

Dining Catering Checklist

Information Needed When Contacting Dining

<input type="checkbox"/> Booking Department	<input type="checkbox"/> Event Type:
<input type="checkbox"/> Billing and Onsite Contacts and Phone Number	<input type="checkbox"/> Coffee or Beverage Break
<input type="checkbox"/> Day and Date of Function Request	<input type="checkbox"/> Lunch
<input type="checkbox"/> Actual Start Time and End Time	<input type="checkbox"/> Reception
<input type="checkbox"/> Estimated Guest Count	<input type="checkbox"/> Dinner
<input type="checkbox"/> Function Location (Book in Advance with Events):	<input type="checkbox"/> Event Style:
<input type="checkbox"/> If outdoors, rain location or alternate date	<input type="checkbox"/> Meal Pick-Up
<input type="checkbox"/> AV Services (Book in Advance with AV):	<input type="checkbox"/> Buffet
<input type="checkbox"/> Will podium be part of the set up?	<input type="checkbox"/> Served Meal
<input type="checkbox"/> Will there be a program timeline?	<input type="checkbox"/> Casual
<input type="checkbox"/> Alcohol Service	<input type="checkbox"/> Formal
<input type="checkbox"/> Host bar or Cash bar	<input type="checkbox"/> Registration table(s) and Extra Linen
<input type="checkbox"/> Is anyone under 21 expected?	<input type="checkbox"/> Will students attend? Board transfers?

Catering Planning Follow Up

<input type="checkbox"/> Review/Proofread function sheet received	<input type="checkbox"/> Send student names/ID #'s if board transfers
<input type="checkbox"/> Contact Dining Catering contact if not correct	<input type="checkbox"/> Call Dining Office to review rain plans 2 days in advance
<input type="checkbox"/> Email count confirmation 2 days ahead	<input type="checkbox"/> Special diet requirements 1 week in advance
<input type="checkbox"/> Order tables/chairs through events based on details listed on function sheet	<input type="checkbox"/> Check location set up on day of event
<input type="checkbox"/> For off-site locations, make sure doors are unlocked for Dining and that there is truck access	

Catering Timelines

1 MONTH

High end events with special needs
 Conference programs with multiple dining events
 Events requiring customized menus and/or details
 Events for groups of 75 or more
 Events located in non-dining locations with or without alcohol

2 WEEKS

Basic events with standard, flexible menu and service requirements
 Events requiring linen, china, glassware and/or flatware. Extra charges may apply.
 Events requiring alcohol service
 Events that require waitstaff
 Events for 25-75 people

1 WEEK

Coffee and beverage breaks (10 person minimum)
 Events for less than 25 people
 Chef's choice menu (usually from board menu)
 Through-the-line meals for 10 or more.
 Athletic pick up meals

NO NOTICE REQUIRED

Through-the-line meals for 10 or fewer-ask checker for department sign in sheet