

Catering Getting Started Guideline

1. What is the date? _____
time? _____
location? _____

For events in the University Center, is your location booked through the UC offices? (425-4455)

2. What is your budget? _____

3. How many people do you anticipate? _____

4. Will there be decorations? _____
(You may need to coordinate time for this depending on the location.)

5. How will the bill be paid? _____
Account # of University client _____

6. Do you need any equipment (podium, microphones, projector, etc.)

(Media Services 425-4197)

7. Are you having a program/ entertainment? _____
If yes, what kind? _____

8. Do you need to make a map for guests? _____
Where will the guests park? _____