20/20 Catering: Planning Quick Guide

Student Union, 3rd Floor, Aisle B (Offices 326 & 329) | 414.229.3733 or 414.229.6691 | 2020-catering@uwm.edu
Please see the catering menu online for more detailed information: http://uwm.edu/dining/catering/

Event Space
- Contact Reservations and Events Planning Services x4828 to reserve space in the Union.
- To reserve space outside of the Student Union, contact the building’s facilities manager.
  - Access to the building/room location at least two hours prior to the event
  - Access to running water and electricity
  - Space is available for food service prep
  - Appropriate table space for the catering is available

Catering
- At least 30 days prior to the event meet with a catering coordinator to begin planning.
- Prior to meeting consider event title, date, location, time, guest count, menu style, & budget

Food Order & Menu Minimums
- Full service catering requires:
  - $50 food order (per service order) when held in the Student Union (Bolton & Lubar Hall)
  - $100 food order (per service order) when held outside of the Student Union
  - 15% labor charges + any Services & Fees
- Drop off Order requires (only asterisked menu items):
  - Main campus only
  - $50 food order
  - 10% labor fees + any Services & Fees
- Pick up Order requires (only asterisked menu items):
  - Client pick up from the 20/20 Catering Office
  - $25 food order
  - 5% labor fees + any Services & Fees
- Per person minimums:
  - 20 people for all buffets, stations, Nacho Bar break, Potato Bar break & plated meal
  - 50 people for Ice Cream Social break

Delivery Fee
A delivery fee of $50 will be assessed for all catered events off main campus.

Linen
- Indoor catered events includes tablecloths and skirting for the catering table(s).
- Additional linens for dining tables or other event tables can be ordered as follows:
  - Tablecloths = $7/each & Linen napkins = $.50/each

Décor & Floral Arrangements
- House décor is included at no additional charge for full service catered events.
- Live floral arrangements can be ordered and priced upon request.
Dinnerware
We have two options for dinnerware, which are priced as follows:

- Compostable dinnerware and utensils
  - Break/Reception/Station = $.35/per person
  - Buffet = $.90/per person
- China dinnerware and flatware
  - Break/Reception/Station = $1.50/per person
  - Buffet = $2.50/per person
  - Plated Meal = $3.50/per person
  - Bar Glassware = $1/per person, per hour

Planning a Plated Meal
- Two entree selections are available to meet the dietary needs of the group.
- A courtesy tasting we require at least 30 days’ notice.

Finalizing the Reservation (due by Noon on the 4th business day prior to the event):
- All changes to the reservation, final attendance, and payment (or acknowledgement of payment via the Payment Authorization & Event Justification Form).
- Late/Change Fee will be assessed based on the entirety of the reservation:
  - 3 business days prior to the event = 10% service fee
  - 2 business days prior to the event = 15% service fee
  - 1 business day prior to the event = 25% service fee

Food Handling
- For the safety of you and your guests, 20/20 Catering, in accordance with the Health Department and industry standards, does not allow the release of time temperature controlled leftover food to clients or guests.
- If time temperature controlled food has been removed from the event a possible Food Safety Violation Fee of $100 will be assessed on the final invoice. If any food items are removed without our knowledge or consent the client will assume full responsibility of any liability.

Bar Service
- UWM Restaurant Operations is responsible for all sales of alcoholic beverage.
- We feature local liquor, beer, and wines. Non-alcoholic beverages are always provided.
- Bar options:
  - Cash Bar: Guests pay for their own drinks. Client pays for bartender fees & any balance due on the bar minimum.
  - Tally Bar: The client is responsible for the cost of all drinks, bartender fees & any balance due on the bar minimum.
- Bar minimums:
  - $100 for full and limited bars in Student Union
  - $200 for full and limited service when held outside of the Student Union
- Two bartenders required with a minimum of 3 hours of service at $25/per bartender per hour.

Payment Authorization & Event Justification Form
- The Payment Authorization & Event Justification Form is acknowledgement of payment and policies as well as justification for serving food/beverages when a UWM department funding string is used for payment.
- Due by Noon on the 4th business day prior to the event