

Glenn College Tips for Ordering Catering

Tips & Best Practices

Selecting a Menu

- Choose a caterer and menu based on the **time of day** (breakfast, lunch, dinner, appetizers, etc...).
- The **number of attendees** may determine what kind of food you can/should order.
 - Buffet-style meals are usually not realistic for very small groups – most caterers will require a **minimum of 10 for buffet-style meals**. Boxed meals are best for groups under 10.
 - Select “crowd-friendly” items with minimal variety.
 - You cannot control how much people serve themselves from a buffet, so selecting fewer items can help ensure larger quantities of each item so they do not run out before everyone has gone through the line.
- Collect **dietary restrictions** from attendees whenever possible; and if you cannot, consider selecting (at least some) menu items that accommodate common restrictions including:
 - **Vegan** - by definition, will also accommodate **Vegetarian, Pescatarian and Dairy-Free** diets.
 - **Gluten-Free** - select rice or potatoes instead of pasta or bread.
 - **Kosher and Halal** - some menu items can accommodate these religious requirements.
 - Due to **serious allergies and religious requirements**, always confirm these restrictions with your caterer for each menu item.

Health & Safety

- Due to serious allergies (and religious requirements), **all items should be labeled** with important dietary information. Ask your caterer to provide food labels, or plan to print them.
- Keep your food at a **safe temperature** to protect from foodborne illnesses. The longer food sits out, the greater the risk that bacteria will begin to grow on your food.
 - 2 hours is a standard safe service time – after this time, food should be moved to refrigeration.
 - Full-service caterers will provide staff who will monitor food safety during service.
 - Caterers are legally responsible for food safety and therefore reserve the right to not let you keep leftovers.
 - Leftovers, though popular among those who work and study in Page Hall, may not be safe to consume. Eat at your own risk.

Courtesy

- Page Hall rooms must be cleaned after your meeting or event. Remember to:
 - Remove all leftover food and service items (utensils, cups, etc.).
 - Remove added tables/linen - coordinate with the Events staff for assistance.
 - Wipe down tables to remove food / crumbs.
 - Vacuum if crumbs etc. have fallen to the floor - see Events or Admin staff for a vacuum.
 - Remove all food trash from meeting rooms! The custodial staff does not remove trash from the meeting rooms daily.
- Leftovers
 - Leftover food can be shared with Page Hall faculty/staff/students by placing it in a common area, such as a kitchenette. If you do, **you are still responsible for disposing of the food** at the end of the day, or for covering or refrigerating items that can be eaten the next day.

Recommended Caterers

[Milo's \(merged with Graze\)](#)

Contact: Stevi@cateringbymilos.com or 614-224-0272

Great for:

- Hot breakfast & coffee
- Lunch or dinner buffets
- Appetizers / hors d'oeuvres
- Fancy dessert trays (ex: Scarlet & Gray tray)

[University Catering](#)

Contact: catering@osu.edu or 614-688-3562

Great for:

- Full service, staffed catered meals
- Upscale presentation (metal chaffers, china, etc. instead of disposable)
- Bar service (see Elaine for alcohol approval process)

[Freedom a la Cart](#)

Contact: info@freedomalacart.org or 614-992-3252

Great for:

- Continental breakfast & coffee
- Boxed Lunches
- Fancy appetizer trays and dessert trays

[Adriatico's](#)

Contact: contactus@adriaticososu.com or

614-421-2300

Great for:

- Inexpensive, casual lunch or dinner
 - Pizza and salad

[Buckeye Donuts](#)

Contact: [Order delivery online](#) or 614-291-3923

Great for:

- Inexpensive, casual breakfast
 - Donuts and coffee

[Noodles & Co.](#)

Contact: [Order delivery online](#) or 614-453-1095

Great for:

- Hot lunch or dinner buffet
- Comforting food with vegetarian and gluten-free options

[Q'Doba](#)

Contact: [Order delivery online](#) or 888-736-2224

Great for:

- Hot lunch or dinner buffet
- Comforting food with vegetarian and gluten-free options

[Panera](#)

Contact: [Order delivery online](#)

Great for:

- Breakfast pastries, bagels, and coffee
- Boxed lunches