



Events at GSU



Planning a catering event is quick and easy at Governors State University. Whether you just need a few snacks and beverages for a small staff meeting or your fundraising event requires custom arrangements, your on-site food service provider is here to help.

SUBMIT YOUR EVENT REQUISITION

The more information and notice we receive, the better capable we will be to ensure your event is successful!

The requisition and catering guide are available at www.govst.edu/dining.

EVENT PLANNING

Our Catering Managers will help to coordinate your order and ensure we are planning to provide exactly what you want.

APPROVE THE ARRANGEMENTS

Please review carefully as this will be what we plan for. Send us a quick email to catering@govst.edu confirming the plans are good to go!

EVENT DAY Enjoy Your Event!

www.govst.edu/dining
www.arenafoodservice.com/gsudining

ADVANCED BOOKING DISCOUNT

2 WEEKS PRIOR

To qualify your event for the Advanced Booking Discount you must submit your completed event requisition via email to the Catering Department at catering@govst.edu at least 2 weeks PRIOR to your event.

PROPOSAL REVIEW

We will send you a comprehensive proposal for your consideration PRIOR to your event. It's OK to make changes as needed!

SHOULD YOUR EVENT PLANS EXPERIENCE A MATERIAL CHANGE IN EVENT PARAMETERS CLOSER TO 5 DAYS PRIOR TO EVENT DAY, WE RESERVE THE RIGHT TO REMOVE THE ADVANCED BOOKING DISCOUNT FROM THE EVENT.

3 Days Prior

Please submit your final guest count or event revisions to our Catering Manager via email to catering@govst.edu or call x4496.

INVOICING AND FEEDBACK

An invoice will be submitted both to the person booking the event and the GSU Accounts Payable Department.

Don't forget to send back your feedback form to let us know how everything went!