



NCC Catering Procedures for Celebrations at Café 505

1. Review department budget to see if you have funds available for the purchase.
2. Look through the **Celebrations Catering Menu** for food selections and pricing.
3. Fill out the **NCC Catering Request Form** with all pertinent information regarding your event. *Please fill out this form completely to reduce processing time.*
4. Submit NCC Catering Request Form to ncc@celebrationsmenu.com
5. **Celebrations will confirm your order and send you an invoice via email.**
Once you receive your confirmation, the event is in the system and will occur as you have ordered it, at the correct time, place and for the requested number of people.
6. Once the event has occurred, you will need to submit the following information to the Business Office:
 - a. The invoice with **your** signature and the notation "OK to PAY" with the date submitted.
 - b. A copy of the original NCC Catering Request order form with department funding.
 - c. Back up documentation for your event (For example: event agenda, list of event attendees etc.)

If you have questions about your request, please contact *Celebrations at Café 505* via email: ncc@celebrationsmenu.com. Please allow a minimum of 2 weeks' notice for your event request, or your request may not be able to be accommodated. Please keep in mind that an extended notice period is greatly appreciated, as this will help make your event run as smoothly as possible.