

Catering Request Form

|  |
| --- |
| Contact Information |
| Contact Name: |   |
| Contact Department: |   |
| Contact Email: |   |
| Contact Phone Number: |   |
| Day of Contact (if different than above): |   |
| Billing Account Unit Number: |   |
|  |  |
| Event Details |
| Name/Title of Event: |   |
| Date of Event: |   |
| Location (Campus, Building, Floor, Room): |   |
| 25live Reference Number (if applicable): |   |
| Event Start Time: |   |
| Event End Time: |   |
| Event Clean-Up Time (if different than above): |   |
| Estimated Guest Count\*: |   |
| *\*Final guest counts are due at least (5) business days in advance* |
|  |  |
| Catering Services Request |
| Event Classification (check 1) □ Sustainable □ Sustainable/Low-Carbon □ Standard *Please refer to page 3 for more information on sustainable event standards* |
| Meals Needed (check all that apply) □ Breakfast □ Lunch □ Dinner □ Snack □ Beverages Only |
| Style of Meals □ Buffet □ Plated □ Stationed □ Passed □ Pick-Up\* |
| \*Pick-Up orders for Students and Student Organizations Only |
| Serviceware (check one) □ Drop-Off Only\* □ Compostable □ China\*\* |
| *\*No linens brought as part of set-up. Clients responsible for clean-up and disposal of leftovers. Not available for all menu items. \*\*Accrues additional costs for rentals and staffing* |
| Bar Services Needed\*: |   |
| *\*Accrues additional staffing costs* |
| Dietary Restrictions: |   |
| Budget: |   |
| Menu Selections: |
|  |
|  |
|  |
|  |
|  |
|  |
| Optional Staffing\* □ Dedicated Buffet Attendant □ No Additional Staffing Needed |  |
| *\*Required labor needs and charges are dependent on menu, service requested, guest count, location, and timing of the event and logistics. All orders are subject to a labor charge which will be communicated by our team during the proposal process. Charges may vary.* |  |
| Catering Table & Linen Needs: |   |  |
| Guest Table & Linen Needs: |   |  |
| Premium Service Request (florals, specialty linen, furniture, etc.): |   |  |
| Additional Requests & Notes: |  |
|   |  |
|  |
|  |
| *Please allow up to 2 business days for LUC Catering to send an initial response. All orders should be placed at least (10) business days in advance and confirmed no later than (5) business days in prior to the event date as late fees may apply. Events with custom selections should be placed at least (14) business days in advance and confirmed within (10) business days. While we make every effort to accommodate last minute orders, we cannot guarantee your first choice selections can be fulfilled. Cancellation requests received less than 5 business days prior to an event are subject to a cancellation fee of up to 100% of the confirmed price. Cancellations must be received in writing via email at catering@luc.edu and are valid from the date they are received. Please note that our business hours are Monday to Friday from 9:00am to 5:00pm.*  |  |



**You can select 1 of the 2 Sustainable Event Standards for your event (optional).**

**Selecting a “Sustainable Event” automatically sets the following standards for your event.**

|  |  |
| --- | --- |
| ***Service Standards*** | Compostable plates, cups, napkins, and utensils will be used. |
| Disposable accessories (e.g., straws) will not be offered. |
| ***Food/Beverage Standards****See our Sustainable Menu for suggested meat-free selections.* | Condiments, beverages, and food items will be served in bulk, not individually packaged. |
| Any coffee or tea served will be Fair Trade Certified (if applicable). |
| Individually packaged water (e.g., bottled, canned) will not be offered. |
| ≤25% of food dishes will contain meat or fish. |
| ***Waste Collection Standards*** | Bins for recyclable items and for organic waste (e.g., food waste) will be provided.  |

*A selection of event signage indicating the sustainable nature of your event will be offered to inform event guests of your efforts.*

**Selecting a “Sustainable & Low-Carbon Event” automatically sets the following standards for your event.**

|  |  |
| --- | --- |
| ***Service Standards*** | Durable china, glassware, and utensils will be used. No disposable serviceware (e.g., cups, plates) will be offered\*. |
| Napkins and table coverings will be of reusable linen\*. |
| Disposable accompaniments (e.g., straws) will not be offered. |
| ***Food/Beverage Standards****See our Sustainable Menu for suggested vegetarian and vegan food selections.* | Condiments, beverages, and food items will be served in bulk, not individually packaged. |
| Any coffee or tea served will be Fair Trade Certified (if applicable). |
| Any beer or wine served will be from local microbreweries or wineries (if applicable)\*\*. |
| Individually packaged water (e.g., bottled, canned) will not be offered. |
| 100% of food dishes will be vegetarian (i.e., not contain meat or fish). |
| ≥50% of food dishes will be vegan (i.e., not contain any animal products, including honey). |
| Any fruit served will be produced in and sourced from North America\*\*. |
| ***Waste Collection Standards*** | Bins for recyclable items and for organic waste (e.g., food waste) will be provided. |

*A selection of event signage indicating the sustainable nature of your event will be offered to inform event guests of your efforts.*

*\*Accrues additional costs for rentals and staffing.*

*\*\*Costs for local may vary depending on time of year.*