

## 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](mailto: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.
  - o For events outside of the Union it is the client's responsibility to confirm:
    - 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:
  - o \$50 food order (per service order) when held in the Student Union (Bolton & Lubar Hall)
  - o \$100 food order (per service order) when held outside of the Student Union
  - o 15% labor charges + any Services & Fees
- Drop off Order requires (only asterisked menu items):
  - o Main campus only
  - o \$50 food order
  - o 10% labor fees + any Services & Fees
- Pick up Order requires (only asterisked menu items):
  - o Client pick up from the 20/20 Catering Office
  - o \$25 food order
  - o 5% labor fees + any Services & Fees
- Per person minimums:
  - o 20 people for all buffets, stations, Nacho Bar break, Potato Bar break & plated meal
  - o 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:
  - o 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
  - o Break/Reception/Station = \$.35/per person
  - o Buffet = \$.90/per person
- China dinnerware and flatware
  - o Break/Reception/Station = \$1.50/per person
  - o Buffet = \$2.50/per person
  - o Plated Meal = \$3.50/per person
  - o 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 4<sup>th</sup> 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:
  - o 3 business days prior to the event = 10% service fee
  - o 2 business days prior to the event = 15% service fee
  - o 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:
  - o **Cash Bar**: Guests pay for their own drinks. Client pays for bartender fees & any balance due on the bar minimum.
  - o **Tally Bar**: The client is responsible for the cost of all drinks, bartender fees & any balance due on the bar minimum.
- Bar minimums:
  - o \$100 for full and limited bars in Student Union
  - o \$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 4<sup>th</sup> business day prior to the event