



Regent University Campus Catering

Procedural Guidelines



The following procedures provide **step-by-step** instructions to event planners requesting catering services for their special event.

1. Read the [Regent University Campus Catering Policy](#)
2. Obtain approval for on-campus catering services from your cost center manager/authorized signer.
3. Determine if the event is appropriate for the Regent Ordinary or the Founders Inn.
4. When using the Regent Ordinary the submission of the [Catering Request Form](#) is required. **Please note the following:**
 - Request forms must be submitted to the Regent Ordinary **two** weeks prior to event date in order for the Ordinary to best serve your event.
 - An estimate of the number of attendees is required at the time the request form is submitted. The final guaranteed count is due **five** days prior to event date.
 - Be sure to indicate in the form whether your menu is flexible.
 - After the form is submitted you will receive a copy of your catering request in the email inbox you provided in the form. Keep this for your records.
 - The Ordinary will respond to your request within **three** business days.
 - The Ordinary will forward you a copy of your original catering request. Within the forwarded request form there is an additional section titled “**Regent Ordinary Response**” where they will indicate whether the event is accepted, accepted with modifications or declined.
 - If ‘accepted’ or ‘accepted with modifications’ the event is placed in the Ordinary’s master calendar and an estimated cost provided to you. If event is declined, a reason will be included for your information.
 - At the conclusion of the event the Ordinary will determine the total cost to be charged to your budget cost center. Your original catering request will be forwarded back to you once again. The total cost information will be included in the section titled “**Business Office**” and copied to the business office so they can complete the interdepartmental transfer of funds.
5. If your request is declined by the Ordinary and the Founders Inn is not suitable for your event you may then use an outside caterer. The Purchasing department must **approve** all outside catering. A minimum of **three** comparative quotes are required. A contract or a banquet order is required. Please access the website <http://www.regent.edu/admin/admsrv/purchasing/catering.cfm> and contact the Purchasing department at paulcar@regent.edu with any questions.