Great Western Dining

1964 Prairie Dell Road DSSC 1st Floor 636-584-6719

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 <u>Catering Guide</u> and <u>Pricing Sheet</u>. 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 <u>Catering Request Form</u> 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.
- 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.



Catering Request Form

Email form to gwd@eastcentral.edu

Food Service Director: Adriane McCaherty

Day of Event:		Date of Event:		
Department:		Contact Person:		
Time Event Begins:		Phone Number:		
GL Number:		Catering Budget An	nount:	
Requested Set-up Time:		E-Mail Address:		
Requested Break Down Time:		Location:		
Type of Event:		Estimated Attenda	nce:	
Check One:		Servers Needed:		
SERVED	BUFFET		YES	NO
Linen Needed:		Special Diets:	YES	NO
# of round tables:		Please Explain:		
# of rectangle tables:				

Upcharges will be assessed for special requested items such as biodegradable items, etc.

REQUESTED MENU (Be Specific as Possible)