

MOUNTAIN LION CATERING TIMELINE

4 MONTHS PRIOR TO EVENT

- Earliest catering quotes confirmed

1 MONTH BEFORE EVENT

- Last Day for Tasting
- Request for customized menus due

3 WEEKS PRIOR TO EVENT

- Special orders for table linen due

10 Days Prior to Event

- Exemption Request due
- Alcohol exemption forms due
- Last day to request catering
- Events placed less than 10 business days ahead of time will be charged a \$75 late fee if DHS is able to accommodate your request

1 WEEK BEFORE EVENT

- Last day to cancel custom menu for a full refund

3 Days Prior to event

- Finalized menu and guest count
- Zero balance invoice due for donated alcohol on LICENSED premises
- **Last day to cancel catering for a full refund**
- Last day to request Sharfs and Louie's Pizza extended catering

2 Days Prior to event

- Receipt for alcohol purchases must be submitted for UNLICENSED premises

EVENT DAY



Dining and Hospitality Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**