

Let Us Help You  
Celebrate In  
*Style*

**What We Can Offer...**

- Award-winning menus and events.
- Menu suggestions beyond the brochure.
- Coordination of meals in the Commons dining hall.
- Room set-ups in Commons Building.
- Linens for all table sizes.
- Flower arrangements and decorations.
- Gift baskets.



**BOOK LOCATION**  
with Facility Reservations  
*(if you are an on-campus group)*

NOTE: If you are an off-campus group, please contact the Office of Conference Planning at 410-543-6526 for help planning your event.

**SEND WORK ORDER TO CATERING DEPT.:**  
Basic information including—account code, authorized signature, who, what, where, when.

**CALL OR E-MAIL CATERING DEPT.:**  
Questions, ideas, menu choices, room set-up information for rooms in Commons Bldg.

**ORDER OTHER ELEMENTS OF EVENT**

**SUPPORT SERVICES:**  
Tables, chairs, stages for events outside of Commons & GUC. (exceptions apply)

**HORTICULTURE:**  
Trash cans, plants, etc.

**UNIVERSITY POLICE:**  
Unlocking of doors, special parking, security

**EVENT SERVICES:**  
Audio visual needs

**PHYSICAL PLANT:**  
Electrical needs outside

**GUC DAY MANAGER:**  
Set-ups in GUC

**CONFIRM MENU & EVENT DETAILS**  
with Catering Dept. 10 days prior to event.

**PROVIDE FINAL COUNT**  
to Catering Dept. 3 days prior to event.

**SEND US FEEDBACK**  
via e-mail or web comment card:  
[www.salisbury.edu/dining](http://www.salisbury.edu/dining)  
and click on "Comment Card—Catering" link on left bar.

*How To Book A*  
**CATERING  
EVENT**

## *Helpful Hints*

- **DON'T** wait until the last minute to plan an event—even if you don't have all the details. It is much more efficient for us to schedule and plan events in advance than having to scramble at the last minute.
- **DO** be specific in your order. Don't forget to tell us if the event should be served on china or plastic.
- **DON'T** “pad” the event time. We need to know the actual time the guests arrive and will begin eating to ensure the quality and safety of food. If you are concerned about timing, please call us and we can work out the appropriate time together.
- **DO** ask your guests in advance if they have special dietary needs. This should be included in your invitation or be asked when people RSVP.
- **DON'T** forget to order tables or assume that one is always in your location. You can't order food or beverage service without a table. Student desks are not acceptable for food service.
- **DO** call us—we are here to help! We have experience with all types of events and cuisine and are happy to assist in making your event fabulous.

## *Last Minute Requests*

We understand that events are planned last minute and want to help you make these events a success.

- We must have 3 days notice to order food, schedule staff and organize production of meals.
- All work orders must be hand delivered or faxed to the Catering office ASAP.
- The more information we know in advance, the better we can serve you. Don't wait to get paperwork signed or for a final RSVP—let's just get the process going and we can deal with those items at a later time.
- Let us help you pick the meal. If we can incorporate food already in production, we can offer a great meal at a good price.



For more information or if you need help planning your event, contact University Catering at 410-548-4799.



# *Catered Event Planning Guide*

