

**From:** Dining Services Catering <[Catering@uvm.edu](mailto:Catering@uvm.edu)>

**Sent:** Wednesday, August 25, 2021 10:10 AM

**Subject:** UVM Dining - Updates for Fall 2021



Welcome Back from the UVM Dining Catering Team!

Our team has been working hard this last year in feeding students in Quarantine/Isolation and is now getting our Catering program up and running. We have worked hard these past few months to ensure we meet the needs of our partners and of our students. We are making some adjustments to both our menu and to the types of service so that we can continue to meet both those needs.

We will be offering for Opening Week and staying in effect until September 20, 2021, a modified menu offering to ensure we can support programming and student experience-related events that are critical to the opening week at UVM. We are asking for kindness and flexibility when planning catering for your events over the next month. You will see a menu in EMS when you begin to plan your event called "Fall Opening Menu 2021". **We ask that you order exclusively from these menus for catered events between now and September 20<sup>th</sup>.** We also encourage you to speak with your catering coordinator regarding pick-up options for smaller group events, and get your delivery fee waived!

You will also find some new policies when placing your catering orders starting October 1, 2021. Our hope is that these updates will allow our catering team the ability to continue to provide outstanding service to all of our guests. We have implemented a Last-Minute Flat Fee for orders placed less than 5 business days before an event. You will also see a Premium Fee applied to existing catering orders that increase guests count guarantees within our 3-day minimum time frame. Additionally, we will continue our policy of a 15 guest count minimum for all orders, but have implemented a \$5.00 charge per guest if you do wish to place an order under that minimum. We continue to encourage you to place your catering orders and make your Event Reservations directly through the Event Management Portal on the UVM Event Services Website and to reach out to the wonderful University Event Services team for assistance with booking your events through the Event Management Portal.

We so look forward to hearing from all of you in the upcoming weeks and getting back to business as usual!

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