CATERING 101

Do’s and Don’ts of Food Purchasing
#1: The Plymouth State Catering Department will cater any and all requests over $50.00.
#2: Student Organizations are allowed to purchase food from off-campus vendors if the food order does not exceed $300.00.
#3: If food purchases exceed $300.00, Student Organizations need to contact the Plymouth State Catering Department at least 5 days prior to their event.

Bake Sale Guidelines
#1: All baked goods must be student-made and not purchased from an off-campus vendor.
#2: Bake Sales cannot be held in Prospect Dining Hall, nor at any other Sodexo Food Service Operations.
#3: Sodexo Products cannot be co-mingled with student-made baked goods.

Beer, Wine & Cocktail Services
Sodexo holds the Liquor License for Plymouth State University. For student events that purchase bar services, Sodexo requires:

#1: A beer garden double sided perimeter.
#2: 14 day notice in order to notify the NH Liquor Commissioner of the event.
#3: All Liquor Services are accompanied with a “set-up” fee. This fee is waived if the proceeds of the bar exceed the set-up fee.

What Is the Client Responsible For?
#1: Catering orders should be placed 5 days before the actual event.
#2: Rooms must be reserved at least for 1 hour prior to the event and one hour after the event to allow for set-up and break down. Contact the building’s Facilities Manager to reserve rooms.
#3: Tables must be ordered through Facilities. It is standard to order 2-6ft tables unless the Caterer stipulates otherwise.

Visit the PSU Catering Website Today and Check Out the Updated Student Shoe String Menu
www.psu.catertrax.com

The Plymouth State University Catering Department is always here to help plan, design and execute Student Organizations’ events no matter the size or budget. Contact the Catering Department with any questions or requests- we look forward to working with you!

Email: catering@plymouth.edu
Call: 603-535-2379 or (mb) 603-254-5917