

Steps for Planning an Event

The following is a guide to planning a successful event. We recommend you start planning your event several weeks in advance this will allow us the time to properly prepare for your event and guarantee all your selections are available. Book your event us as soon as possible, even if all details are not finalized. This allows ample time for any special arrangements. Prices are subject to change; please contact the catering office for current pricing and availability.

1. Reserve a space for your event with the Lavin-Bernick Center for University Life at www.ems.tulane.edu.

2. Contact the Olive Blue office at (504) 865-5254 or catering@tulane.edu. Menu options can be found at www.tulanecatering.catertrax.com, or we can provide suggestions and customized menus.

3. When you contact the office, please have the following information readily at hand:

- Name of the group hosting the event
- Name of the event coordinator
- Address, phone and fax number of the coordinator
- Event date
- Number of participants
- Event location
- Beginning and ending times
- Budget parameters
- Menu ideas

4. Create an account at www.tulanecatering.catertrax.com. You can order catering directly from this site or by calling the catering office. Once all details are finalized, you will receive a banquet event order confirmation that includes all details arranged for your event. Upon receipt of the event form, review all of the items listed and click the green confirmation button in the email provided. This will serve as your contractual agreement.

5. Your final guest count must be submitted at least 72 hours prior to your event. Certain events may require a 5-day guarantee. Any changes to the guest count after receipt of the contract may be subject to additional charges.

6. Important points to know about event planning:

- All outside groups (those groups who do not possess a university account number) require an 80% deposit one week prior to the event. The remaining 20% will be due three business days prior to the event. These groups are also responsible for the appropriate taxes. If the group is tax exempt, the appropriate exemption form must be provided at the time of booking.
- Any food or beverage items left from an event are the property of the catering department. Due to federal and state liabilities, no food or beverages are permitted to leave the event.

***IMPORTANT NOTICE:** As of October 1, 2017, there will be a \$3.00 change request fee incurred on any changes within 72 hours of the event.