

# CATERING REFERENCE GUIDE

## Approved Contracted Vendors

*JD's BBQ, Time to Dine, Carlyle's*

Refer to [catering.kennesaw.edu/caterers](http://catering.kennesaw.edu/caterers) to view ordering guidelines of each contracted caterer

1

### Request Services

Department submits catering request to contracted caterer of choice.

2

### Review and Approve Quote

Vendor sends quote to department for review and approval.

3

### Confirmation

Upon confirming your order with the selected caterer, submit the Catering Services Confirmation Form no later than three business days prior to the event.

4

### Payment

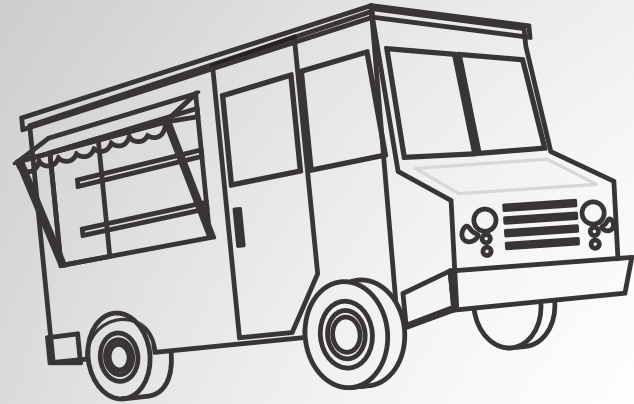
After services have been rendered, invoice will be provided to client from the vendor and must be submitted for processing upon receipt.



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## Non-Contracted External Caterers & Food Trucks

This form is to be utilized for all food services not provided by one of the 3 contracted caterers. This includes drop-off, delivery, and pickup services. Refer to [kennesaw.edu/catering](http://kennesaw.edu/catering) to view additional information.



1

Department submits the Secondary External Catering Request Form

2

KSU Hospitality Services reviews the request and advises the requestor if additional documents are required

3

If additional information is required, the department must request documentation from the vendor and provide it to KSU Hospitality Services no later than 10 business days prior to the event.

4

KSU Hospitality Services reviews the submission and provides an approval or denial via email

5

After services are rendered, an invoice will be provided to the client from the vendor and must be submitted for processing upon receipt.