

BEP

-

If a facility request indicates food served the client is notified immediately that we have an exclusive caterer and the caterer's information is forwarded to the client

If the client wants to use another caterer they must submit a request using the Approval Form designed for this purpose in November 2016. If approved the client is notified and documentation is filed in the Conference Center Working Files. If not approved the client is again referred to BEP

Event confirmation calls are made to all clients within two weeks to one month prior to the event date. One of the items addressed in the call (see call sheet) addresses the progress of their catering plans.

On November 15, 2017, we added a column to The Contract Log titled "Catering". This column documents the status of the event catering plan including notification dates.