

McLennan

COMMUNITY

COLLEGE

Catering Services at MCC (campus users)

Events at Northwood/Conference Center

Event Specialist/Event Planner will:

- Coordinate venue set-up
- Provide list of approved caterers
- Assist with menu selections
- Place final order with caterer

Department personnel will:

- Enter any necessary requisition
- Ensure that invoices for services are paid promptly
- Ensure budget is sufficient to pay for catering charges prior to contacting Events Specialist/Assistant Events Specialist
- Understand that charges for linens will be applied as necessary
- Contact Events Specialist/Assistant Events Specialist at least two weeks in advance of event to allow for sufficient planning
- Adhere to all venue guidelines

Events at other campus locations

Event Specialist/Event Planner will:

- Provide list of approved caterers
- Assist with menu selections, if requested
- Place final order with caterer

Department personnel:

- Coordinate venue set-up
- All applicable Department duties listed above apply