

BW Catering Presents A Guide to Ordering

Planning an Event ?

- ☐ Event Date Selected
- ☐ Check EMS for Building/Room Availability
- ☐ Confirmation from Event & Conference
- ☐ Services Received,
- ☐ Kim Roenn-Devney, kroennde@bw.edu

- ☐ Confirm Room Set up Needs
- ☐ Plan Food /Beverage: Contact BW Catering

Food & Beverage

- ☐ Refer to the BW Catering Menu and Service Guide

- ☐ Determine Type of Meal Needed (B-L-D)

- ☐ Determine Service Needed

- ☐ Submit your simple catering order to catering@bw.edu

- ☐ Questions? Call your catering department at 440-826-8160. We are happy to assist you.

Event Logistics & Campus Partners

- ☐ Contact Events & Conference Planner; Christie Davenport for all, contracts, & campus partner support, floorplans & logistics.
- ☐ cdavenpo@bw.edu

Custom Event Menu Design & Details

- ☐ When your event requires custom menu planning or extra special details, design & decor; contact Jeannie Vassanelli directly, she is delighted to assist you.

- jvassne@bw.edu
- ☐ o: 440-826-8167
- ☐ c: 440-596-9832

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Submitting Your Order

Client Information

- ☐ Your Name, Ph#, Email
- ☐ Department
- ☐ Event Name
- ☐ Account Number

Event Times

- ☐ Event Start Time
- ☐ Event Serving Time:
- ☐ Event End Time
- ☐ Event Pick Up Time

Event Details

- ☐ Event Date
- ☐ Event Location/ Room #
- ☐ Expected Guest Count

Service Type

- ☐ Delivery
- ☐ Drop off Plus Set Up
- ☐ Full Service, Waitstaff
- ☐ Pick Up

Food Selections

- ☐ Refer to Menu for Offerings
- ☐ Select Food & Beverage
- ☐ Note: Dietary Needs/Allergies?
- ☐ Submit Orders within the ordering guidelines to avoid additional fees
- ☐ Custom Orders or special bakery requests may require more time.

Extras

- ☐ Floral & Decor
- ☐ Linen
- ☐ Rentals

Notes:



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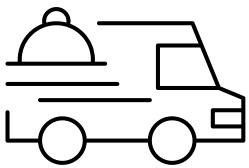
Contact:

Catering@bw.edu
440-826-8160

Catering Service Types



Delivery- On campus, no setup needed. Food arrives to you, ready to serve from disposable, sustainable packaging. Delivery fee applies.

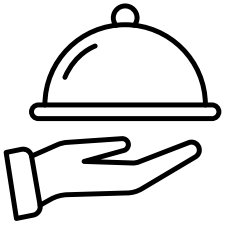


Drop Off Plus- On campus, delivery with set up and clean up. BW catering team member will deliver and set up foods with chafing dishes, serviceware and table linen for a complete buffet service. High quality reflections disposables are included.

Our friendly team member will return at the end of service for equipment pick up and clean up.

More
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Catering Service Types



Full Service- Professional Event Staff to serve you. Service includes delivery, buffet set up, service and clean up. Guests count and service style will determine number of staff required. Staffing is charged at an hourly rate per staff member.



Pick Up & Carry Out Orders- For small orders or those looking for the convenience of pick up, follow the same ordering process and your catering coordinator will direct you to pick up your fresh foods at the Colony Cafe. Some restrictions may apply.

BW Catering

catering@bw.edu

440-826-8160

Jeannie Vassanelli, director

jvassane@bw.edu

Renee Plataniotis, coordinator

rplatani@bw.edu

We look forward to assisting you soon!

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