

# CATERING GUIDELINES

This website is designed to help you plan your conference or your special event.

Reception suggestions and menus are included to help you decide your food and beverage needs. Please use these suggestions as a starting point in planning your menu.

We welcome any ideas you may have to make your event special and successful.

Food, beverage reservation for on and off campus should be made with your catering Reservations Coordinator at (817) 531-4490. Contracts should be signed at least two (2) weeks in advance of your event. Events are not confirmed until the contract is signed.

If undecided about menu selections or arrangements, our food service director and chef can assist you. It is helpful if you have an estimated count when meeting with our catering staff.

At the time of booking, we will need the following information:

- Date of Event
- Beginning Time of Event
- Ending Time of Event
- Service Time
- Event Location
- Name of Representative for Group
- Address and Phone Number of Group
- Account Number to be Charged
- Number of Guests
- Menu Requests
- Table Arrangements
- Decorating Needs
- Technical Support Needs