CATERING & EVENT CHECK LIST

The following time lines are set up to ensure your event runs smoothly. Please read and follow the check list below. Changes, add-ons, etc. incurring outside the time line may result in additional charges or the colleges inability to accommodate your needs.

ONE MONTH PRIOR TO FUNCTION

_____ Finalize menu with Catering Coordinator at (618) 468-3050

SIX BUSINESS DAYS (8 days) PRIOR TO FUNCTION

_____ Final Guest Count

• Late add on will be charged at 125% above menu price and are subject to availability

ONE WEEK PRIOR TO FUNCTION

_____ Balance of room rental and catering charges are required.

• Contact Event Services Office at (618) 468-3270 for amount due.

_____ Number of Guest Tables with white tablecloths (cloth size 90” x 90”)

• Other sizes of tablecloths & colors are available at an additional charge.
• We offer a variety of colored napkins as well, please see linen list.
• Tablecloths are included with all full lunch and dinner menus, other functions or limited food events might incur a linen charge. Please ask when ordering.

_____ Number of guests per table – (8 or 10 people)

_____ Number of 8’ Rectangle Registration Tables (white cloth and burgundy skirting)

• The first 2 tablecloths are at no charge. We carry 8 black skirts and 5 white skirts.

_____ Number of 8’ Display Tables

_____ Number of white tablecloths for display tables (there will be a $5.00 charge for each cloth). These cloths only cover the top of the tables.

Black skirting available at no charge (skirts are limited to a total of 8 each for everything).

_____ Number of additional 8’ tables needed
Number of white tablecloths for other 8’ tables (there will be a $5.00 charge for each cloth). These cloths only cover the top of the tables.

Black skirting available at no charge (skirts are limited to a total of 8 each for everything).

Submit a diagram of the room setup

- See out web site for sample room diagrams with table set up

Contact AV Department at 618-468-3241 for all Audio/Visual requests.

- Microphone, Podium, Powerpoint, DVD, Slideshow, CD

Coordinate the day and time you are planning on setting up the room with the Catering Coordinator 618-468-3050 or Event Services Office 618-468-3270.

- Room or table decorating: What you need done so you can do your setup (ie: tablecloths on, display tables setup, skirting on, etc.)
- Any rental equipment/supplies will need to have their delivery and return arranged thru the Director of Dining Services or Event Services Office. All rental items are to be removed from the room at the end of the event.
- Note: Lewis & Clark is not responsible for any rental equipment.