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/RSPV’S, AND AGENDA MUST BE ATTACHED**