

Outside Caterer Reminders

Who...

- *Who will be catering your event?*
 - Do they have the name of your contact person and number?
 - Will the contact person be at the event?
- *Who will be cleaning up and removing used items and leftovers?*
 - The Department sponsoring is responsible for cleaning up all catered items.
 - Failure to clean up after an event catered from the outside will result in a \$100 cleaning charge to the department or sponsoring organization

What...

- *What type of food items are involved?*
 - Will the caterer be using any kind of electrical or heating equipment?
 - Will they need additional table.
 - Please note due to safety reason there cannot be tables in the hallway
- *What type of physical set-up for serving will the caterer need?*

Where...

- *Where is the product being delivered?*
 - Did you give them direction to the location including exact room location

When...

- *When is the product being delivered?*
 - Does your meeting have prep time to accommodate the caterer?
- *When will they be picking up the leftovers?*
 - Caterers must pick up equipment during the time frame of your meeting.
 - If this is not possible, please contact the Gilmore Center Staff to make arrangements.
 - Again, there is a \$100 charge for any leftovers the Gilmore Staff has to clean up.