

Catering Order Guidelines

Submit completed order form within 1 week of your event. Any last minute orders will be subjected to availability. If you have any questions or concerns when placing your order we would be happy to help you, we can be reached at **506-474-8035** or via email catering@unb.ca.

Please ensure that the location and room are open and available 45 minutes prior to the start time of your event.

Please make arrangements with Facilities Management to have the tables you require ready and available at your event. If you are unsure about how many tables you will need we will be more than happy to offer assistance.

We also ask that you have garbage cans available at the location. All services are disposable and this will help in a quick and easy clean up after.

We will provide linen for the food tables only. Should you require linens, they can be provided for an extra cost.

Should an emergency arise with your order we can be reached at the following numbers:

Cindy McCoy – Catering Director - **506-447-3477**

Ramon Martillano – Catering Manager - **506-474-8035**

You will find a convenient check list below.

Catering Order Check List

- Order has been submitted and confirmed with all of the below information.
 - Name
 - Contact Information
 - Billing Information
 - Student Groups will require a Purchase Order Number or valid credit card when placing your order. Any external clients will require a valid credit card when placing your order.
 - Delivery & Pick Up Times
 - Location & Room Number
 - Number of Guests
 - Any Special Dietary needs
 - Extra Linen
 - Disposable or China
 - Any Special Set – Up requests
(ex. tables will be set up outside of room)
- Arrangements have been made to ensure location is accessible.
- Tables have been ordered and are at location.
- Garbage Cans are available at location.
- Any extra linen required ordered.