

Planning for Up to Twenty-Five

Follow these easy steps....and remember, this event is YOUR responsibility from beginning to end!

In order for your food order (caterer drop-off) to be placed, please complete and e-mail to *event services*.

Event: _____

Date: _____

Location: _____

Time: _____

Purpose: _____ # of people: _____

Approved by:(a Dean or Andreas Ortmeyer)_____ Check_____ Charge_____

Contact: Name_____ Ext._____

Caterers: (10 person minimum)

The Barron www.barronsdeli.com 410-685-6959; fax 410-685-1039

Café on the Square 410-625-1441

Jay's Restaurant Group www.jaysdeli.com 410-685-3861; fax 410-837-8425

Santoni's (delivery) www.santonismarket.com 410-276-2990

Sascha's Gourmet Catering www.saschas.com 410-539-6103; fax 410-539-6105

Zannino's Catering www.zanninoscatering.com 410-284-8274; fax 410-284-2581

Moss Bay Café (coffee shop in law school) 410-706-2393

- Notify Law-facilities@law.umaryland.edu of room set up and number of people for beverages
- Advise security guard of delivery and give him/her your number to contact upon caterer arrival.
- Meet caterer to receive food
- Obtain invoice or receipt from caterer for processing and give directly to Joanne Macenko
- Set up food and clean up food
- Coffee makers and coffee supplies available through the Special Events Office
- **FOOD ORDERS WILL NOT BE PLACED UNLESS APPROVED. MENU, LIST OF INVITEES/RSVP'S, AND AGENDA MUST BE ATTACHED**