



FRANCIS MARION UNIVERSITY

CATERING GUIDE



Dining Services

Francis Marion University
Sodexo Campus Services
Ervin Dining Hall
PO Box 100547
Florence, SC 29501-0547
Phone: 843-661-1260

Menu, pricing and availability subject to change.



BREAKFAST

FRESH START BREAKFAST

Perfect for those early morning. Freshly Brewed Regular and Decaffeinated Coffee, Hot Tea, Assorted Juices, Seasonal Fruit Tray, Fresh Bagels, Muffins, Butter, Jam and Assorted Cream Cheeses.

CREATE YOUR OWN BREAKFAST BUFFET

Fresh Start – Choose One

Sliced Melon
Grapefruit Half
Fresh Fruit Salad
Yogurt and Granola

Entrées and Sides – Choose Four

Scrambled Eggs
Bacon and Egg Strata
French Toast
Waffles
Pancakes with Blueberry Topping
Crispy Bacon
Sausage Links or Patties
Grilled Ham
Hash Brown Potatoes
Biscuits and Sausage Gravy

Accompaniments – Choose One

Muffins
Danish
Southern Style Biscuits

Beverages – All Included

Assorted Juices
Fresh Brewed Regular and Decaffeinated Coffee
Hot Tea



SPECIALTY BREAKS

MORNING BREAKS A LA CARTE

Cereal with Milk
Fresh Fruit Salad
Whole Fresh Fruit
NutriGrain Bars
Freshly Brewed Regular and Decaffeinated Coffee
Assorted Juices

BAKERY A LA CARTE

Bagels with Assorted Spreads
Muffins
Tea Breads
Danish
Donuts

TREAT EATS

Assorted Miniature Sized candy Bars
Cracker Jacks
Popcorn (Butter and Cheese)
Gummie Bears

SUNDAE BAR

Vanilla and Chocolate Ice Cream
Caramel and Chocolate Topping
M and M Pieces, Rainbow Sprinkles, Nut Topping
Whipped Cream and Cherries

SOUTHERN HOSPITALITY

Assorted Finger Sandwiches
Cheese Straws
Bite-Sized Pecan Brownies

PUTTING ON THE RITZ

Seasonal Fresh Fruit and Imported Cheese Tray
Served with Carr's Water Biscuits

SOUTH OF THE BORDER

Nachos and Salsa
Seven Layer Dip with Tortilla Chips
Chili Con Queso

SNACK PACK

Goldfish Crackers
Trail Mix
Sugar Spiced Pecans
Mixed Nuts

AFTERNOON TEA

Miniature Scones with Butter and Fruit Preserves
Assorted Tea Cookies
Fresh Fruit

COOKIE MONSTER

Chocolate Chuck Cookies
Sugar Cookies
Peanut Blossom Cookies
Oatmeal Raisin Cookies



LUNCHEON BUFFETS

THE LUNCH BOX BUFFET

Salad Selection – Choose One

Marinated Pasta Salad
Fresh Tomato and Mozzarella
Tossed Garden Salad
Potato Salad
Three Bean Salad
Old Fashioned Macaroni Salad
Coleslaw

Meat Selection – Choose Three

Turkey Breast
Baked Ham
Roast Beef
Tuna Salad
Chicken Salad
Seafood Salad
Egg Salad

Cheese Selection – Choose Two

American
Cheddar
Provolone
Swiss

SOUP AND SALAD BUFFET

Served with fresh baked rolls, crackers, iced tea and water, and your choice of cookies or brownies.

Salad Selection – Choose Three

Marinated Pasta Salad
Caesar Salad
Potato Salad
Tossed Garden Salad
Chicken Salad
Fruit Salad
Tuna Salad
Seafood Salad
Three Bean Salad
Fresh Tomato and Mozzarella
Coleslaw and Apples
Old Fashioned Macaroni

Hot Soup Selection – Choose One

Cream of Tomato
Chicken Noodle
Healthy Vegetarian
New England Clam Chowder
Cream of Broccoli and Cheddar

FRESH APPROACH BUFFET

Served with ice tea and water, chips, and your choice of cookies or brownies

Buffalo Chicken Wrap
Turkey Croissant
Mozzarella, Tomato and Basil on Focaccia
Asian Noodle Salad
Antipasto Salad
Fresh Fruit Salad



THEME BUFFETS

All buffets include freshly baked rolls and butter, iced tea, water, freshly brewed regular and decaffeinated coffee and hot tea.

