

Loyola University New Orleans College of Law
Catering Request

Please note: Two days advance notice is required!

All students and staff are responsible for setting up and cleaning the room after your event. All carts must be returned clean.

Judy can be reached by phone 504-861-5491 or e-mail at Corcoran@loyno.edu.

Please print clearly _____ Date of request: _____

Name: _____ E-mail: _____ Cell phone # _____

Department/Organization: _____

Date of event: _____ Start time: _____ End time: _____ Room # _____

Nature of meeting/event: _____

Number of guests: _____ Budget amount: _____

Do you require soft drinks and water: Yes No

Additional instruction: _____

Method of Payment: _____

Please attach the following:

1. Copy of room reservation
2. Copy of any announcements advertising this event
3. Meeting agenda

Signature: _____

Authorized Signature of Department/Organization

Date: _____

LOYOLA UNIVERSITY NEW ORLEANS COLLEGE OF LAW

ON-SITE CATERING INSTRUCTIONS

**All on-site catering at the law school must go through
Judy Corcoran, Law School Event Coordinator.**

FORMS MUST BE SUBMITTED NO LATER THAN 2 DAYS PRIOR TO THE EVENT

One of the first steps when planning your event is to reserve a room. The next step is to fill out the Catering Request Form located on the other side of this page. A copy of the room reservation, meeting agenda, and advertisements for this event must be attached. You can drop off the form to Judy Corcoran in room 345, or e-mail to corcoran@loyno.edu.

Soft drinks can be purchased with your catering order. The price for soft drinks/water is \$10 per case or \$1.50 per liter bottle. This charge includes plates, napkins, and utensils and will be charged to your account. Free ice can be obtained from Dunbar's across the street.

METHOD OF PAYMENT:

Financial Affairs allows student organizations to use a Loyola credit card for events under \$500.00. Most orders will be delivered to and signed for by Judy Corcoran. However, if the order is delivered straight to your meeting and you or any member of your organization sign for the order, you must submit the receipt to Judy Corcoran.

Failing to submit receipts: Any organization failing to submit a receipt for an order that was delivered straight to your meeting and signed for by you or a member of your organization will be restricted from using the Loyola credit card for future events.

DAY OF THE EVENT

The caterer will be requested to deliver the order to room 345. Prior to your event, you are required to pick up your order which will be placed on a cart with your drinks, plates, etc. Once your event is over, you are required to return the cart to room 345.

ROLL SHEET

Financial Affairs requires a roll to be taken at every meeting. Please submit your roll sheet when returning the cart after the meeting.

ALL STAFF AND STUDENTS ARE RESPONSIBLE FOR SETTING UP AND CLEANING THE ROOM AFTER YOUR EVENT. ALL CARTS MUST BE RETURNED CLEAN.

Judy Corcoran, Events Coordinator can be reached at corcoran@loyno.edu, 504-861-5491, or stop by room 345 in the law school.