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 the 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.
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: