

PLANNING YOUR EVENT

ROOM RESERVATIONS AND SET UP

All reservations for event locations and set ups should be made by contacting the Office of Operations and Scheduling in the Blackburn Center at 202.806.5978. Upon securing the event location, Sodexo Campus Dining can then assist you in drafting a floor plan to best suit your specific event.

HOURS OF OPERATION

Sodexo Campus Dining office hours of operation are Monday thru Friday, 8:30am – 5:00pm in accordance with the University calendar. Events scheduled on University closure periods or holidays may incur additional charges. To make changes to your event please call us at 202.865.0217.

GUARANTEES, PAYMENT, AND CANCELLATION

All campus groups or organizations should provide a signed and approved PO or Pcard to our offices 72 hours prior to the event date.

All outside groups or organizations are required to submit payment in full 72 hours prior to the event date in the form of Cashier's Check, Money Order, or Credit Card (AMEX, VISA, MC or DISCOVER). Events cancelled on the day of the event will incur expenses

STAFF, DELIVERY, AND RENTAL CHARGES

Wait Staff and Bartenders are scheduled in accordance with function duration at \$25.95 per hour at a six-hour minimum. Culinary Staff for On Site or Display Cooking are available at \$30.00 per hour. Staff and Bartenders are scheduled minimally 90 minutes prior to function start and minimally 60 minutes beyond function end according to the complexity of each event.

DELIVERIES

Deliveries are scheduled one half hour prior to the start of events. Due to the volume of events on given days, you may be scheduled for delivery as early as one hour prior to start of event with complexity of event taken into consideration. There is a \$25.00 delivery charge for all main campus events.

CHINA, DISPOSABLE LINENS, and FLOWERS

Quality plastic and paper products are included with every event. China is available upon request at an additional charge.

In-house linens for buffet tables are included in the price of event. All other tables requiring linen only will incur an additional charge, for example, guest tables, registration tables, and gift tables.

Please contact the catering office to discuss floral arrangements and pricing. Specialty linen tablecloths and napkins in an array of colors, floral prints, and seasonal designs are also available. Please feel free to make an appointment with the catering sales office to discuss specialty linens and /or other specialty items you may be considering to add ambiance to your event.

EVENT DURATION

Please be sure to take into consideration the beginning and concluding times for your events as we will schedule Staff, Deliveries, and Pickups accordingly. So that an extra cost is not incurred please note: You must submit the beginning and ending time for your event.

UNCONSUMED FOOD

All food and beverage are for immediate consumption, and Sodexo dining services and/or Howard University assume no responsibility for any improper handling.