
Comment (Q6): If Yes/No/N/A does not fully apply, explain here.			

Facility Overview Notes - please provide any additional comments if applicable

Section 2: Contract & Policies

Clarify all pricing, terms, and group-specific policies in writing before confirming a booking.

#	Question to Ask	What to Consider	Response
1	What is the pricing for group meals (per person)? Are taxes and service charges included?	<i>All-inclusive pricing or fully itemized quote provided</i>	☐ Yes ☐ No ☐ N/A
Comment (Q1): <i>If Yes/No/N/A does not fully apply, explain here.</i>			
2	Is a set menu or prix fixe option available for groups?	<i>Yes means group menu options available</i>	☐ Yes ☐ No ☐ N/A
Comment (Q2): <i>If Yes/No/N/A does not fully apply, explain here.</i>			
3	What is the cancellation policy?	<i>Clear cancellation window with refund terms in writing</i>	☐ Yes ☐ No ☐ N/A
Comment (Q3): <i>If Yes/No/N/A does not fully apply, explain here.</i>			
4	What are the payment terms? When is a deposit due and what is the amount?	<i>Deposit schedule and final payment deadline documented</i>	☐ Yes ☐ No ☐ N/A
Comment (Q4): <i>If Yes/No/N/A does not fully apply, explain here.</i>			
5	What is the required minimum notice time for booking or changes? When is the final count due?	<i>Reasonable notice window; group-friendly flexibility preferred</i>	☐ Yes ☐ No ☐ N/A
Comment (Q5): <i>If Yes/No/N/A does not fully apply, explain here.</i>			
6	Are gratuity or service charges automatically added? If so, what percentage?	<i>Disclosed upfront; included in written quote</i>	☐ Yes ☐ No ☐ N/A
Comment (Q6): <i>If Yes/No/N/A does not fully apply, explain here.</i>			

7	Are the driver meals comped?	Disclosed upfront; included in written quote	☐ Yes ☐ No ☐ N/A
Comment (Q7): If Yes/No/N/A does not fully apply, explain here.			

Contract & Policy Notes - please provide any additional comments if applicable

General Observations & Summary Notes – to be used by Travel Organization

Use this space to record overall impressions, any follow-up items, and a recommendation on whether this facility meets your standards for student group travel.

Overall Impressions

Follow-Up Items / Outstanding Questions

Overall Recommendation	☐ Approved for Student Groups ☐ Conditional (see notes) ☐ Not Recommended
-------------------------------	--