

MESSIAH COLLEGE CATERING INFORMATION

AUGUST 2015

Steps in requesting catering:

1. First reserve your room through Conference Services. This should be done at least three weeks prior to your event.
 - a. NOTE – Reserve the PDR through catering by contacting Melanie Cunningham, Catering Administrative Assistant (ex. 3009 or mcunning@messiah.edu) or Derrick Trent (ex. 5251 or dtrent@messiah.edu). The room capacity of the PDR is 24 guests.
 - b. When booking a location, please be sure to add time for the set up and tear down of your event | 30 minutes before and after for snacks and breaks | 1 hour before and after for buffets
2. Submit the online pre-event form found at messiah.edu/dining/catering the same time as your submission for a room. **Your room request will not be approved unless we have your catering request.**
 - a. THE CATERING PRE-EVENT FORM
 - Use the [Online Pre-Event Form for Messiah Staff](#)
 - Fill out all fields in the form
 - (Field 15 – Additional Dates, put in N/A if this does not apply)
 - Type of Event (8 Options) including buffet, catered services (served), delivery, pickup & return, setup and tear down break, served lunch, buffet lunch & other.
 - The submission of a pre-event form does not guarantee that we will be able to provide catering for your event. In the event that we are unable to assist with your event, you will be notified with 48-72 business hours.
 - b. BANQUET EVENT ORDER (BEO)
 - To ensure the accuracy of your special event, Catering will provide you with a Banquet Event Order (BEO) 7-10 business days prior to your event. Upon receiving the BEO, please review the document carefully for accuracy as this is our detailed contract with you. If changes or corrections are needed, please contact Messiah College Catering at least 72 hours prior to your event. Changes made within 72 business hours may be subject to additional charges.
3. Catering Exception Request Forms
 - a. Catered events which are funded using Messiah College departmental accounts are required to use Messiah College Catering. The only time an off-premise caterer may be approved is in the event that Messiah College Catering is unable to accommodate your event. A catering exception form with complete details about your event must be submitted at least 15 days prior to your event. Submitting a catering exception request does not guarantee that it will be approved. Approval is on a case by case basis.
 - b. Form can be found at -> messiah.edu/dining/catering
4. Catering Policies
 - a. A full set of the catering policies can be found on our website. See links above or site search catering on the Messiah College webpage.