**Libraries Staff Information**:
Services Provided by Library Event Services

This information sheet serves as a one stop shop for event resources library staff need to execute a successful event. Resources include the following:

- Event tips for a successful event!
- Catering Services provided by Library Events Staff
- Catering Process
- Catering Forms
- Sample Agenda
- Room Set up

**Event tips, key suggestions, and strategies to guide your event planning:**

- **Event Timeline**: Start by outlining a comprehensive timeline for your event, covering pre-event preparations, event execution, and post-event activities.
- **Budgeting**: Estimate your event expenses and establish a budget. Make sure you have your Cost Center number!
- **Venue Selection**: Secure your event venue by checking **Mazevo** for availability of preferred spaces.
- **Space Setup**: Consult the **Room Set-up Options** to efficiently plan the layout of your chosen space.
- **Technical Requirements**: Assess your event's technology needs using the Event Fees (link to technology services here) resource to ensure all technical aspects are covered.
- **Libraries Space Walk Thru-** Schedule a walk thru with Contracts and Events Coordinator Loretta M. Pequeño to make sure all your event needs are confirmed.

**Catering services provided by Library Events Staff**

These are the catering services we provide:

- Once you complete the **Library Culinary Coordination: Catering Request Form** we will promptly place your catering order.
- A confirmation email will then be sent to your department contact to ensure everything is set.
- We will reconfirm the details with the vendor 48 hours before your event to ensure perfection.
- Whenever possible, we will personally greet the caterer for your department to provide a warm welcome.
- All necessary forms will be efficiently submitted to the relevant campus stakeholders on your behalf.
- To best meet the needs of our catering partners and to accommodate our workloads and any unexpected circumstances, please allow sufficient lead time when placing orders.

**While we specialize in many areas, the following catering services are not part of our offerings:**

- Our focus is on providing exceptional service, so we encourage you to handle research and information gathering for your department's catering needs.
- While we don't handle researching quotes or dietary options from vendors, we're here to support you in other ways.
- **Electronic Official Occasion Event Form**, Agenda's and **Food Waiver** should be completed by your team.
- To ensure a smooth process, please submit all required forms to our office before placing orders.
- For the best experience, please place all orders through Library Events Services, as we cannot oversee independently made catering orders.

**Catering Process**

Organizational Operations is happy to assist with your department's food and catering requirements for upcoming events and meetings. Please utilize the "**Library Culinary Coordination: Catering Request Form**" to submit your catering requests. Kindly adhere to the instructions below when submitting your request:

1. For Maverick Catering orders, please submit your request at least 2 weeks before the event.
2. If opting for an external vendor, please provide us with a minimum lead time of 14 days before the event.
3. Ensure your chosen vendor is listed on our approved vendor list *(link to approved vendor list).*
4. If not utilizing Maverick Catering, please furnish a completed **Food Waiver**
5. Maverick catering utilizes a paper Official Occasion Event Form (*link here to form*).
6. Provide a comprehensive menu detailing food selection, quantities, and any dietary restrictions.
7. Include the agenda for your event (*link to sample agenda*)

**Catering Information**

Below are links to all catering information needed for your event.

- **Library Culinary Coordination: Catering Request Form** accordingly.
- Maverick Catering: Any catering orders made independently are not our responsibility. Please ensure all orders are placed through Library Events Services.
- *Approved Vendors* (link to list) list please consult this list before choosing an outside vendor.
- If a department wants to use a vendor that is not on the approved list, we are able to request a vendor to be approved. However, there are caveats to this avenue and will need to consult with Library Services. If we are requesting a vendor to become approved, a longer lead time is needed.
- **Electronic Official Occasion Event Form** (OOEF) **This new form is used for non-Maverick Catering or University club occasions.

    - Under certification, select only the bottom option, unless you are being reimbursed, then it is only the top option.
    - Under Approver- Kevin Schuck, unless you are being reimbursed, then it will be your name.
- Maverick Catering will need a paper copy of the OOEF.
    - *Link to paper OOEF*
- **Food Waiver** is needed if not using Maverick Catering.
- Agenda (*link to sample agenda*) Departments will need to submit an agenda along with the other required forms.
- Pepsi orders: Bonnie places a Pepsi order for the upcoming events at the first of the month. Be on the lookout for her emails.
    - 20 cases or $ 300 dollar minimum
    - Orders come in on Friday of the week ordered, if early in the week, if not then orders will arrive the following Friday.
    - We will order before the first of the month, if there is an event that meets the minimum time, please contact Library Services to decide.