HOW TO REQUEST CATERING SERVICES OR A CATERING WAIVER IN EMS

Updated: April 2019

Note: ALL catering requests must be submitted a minimum of 7 business days prior to your event, any requests within 7 business days require a call to UVM Dining Services.

If you would like to add Catering Services to an existing reservation, start on the home page and click on “MY EVENTS”

Then click on the reservation you would like to add the services to

Then click “Add Services”
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Under “Catering Menu”, select the account to be charged

Enter your order for UVM Dining

You can order for food, bar services, or linens

Catering hours of operation are Monday through Saturday 7am-7pm. Events booked outside of these hours will be subject to attendant fees. This applies to all venues on-campus.

If are not ordering from UVM Dining you can skip the Catering Menu section.
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If you are having your event catered by one of the University’s External Approved Caterers, select the appropriate caterer.

**NOTE:** Some campus locations are UVM Dining exclusive catering locations and external caterers are not permitted.

If your event is having food, but it is not being provided by UVM Dining or one of the External Approved Caterers, indicate that in the next section.

Some food requests may require a Catering Waiver. To request a waiver fill the required information, click on the check box to agree to the terms and conditions.

Fill out the required field telling us where you will set up the catering.
Click on “Next Step”

Select the booking(s) you want to add the services to

Then, select “Add Services”
Congratulations, you have added a request for Catering Services to your event!

To view or manage these services:

- go to “MY EVENTS” from the home page
- Select the reservation you want to see services for
- click “View Services” or “Manage Services”