

PLANNING YOUR EVENT

Catering by Sodexo has exceptional culinary skills and extensive capabilities to satisfy a wide range of catering needs. We are passionate about food and dedicated to making sure things are as perfect as possible for your special occasion! Please use this guide to understand processes, procedures and expectations as we work together to achieve a smoothly executed and memorable catered event. Our experienced event planning specialists are very consultative and will be happy to answer all of your questions and concerns and assist you in planning every detail. We look forward to serving you!

HOW TO CONTACT CATERING BY SODEXO

When you have a catered event in mind, please contact us as soon as possible. Even if you are not yet sure of such details as the exact event date, event location and number of guests that will be in attendance, it's a good idea to touch base with us as early on in the process as possible. Some catering arrangements through Catering by Sodexo can be made by phone, email or online; other catering arrangements require an in-person appointment with one of our event planning specialists. It's easy to get in touch with Catering by Sodexo about your catering needs. Here are the options:

Visit us on the Web: You may contact us about your catering needs through our online catering Website at <https://pepperdine.catertrax.com/>. The ultimate in convenience, this site will enable you to easily view our fabulous catering menus, see your order history, place recurring orders and much, much more.

Give us a Call: You may speak with an event planning specialist by calling 310-506-4121.

Send us an Email: You may email us at SodexoCateringPepperdine.USA@sodexo.com.

Visit Our Office: You may visit us in person in our office located in the Tyler Campus Center. Our office hours are Monday through Friday, 9am-5pm.

EVENT LOCATION RESERVATION

You must make arrangements to secure a location for your event. You will need to officially "reserve" the space in order for us to be permitted to serve you in this location. To reserve a room for an event, please contact the Department of Special Programs at 310-506-6143. Once you have your room reservation confirmed, please submit your catering request on our website at <https://pepperdine.catertrax.com/>.

EVENT TABLES, CHAIRS & OTHER EQUIPMENT

You must make arrangements to secure tables, chairs and other equipment you may need for your event. Please contact Facilities at 310-506-4101 or events-setup@pepperdine to make these arrangements.

EVENT CONFIRMATIONS & GUARANTEES

No less than 3 working days from the scheduled catered event, you must sign an Event Request form online. You will also be asked to provide us with a "final" number of guests that will attend your event; the "estimated" number will be used if you don't know the "final" number. This document will outline the terms of your agreement with our Catering Office and include all event details and requirements,

including time, date, location, menu selections, number of attendees, professional services, equipment, and staffing.

EVENT CHANGES AND CANCELLATIONS

No less than 3 working days from the scheduled catered event, please make us aware of any event changes (including increases or decreases in the number of attendees) or if your event needs to be canceled. Please be advised that if we are notified of your changes or cancellation after this deadline, you will be responsible for expenses already incurred by the Catering Office.

EVENT PAYMENT

All event request forms must include a form of payment. We accept payment by credit card, check, and department budget number.

DELIVERY CHARGES & ADDITIONAL FEES

Deliveries without the purchase of food or beverage will be subject to a dollar amount or \$10 delivery fee.

SERVICE STAFF AND ATTENDANTS

To ensure that your event is a success, catering staff will be provided for all served meals and some buffets at an additional cost.

THE CHARGE FOR EACH STAFF MEMBER IS:

Attendants/Waitstaff: \$33.00 per hour (minimum 5 hours)

Captain: \$41.00 per hour (minimum 5 hours)

Station Chefs: \$50.00 per hour (minimum 5 hours)

CATERING EQUIPMENT

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. The cost to replace any missing or damaged catering equipment or supplies will be charged to your account. For very large events, specialty equipment may need to be rented at an additional charge.

CHINA CHARGES

We provide eco-friendly products unless otherwise requested. We offer china service for any full-service event hosted in the Tyler Campus Center. China service outside this building is at an additional charge.

Full Meal Service and Silverware: \$5.00 per guest

Reception China and Silverware \$3.00 per guest

Coffee or Beverage China Service: \$2.00 per guest

FLORAL CHARGES

We will be happy to order, receive, and handle floral arrangements for you. For decorative requests, an additional fee will be determined in accordance with your specific needs.

LINENS

We provide linens for food and beverage tables at no charge. If you would like linens to be placed on guest tables for receptions, breaks, meeting tables and boxed lunches, there will be a \$6.00 charge for each tablecloth. The same applies to registration tables, name tags, head tables, and any additional table that will not be directly used for setup. We can also provide an array of napkin colors at no additional charge. Specialty linens are available upon request for an additional charge.

FOOD REMOVAL POLICY

Due to health regulations, it is the policy of Catering by Sodexo at Pepperdine University, that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event. We have partnered with Food Recovery Network Pepperdine Chapter to recover leftover food and donate it to nearby homeless shelters. If you would like to have your event recovered or to learn more about FRN, please email pepperdineFRN@gmail.com for details.