

CATERING REQUEST PROCESS

1. Requestor to use the catering request excel spreadsheet to produce a catering quote for the menu you are looking for and submit to Foodservices@norcocollege.edu. (Form has a drop down menu and it is linked to the Corral Catering Menu).
2. Please submit your request at least a week in advance to allow for planning and preparation. Large event caterings might need additional time for planning purposes.
3. Upon review of your order, food services will provide you with an Event number-E#
4. Requestor will check galaxy for department budget availability and enter internal requisition in Galaxy.
5. Requestor will provide requisition number to Food Services to finalize catering order. **(Refer to Catering Requisitions Galaxy steps)**
6. Please note: Minimum guaranteed number must be received **72 hours** in advance to allow for food preparation. **Your order is not confirmed until Food Services receives a requisition number.**
7. Submit a room/space reservation through **25 Live**, make sure to add your equipment (resources) needs request at the same time for media equipment, tables, chairs, canopies, etc.
8. Note: The corral has the first right of refusal. If the corral can't meet the group expectations, please e-mail **Director, College Business Services** [Esmeralda Abejar](#) to request approval to bring an outside vendor or to hold your food event outside of Norco College. Thank you for supporting Norco College Food Services Operation.