LITTLE ITALY

Traditional Caesar Salad
Antipasto Salad
Zesty Meat Lasagna
Grilled Vegetable Lasagna
Pasta with Roasted Garlic Marinara
Home Baked Italian Bread
Herbed Focaccia
Tiramisu

A SOUTHERN BARBECUE

Creamy Coleslaw
Pork Barbecue
Fried Chicken
Green Beans
Brunswick Stew
Buttermilk Biscuits
Pecan Bars

PACIFIC RIM BUFFET

Egg Drop Soup
Egg Rolls
Spicy Hunan Beef Stir Fry
Sweet and Sour Chicken
Steamed White Rice
Stir Fried Vegetables
Almond Cookies

SALAD EXTRAVAGANZA

Fresh Homemade Soup-of-the-Day
Sesame Beef Salad
Tossed Greek Salad
Fresh Fruit Salad with Poppyseed Dressing
Italian Herbed Bread Salad
Chicken Salad with Grapefruit and Almonds
Flatbread and Rolls
Gourmet Dessert Bars

SOUTHWESTERN OLE'

Flour Tortillas
Grilled Chicken and Spicy Vegetable Fajitas
Assorted Toppings
Southwestern Style Black Beans
Spanish Rice
Tortilla Chips, Salsa and Guacamole
Cinnamon Crisps

BACKYARD COOKOUT

Hamburgers
Hot Dogs
Veggie Burgers
Old Fashioned Macaroni Salad
Potato Chips
Relish Tray and Condiment Tray
Watermelon Slices and Brownies



CREATE YOUR OWN BUFFET

All selection include: salad, two accompaniments, dessert, rolls and butter, iced tea and water and freshly brewed regular and decaffeinated coffee and hot tea.

ENTRÉE SELECTION – Choose up to Three

London Broil
Marinated Steak Tips
Baked Stuffed Chicken
Chicken Marsala
Chicken Picatta
Oven Roasted Turkey Breast
Roasted Pork Loin with Rosemary
Grilled Swordfish with Mango Relish
Tortellini Primavera
Meat Lasagna
Vegetarian Lasagna

ACCOMPANIMENTS – Choice of Two

Home-Style Mashed Potatoes
Baked Potato
Oven Roasted Potato
Potatoes Au Gratin
Scalloped Potatoes
Wild Rice Pilaf
Steamed Rice
Brown Rice
Pesto Orzo
Broccoli/Cauliflower
Glazed Carrots
Steamed Asparagus
Sautéed Squash Medley
Green Beans

SALAD SELECTION – Choice of One

Tossed Salad with Choice of Dressing
Caesar Salad
Fresh Fruit Salad
Pasta Salad
Potato Salad

DESSERT SELECTION – Choice of One

Chocolate Torte
Carrot Cake
Fresh Baked Cookies and Brownies
Dessert de Jour



BOXED LUNCHESES

Boxed lunches are provided in individual containers with appropriate condiments, choice of two side salads; fresh fruit, coleslaw or pasta salad; choice of gourmet cookies or brownies, bag of chips and assorted sodas.

CLUB

Sliced turkey, crisp bacon, avocado, lettuce, tomato and red onion. Served on seven grain bread or a crusted baguette.

WRAP IT UP

Turkey, bacon, lettuce, tomato and herbed mayonnaise rolled in a flour tortilla.

CROISSANT

Choice of sliced honey ham and swiss cheese, turkey with provolone, or roast beef and brie. Served on a flaky croissant with green leaf lettuce and tomato slices.

THE ITALIANO

Grilled boneless breast of chicken with fontina cheese and roasted red pepper mayonnaise on a focaccia roll.

VEGETARIAN WRAP IT UP

Grilled vegetables, lettuce, tomato, herbed mayonnaise rolled in spinach tortilla.



DINNER

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes: Choice of fresh baked rolls and butter, iced tea and water, freshly brewed regular and decaffeinated coffee, hot tea, fresh salad and dessert.

SALADS

Tossed Salad
Spinach Salad with Mushrooms, Mandarin Oranges and Almonds
Caesar Salad

PRIME RIB

Perfectly prepared prime rib with au jus and a horseradish crème accompanied by oven roasted red bliss potatoes and fresh steamed asparagus.

GRILLED SALMON

A delicious fillet of salmon grilled to perfection with a rich dill sauce, served with wild rice pilaf and steamed vegetable medley.

BEEF TENDERLOIN GRATIN

Grilled tenderloin of beef gratin with crumbled boursin cheese, served with roasted garlic smashed potatoes and fresh steamed green beans.

PECAN CHICKEN DIJON

Breast of chicken covered in crushed pecans topped with tangy Dijon mustard sauce, served with wild rice pilaf and steamed broccoli.

ROASTED VEGETABLE STRUDEL

Mixed roasted vegetables wrapped in phyllo pastry topped with smoky red pepper sauce and served with wilted greens.

BAKED STUFFED SHRIMP

Four jumbo shrimp with crab stuffing and a light lemon butter, served with steamed rice and squash medley.

BUTTERMILK FRIED CHICKEN

Served with cornbread, mashed potatoes and green beans.

CHICKEN SALTIMBOCCA

Grilled chicken breast with a marsala wine sauce topped with fresh prosciutto and provolone, accompanied by orzo pilaf and steamed broccoli.

Menu, pricing and availability subject to change.



GRILLED GREEK SWORDFISH

Perfectly grilled swordfish with a sun dried tomato-pesto butter, accompanied by scalloped potatoes and wilted spinach with shallots.

SOUTHERN PORK CHOP

Center cut honey and bourbon cured pork chop with an apple and onion chutney, served with cornbread stuffing and green beans almandine.

HOISIN GLAZED CHICKEN

Seared breast of chicken with tangy hoisin glaze, served with sesame scallion steamed rice, snow peas and napa cabbage.

DESSERTS

Lemon Meringue Pie
Chocolate Layer Cake with Strawberry Topping
Walnut Layer Cake
Boston Crème Pie
Poundcake with Fresh Strawberries and Whipped Cream
Coconut Cake
Carrot Cake

SPECIAL ENDING

**Our Special Endings Desserts are available for an additional charge.*

Warm Bread Pudding with Bourbon Anglaise
White Chocolate Mousse with Raspberry Coulis
Caramel Apple Pie
Snickers Pie
Seasonal Berries with Whipped Cream
Chocolate Ganache Torte
Chocolate Swirl Cheesecake



RECEPTIONS DISPLAYS and STATIONS

All displays and stations are priced per person

THE BUTCHER BLOCK

Top Round, Roasted Turkey Breast, Ham or Pork Tenderloin, carved for your guests and served with rolls and appropriate condiments.

INTERNATIONAL CHEESE DISPLAY

A variety of imported cheese with gourmet breads and crackers.

ANTIPASTO DISPLAY

An Italian favorite. Traditional Italian meats, olives, peppers, cheeses and accompaniments. Served with freshly baked Italian bread.

MEDITERRANEAN STATION

Grand display of Mediterranean favorites including hummus, tabbouleh, Kalamata olives & feta cheese.

PASTA PERFECT DISPLAY STATION

Your choice of two pastas (penne, rigatoni, linguine, bowtie), three sauces (alfredo, sun-dried tomato, meat sauce, pesto or roasted garlic sauce) and assorted toppings.

RECEPTION #1

Fresh Vegetable Platter with Dip
Domestic Cheese Platter and Crackers
Assorted Canapés
Spinach and Artichoke Dip
Cookies and Brownies

RECEPTION #2

Domestic Cheese Platter and Crackers
Chicken Salad Tartlette
Black Pepper Biscuits with Cheddar Pecan Spread
Assorted Mini Quiche
Spanikopita
Mini Assorted Cheesecakes

RECEPTION #3

Fresh Seasonal Fruit Tray
Grilled Marinated Vegetable Tray with Dip
Imported Cheese Tray with Crackers
Bite Size Beef Wellingtons
Crab and Brie Wrapped Phyllo
Mini Dessert Bars
Seasonal Berries with Whipped Cream

RECEPTION #4

Fresh Seasonal Fruit Tray
Fresh Vegetable Platter with Dip
Domestic Cheese Platter and Crackers
Bite Size Beef Wellingtons
Vegetable Spring Roll with Hot Asian Mustard
Maryland Crab Cakes

RECEPTION #5

Fresh Seasonal Fruit Tray
International Cheese Display and Crackers
Smoked Salmon on English Cucumbers
Jumbo Shrimp Platter with Cocktail Sauce
Sesame Skewered Chicken with Sweet and Sour Sauce
Caramelized Pecan topped Brie



HORS D' OEUVRES

HOT

Mini Southwestern Black Bean Egg Rolls
Skewered Asian Beef with Pea Pods
Spanakopita
Crab Rangoon with Garlic Chili Duck Sauce
Vegetable Spring Roll with Hot Asian Mustard
Grilled Vegetable Coronets
Traditional Italian or Swedish Meatballs
Bite Size Beef Wellington
Crab and Brie Wrapped Phyllo
Caramelized Pecan Topped Brie Served with Water Biscuits
Bay Scallops Wrapped in Bacon with Creole Honey Mustard
Maryland Crab Cakes with Spicy Remoulade
Seafood Stuffed Mushroom Caps
Sesame Skewered Chicken Tenders with Sweet and Sour Sauce
Coconut Chicken Strips with Mango Salsa
Cajun Grilled Chicken Bites with Roasted Red Pepper Dip
Chicken Tenders with Sauces
Crisp Buffalo Chicken Bites with Bleu Cheese
Honey Drizzled Chicken Drumettes
Bacon Wrapped Water Chestnuts

COLD

Shrimp Wrapped in Snow Peas
Deviled Eggs
Tomato-Basil Crostini
Cream Cheese Sundried Tomato and Pesto Torte
Assorted Canapés
Chicken Salad Tartlets
Skewered Antipasto
Fresh Melon Wrapped in Prosciutto
Seared Beef Tenderloin Crustade with Horseradish Crème
Smoked Salmon Mousse on Sliced English Cucumbers
Spinach Dip with Cocktail Rye
Black Pepper Biscuits with Cheddar Pecan Spread



BEVERAGES

Regular and Decaffeinated Coffee
Hot Tea
Hot Chocolate
Lemonade
Freshly Brewed Iced Tea
2 Liters Soda
Canned Soda
Bottled Juice

Bottled Waters
Sparkling Water
Hot Apple Cider
Sparkling Cider
Fruit Punch
Southern Iced Tea Punch
Citrus Punch
Fruit Juice by the Gallon

PARTY TRAYS, DIPS and SPREADS

Fresh Seasonal Fruit Tray
Fresh Vegetable Tray with Dip
Grilled Marinated Vegetable Tray with Herb Dip
Antipasto Platter
Imported Cheese Platter with Assorted Crackers
Domestic Cheese Platter with Assorted Crackers
Mexican Seven Layer Dip with Tortilla Chips
Sliced Cold Tenderloin Platter with Condiments and Rolls
Hummus and Pita Chips
Jumbo Shrimp Platter with Cocktail Sauce
Southwestern Pinwheel Platter with Salsa

BAKERY

Cookies and Brownies
Petit Fours
Mini Assorted Cheesecakes
Mini Gourmet Dessert Bars
Tea Cookies
Lemon Bars
Sheet Cake
Scones
Sugar Cookies



CATERING PRICING GUIDE

BREAKFAST

Fresh Start Breakfast	\$5.95 per person
Create Your Own Breakfast Buffet	\$8.95 per person
Cereal with Milk	\$1.50 per person
Fresh Fruit Salad	\$1.25 per person
Whole Fresh Fruit	\$1.00 per person
Nutri Grain Bars.....	\$0.95 per person
Regular Coffee	\$0.60 per person
Decaffeinated Coffee	\$0.60 per person
Assorted Juices.....	\$1.75 per person
Bagels with Cream Cheese.....	\$1.50 per person
Muffins	\$0.95 per person
Tea Bread	\$1.25 per person
Danish.....	\$1.10 per person
Donuts.....	\$1.25 per person

SPECIALTY BREAKS

Treat Eats.....	\$2.25 per person
Sundae Bar	\$4.50 per person
Southern Hospitality	\$3.95 per person
Putting on the Ritz	\$3.75 per person
South of the Border.....	\$3.95 per person
Snack Pack	\$2.25 per person
Afternoon Tea	\$3.50 per person
Cookie Monster.....	\$1.95 per person

LUNCHEON BUFFETS

The Lunch Box Buffet.....	\$8.50 per person
Soup and Salad Buffet	\$7.95 per person
Fresh Approach Buffet	\$8.95 per person

THEME BUFFETS

Little Italy	\$14.50 per person
A Southern Barbecue.....	\$12.95 per person
Pacific Rim Buffet	\$13.95 per person
Salad Extravaganza.....	\$9.95 per person
Southwestern Ole	\$11.95 per person
Backyard Cookout	\$8.50 per person

Menu, pricing and availability subject to change.



CREATE YOUR OWN BUFFET

One Entrée Buffet	\$13.95 per person
Two Entrée Buffet	\$16.95 per person
Three Entrée Buffet	\$18.95 per person

BOXED LUNCHES

Club	\$8.95 per person
Wrap It Up.....	\$7.95 per person
Croissant	\$11.95 per person
The Italiano	\$9.95 per person
Vegetarian Wrap It Up	\$9.95 per person

DINNER

Prime Rib.....	\$25.00 per person
Grilled Salmon	\$13.95 per person
Beef Tenderloin Gratin.....	\$22.95 per person
Pecan Chicken Dijon	\$13.95 per person
Roasted Vegetable Strudel	\$12.50 per person
Baked Stuffed Shrimp	\$15.50 per person
Buttermilk Fried Chicken.....	\$12.50 per person
Chicken Saltimbocca	\$13.95 per person
Grilled Greek Swordfish	\$Market Price
Southern Pork Chop.....	\$14.50 per person
Hoisin Glazed Chicken.....	\$13.95 per person

SPECIAL ENDINGS

Warm Bread Pudding with Bourbon Anglaise	\$3.50 per person
White Chocolate Moose with Raspberry Coulis.....	\$3.50 per person
Caramel Apple Pie.....	\$3.25 per person
Snickers Pie.....	\$3.65 per person
Seasonal Berries and Whipped Cream	\$3.25 per person
Chocolate Ganache Torte.....	\$3.75 per person
Chocolate Swirl Cheesecake	\$3.55 per person



RECEPTION DISPLAY AND STATIONS

The Butcher Block (minimum 15lbs).....	\$3.95 per person
International Cheese Display (minimum 50pp).....	\$3.25 per person
Antipasto Display (minimum 50pp).....	\$2.95 per person
Mediterranean Station (minimum 50pp).....	\$3.25 per person
Pasta Perfect Display Station (minimum 50pp).....	\$4.25 per person

Reception #1	\$7.95 per person
Reception #2	\$9.95 per person
Reception #3	\$11.95 per person
Reception #4	\$12.95 per person
Reception #5	\$14.95 per person

HORS D OEUVRES

HOT

Mini Southwestern Black Bean Egg Rolls.....	\$80.00 (100 pieces)
Skewered Asian Beef with Pea Pods.....	\$105.00 (100 pieces)
Spanakopita	\$90.00 (100 pieces)
Assorted Mini Quiche.....	\$75.00 (100 pieces)
Crab Rangoon with Garlic Chili Duck Sauce	\$70.00 (100 pieces)
Vegetable Spring Roll with Hot Asian Mustard.....	\$65.00 (100 pieces)
Grilled Vegetable Coronets.....	\$65.00 (100 pieces)
Traditional Italian or Swedish Meatballs	\$65.00 (100 pieces)
Bite Size Beef Wellington.....	\$105.00 (100 pieces)
Crab and Brie Wrapped Phyllo	\$95.00 (100 pieces)
Caramelized Pecan Topped Brie Served with Water Biscuits.....	\$75.00 (100 pieces)
Bay Scallops Wrapped in Bacon with Creole Honey Mustard.....	\$120.00 (100 pieces)
Maryland Crab Cakes with Spicy Remoulade	\$150.00 (100 pieces)
Seafood Stuffed Mushroom Caps	\$160.00 (100 pieces)
Sesame Skewered Chicken Tenders with Sweet and Sour Sauce	\$100.00 (100 pieces)
Coconut Chicken Strips with Mango Salsa.....	\$95.00 (100 pieces)
Cajun Grilled Chicken Bites with Roasted Red Pepper Dip.....	\$90.00 (100 pieces)
Chicken Tenders with Sauce.....	\$75.00 (100 pieces)
Crisp Buffalo Chicken Bites with Bleu Cheese.....	\$80.00 (100 pieces)
Honey Drizzled Chicken Drumettes.....	\$65.00 (100 pieces)
Bacon Wrapped Water Chestnuts	\$65.00 (100 pieces)



HORS D OEUVRES

COLD

Shrimp Wrapped in Snow Pea Pods	\$150.00 (100 pieces)
Deviled Eggs	\$65.00 (100 pieces)
Tomato-Basil Crostini	\$65.00 (100 pieces)
Pickled Shrimp	\$175.00 (100 pieces)
Cream Cheese Sundried Tomato and Pesto Torte	\$55.00 (serves 100)
Assorted Canapés	\$95.00 (100 pieces)
Chicken Salad Tartlet	\$100.00 (100 pieces)
Skewered Antipasto	\$125.00 (100 pieces)
Fresh Melon Wrapped in Prosciutto	\$100.00 (100 pieces)
Seared Beef Tenderloin Crustade with Horseradish Creme	\$120.00 (100 pieces)
Smoked Salmon Mousse on Sliced English Cucumbers	\$110.00 (100 pieces)
Spinach Dip with Cocktail Rye	\$65.00 (100 pieces)
Black Pepper Biscuits with Cheddar Pecan Spread	\$75.00 (100 pieces)

BEVERAGES

Regular and Decaffeinated Coffee	\$12.00 per gallon
Hot Tea	\$10.50 per gallon
Hot Chocolate	\$10.00 per gallon
Lemonade	\$11.00 per gallon
Iced Tea	\$10.50 per gallon
2 Liter Soda	\$3.75 per litter
Canned Sodas	\$1.50 per can
Bottled Juice	\$1.75 per bottle
Bottled Waters	\$1.35 per bottle
Sparkling Water	\$1.35 per bottle
Hot Apple Cider	\$13.00 per gallon
Sparkling Cider	\$12.00 per gallon
Fruit Punch	\$10.00 per gallon
Southern Iced Tea Punch	\$12.00 per gallon
Citrus Punch	\$13.00 per gallon
Fruit Juice by the Gallon	\$13.50 per gallon

PARTY TRAYS, DIPS AND SPREADS

Fresh Seasonal Fruit Tray	\$90.00 (serves 50)
Fresh Vegetable Tray with Dip	\$60.00(serves 50)
Grilled Marinated Vegetable Tray with Herb Dip	\$90.00(serves 50)
Antipasto Platter	\$120.00(serves 50)
Imported Cheese Platter with Assorted Crackers	\$120.00(serves 50)
Domestic Cheese Platter with Assorted Crackers	\$90.00(serves 50)
Mexican Seven Layer Dip with Tortilla Chips	\$65.00(serves 50)
Sliced Cold Tenderloin Platter with Condiments and Rolls	\$180.00(serves 50)
Hummus and Pita Chips	\$80.00(serves 50)
Jumbo Shrimp Platter with Cocktail Sauce	\$350.00(serves 50)
Southwestern Pinwheel Platter with Salsa	\$75.00(serves 50)

Menu, pricing and availability subject to change.



BAKERY

Cookies.....	\$5.50 per Dozen
Brownies.....	\$6.50 per Dozen
Mini Assorted Cheesecakes	\$32.00 per Dozen
Mini Gourmet Dessert Bars	\$11.25 per Dozen
Tea Cookies.....	\$9.00 per Dozen
Lemon Bars	\$12.00 per Dozen
Sheet Cake.....	\$44.99 (half sheet)
Scones.....	\$7.00 per Dozen
Sugar Cookies	\$5.50 per Dozen

Dining Services Special Event Order Form

RESPONSIBILITY	ACTION
Individual or Organization	1. Contacts Space Coordinator and completes Facilities Reservation Request procedures
Vice President or Department Head	2. Contacts Dining Services Director and completes Special Event Order Form in accordance with Policy for Reimbursement and Payments for Personal Consumption Items at Employee's Official Headquarters and submits to Vice President or Department Head for appropriate signature if cost is to be charged to a University budget
Individual or Organization Dining Services Director	3. Approves request and submits Special Event Order Form to Dining Services
Dining Services Office Coordinator	4. Supplies guaranteed guest count at least 48 hours prior to event
	5. Verifies that information on Special Event Order form is complete. Reviews for adherence to Policy for Reimbursement and Payments for Personal Consumption Items at Employee's Official Headquarters
	6. Provides requested services upon approval
	7. Bills individual or organization for services performed

An event is only tentative until a Special Event Order Form has been submitted, complete with the appropriate authorizing signature. This must be done at least three working days prior to the event.

A Special Event Order Form will not be processed unless a Facilities Reservation Request has been approved by the Space Committee.

Dining Services will prepare for the guaranteed number of guests plus an additional 10% for functions at which there will be from 10 to 100 guests or an additional 5% for functions at which there will be more than 100 guests.

Special Event Order Forms may be obtained from Dining Services. Facilities Reservation Request and Campus Event Service Request Forms may be obtained from Office of Business Affairs - Financial Services.