



MOUNTAIN LION CATERING

TIMELINE

4 MONTHS PRIOR TO EVENT

- The earliest catering quotes are confirmed

30 DAYS PRIOR TO EVENT

- Last day for tasting (event must have more than 200 people attending AND request a custom menu.

3 WEEKS

- Special orders for table linen are due
- Enhancement request are due
- Request for customized menus are due

2 WEEKS PRIOR TO EVENT

- Exemption Request are due

10 BUSINESS DAYS PRIOR TO EVENT

- Last day to request donation from DHS (Student clubs and organizations only)

7 BUSINESS DAYS PRIOR TO EVENT

- Alcohol Exemption forms are due
- Last day to request catering
- Last day to cancel CUSTOM MENU for full refund

5 DAYS PRIOR TO EVENT

- Events placed less than 5 business days will be charged
 - 1-100 guests = \$50
 - 101-300 guests = \$100
 - 301 + guest = \$250

3 BUSINESS 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

2 BUSINESS DAY PRIOR TO EVENT

- Receipt for alcohol purchases must be submitted for UNLICENSED premises

EVENT DAY