



Catering Request Form

We are committed to making your event a success. Our team of catering professionals is available to assist you with planning every aspect of your event. Our goal is to provide you with the freshest selections of food items, beautifully displayed, and served professionally as we strive to exceed the expectations of every single guest.

Please complete the following form so that we may begin to prepare for your event. Please refer to the policies included, and don't hesitate to contact us with further questions.

Adam Lewis
Catering Manager
(423) 614-8586
alewis@leeuniversity.edu

Thank you for choosing Sodexo to help create a memorable experience for your guests!

EVENT DETAILS

Name of Event: _____

Event Date: _____ Event Location: _____

Estimated Guest Count: _____ Start Time: _____ End Time: _____

Service Style (please circle one): *please see our Catering Policies for more information*

Upscale Disposable Basic China Buffet Full Service China Buffet Full Service Plated

Nature of the Event: _____

List any Special Guests Expected to Attend: _____

Additional Details or Requests: _____

BILLING DETAILS

Department to be Billed: _____

Contact Person: _____

Phone: _____ Email: _____



Catering Policies

The catering office will be happy to assist with the planning of your event. You can reach us at (423) 614-8586 or via email at alewis@leeuniversity.edu

Placing Your Order

Please place your order a minimum of two weeks in advance of your event. For those last minute, “pop up” events, we will do all we can to accommodate your needs although menus and service options may become more limited. Whatever the need, please call us to see how we can make it work for you!

The minimum order for delivery on campus is \$50 between 8am-5pm Monday-Friday and \$100 outside this time frame. We can arrange pickup of any size order between the hours of 7am and 7pm.

Please note: It is your responsibility to contact the physical plant with all table and room set-up requirements, including trash receptacles and food or beverage tables.

Attendance Guarantee

Guaranteed guest counts are due to our office three business days prior to your event. This allows ample time for food ordering and staffing planning. If no guaranteed attendance is provided, the original guest estimate will be used for billing purposes. No changes in guest count will be accepted 24 hrs or less prior to the event start time. Please take this into account when planning the final guarantee count and consider including some flexibility when confirming your final guest count to us.

Service Options

All catering food & beverage tables will be dressed with the appropriate linen. Additional seating table or other linens may be rented for \$4.50 per cloth. Table skirting is available in limited quantities in burgundy & white for \$14.50 per skirt.

We are also happy to assist you with the rental of specialty linens in accordance with the theme or style of your event. We work with several vendors and can most assuredly help find that perfect linen!

Levels of Service

Upscale Disposable Buffet

Buffet tables will be draped with linen and upscale clear plastic disposables will be provided and located on the buffet table. This service is included in all pricing included in this menu.

Basic China Buffet

China dinnerware, glassware, and flatware are included in this style of service in place of disposable ware and all service ware will be located on the buffet table to include silverware rolled in linen napkins. This service is available for an additional \$1.00 per guest.

Full Service China Buffet

Each guest table will be preset with beverages, folded linen napkin, silverware, china coffee cup & saucer if applicable. A china charge of \$2.00 per guest will apply to add this service to any of our buffet style menus. A preset salad option can also be added and will incur a \$1.00 per person charge.

Full Service Plated

Most of our menus can be transformed into a full service plated meal, including sandwiches and entrée salads. Full place settings and service staff are included for a charge of \$2.50 per guest. This cost will be automatically added to all served meal options.

If none of these options are suitable for your event, just let us know! We'll work with you to find exactly what works. Have a tighter budget? Let us know! We have many options of service ware and levels of set up/service available to keep you on track with budget restrictions!

Attendant Fees

For those events when you would like one of our staff members to attend for any number of reasons, we are happy to provide this service. Each attendant will be charged at \$20 per hour for a minimum of 2 hours. Attendants are included in pricing for many of our set up styles so please inquire about service staff for your individual event.

Billing

An Event Order is created for each individual event. This form details all aspects of the event. This Event Order should be reviewed carefully, signed, and returned to our office as soon as possible upon its receipt. Once signed and received, your order will be confirmed. You may send a scanned copy to us via email to alewis@leeuniversity.edu or fax to (423) 614-8588.

Non-Campus Clients

Payment in full for these events is due no later than 24 hours prior to the event.

Off-Campus Events

There will be a \$50 surcharge applied to the catering invoice for any events that require delivery only. A \$100 surcharge will be applied to the catering invoice for all events requiring set-up, service and clean-up.