



Montana State University – Great Falls Policy and Procedures Manual

SUBJECT: Physical Plant

Policy 603.2 Catering

Effective: Oct. 31, 2005

Revised: July 2010

CATERING GUIDELINES

The following is a set of guidelines intended to meet everyone's requests in an organized and professional manner.

1. Requests for beverage only catering needs to be turned in to Sue Thomas or Sandra Brown at least **one day** in advance.
2. All catering orders requiring food items should be placed with Sue Thomas or Sandra Brown at **least one week** in advance. This will allow time to be certain all supplies are on hand and preparations are made. Use the catering request form for all requests. (See [Attachment A](#))
3. An accurate head count is needed **48 hours** prior to the date of the catering job, because final preparations are based on this count. It should be as accurate as possible. The cost of the catering job will be based on this count. **EX:** If lunch is to be catered to 50 people and only 12 people show up, the billed amount will be for 50 people. As before, pop and juice will be charged based on amount actually used.
4. No leftover food will be credited to the group placing the order. Every effort will be made to prepare accurate amounts; however, due to health considerations, unused food cannot be served to another group.
5. Due to heavy demand during some weeks, catering will be limited to **3** jobs per week.
6. If a catering is scheduled for the lunchtime hours, please have someone available to help set up. Lunchtime is extremely busy for the cafeteria staff. We will not be available to fully staff a catering job-your help is needed.



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Attachment A

CATERING REQUEST

GROUP NAME:

ADDRESS:

EVENT:

DATE REQUESTED:

DATE OF EVENT:

TIME NEEDED:

RM#:

(ALL ROOMS MUST BE SCHEDULED AND CONFIRMED WITH BUILDING COORDINATOR BEFORE ANY CATERINGS CAN BE PROVIDED)

BEVERAGES:

FOOD:

DESSERTS:

COMMENTS:

BILLING INFO: