

# Great Western Dining

1964 Prairie Dell Road

DSSC 1<sup>st</sup> Floor

636-584-6719

[gwd@eastcentral.edu](mailto:gwd@eastcentral.edu)

If you are interested in booking an event with us, below are instructions on how to book catering services.

## East Central College employees and student organizations:

1. Book your meeting through Web Helpdesk, if applies.
2. See the [Catering Guide](#) and [Pricing Sheet](#). These are guides to help find what best suits your event. If you don't see something, please don't hesitate to ask, we can do almost anything.
3. Complete the [Catering Request Form](#) at least five (5) business days prior to the event, the event is not guaranteed to be accepted. Late fee may be applied. Email to [gwd@eastcentral.edu](mailto:gwd@eastcentral.edu).
4. Put the budget number on the form to assure we charge the correct department.
5. If Great Western Dining doesn't reply with an email to state form was received, please call the office at 636-584-6719.
6. Contact the catering office with a confirmed number in attendance for the catering 72 hours prior to the event.



