



Ordering Food for your next event

We understand that running an organization takes a lot of work and dedication. We also understand that you put the same amount of energy into your events, such as your food drives and your drug awareness events etc. But, sometimes the stress of finding the right speakers, booking a room, and booking the right AV equipment can make us forget about ordering the appropriate food for our events.

Don't stress! Because, this does not have to be another tedious task after planning such a spectacular event!

- ❖ **The number one rule to follow when ordering food for people is paying attention to your audience, (the people who you are feeding). There should always be a variety of food that people can choose from. This means that vegetarians and non vegetarians should not feel left out. This is the most important factor to remember when ordering for your events even if you make the mistake of not ordering enough food or too much food.**

- ❖ **The number two rule to follow when ordering food is to understand the type of event you are planning. This may sound crazy but it can save you money and make your events seem well planned. If you're having a 3 hour event where people are coming dressed up to and awards are being given out then lunch boxes will not be appropriate.**

- ❖ **If you are having a seminar event and people are going to different rooms to learn about different topics and the people are only given 10 to 20 minutes to eat then a banquet, with chicken and pasta served on plates will not be appropriate. Having banquet food for a 10 minute lunch break can be a waste of money, especially since the people will probably spend their entire lunch break standing in line for the food. This is one of the main reasons why the food you order should be appropriate for your event.**

Remember whatever you order the people should have enough time to consume the food, and this should be incorporated into your event pamphlet!

You have just learned how to think about food, now you are ready to order. Good news awaits you because DePaul has a catering service that caters to all DePaul events. This catering company is called **Chartwells**. This means that the hard work is over. You do not have to look for a catering company for your on-events.

- ❖ **The good thing about Chartwells is that you do not have to look far for great food and prices. Chartwells has their food in different categories ranging for banquet style dishes (chicken parmesan, ravioli, rice, steak etc), seminar dishes (fruit platters, cheese platters, chicken platters etc) and outdoor dishes (hamburgers, fruit, chips, and soda etc). The good part of having Chartwells available to your organization is that you pay and order online. You may order from the No Frills menu for student organization only or you may order from the regular menu and Chartwells will set-up the food to your on-campus event. Chartwells cares about your time.**

You can connect onto Chartwells website by typing in DePaul catering service on DePaul home page or type in the website at [Http:// depaulcatering.com/](http://depaulcatering.com/)

You are not done yet!

How do I know how much food to order and when is the best time to order the food?

- ❖ **Knowing how to order the appropriate food for your event is important but knowing when to order the food and how much is also important. When ordering food for an event you want to have the number of people that will be attending your event. You want to save yourself a food disaster by ordering too much and ordering not enough.**

- ❖ **When you put your order in with Chartwells you want to place your order a week before the event so that Chartwells can plan adequately for you event and so that you can add something else if needed, to your order.**

- ❖ **Last but not least. Never order food for an event if you do not have the number of people who will be attending because you might be spending too much money with too much food left over and you might not order enough food. Remember to order your food according to how many people will be attending the event.**

- ❖ **There are three things your organization should remember.**
 - 1. Know your budget for catering**
 - 2. Remember that vegetarians and non vegetarians should not feel left out.**
 - 3. Order the appropriate food for your event**
 - 4. Order the food according to the number of people that will be attending your event.**

You are now ready to put your next event order in with Chartwells for another spectacular event. Good Luck!

[Http:// depaulcatering.com/](http://depaulcatering.com/)

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