

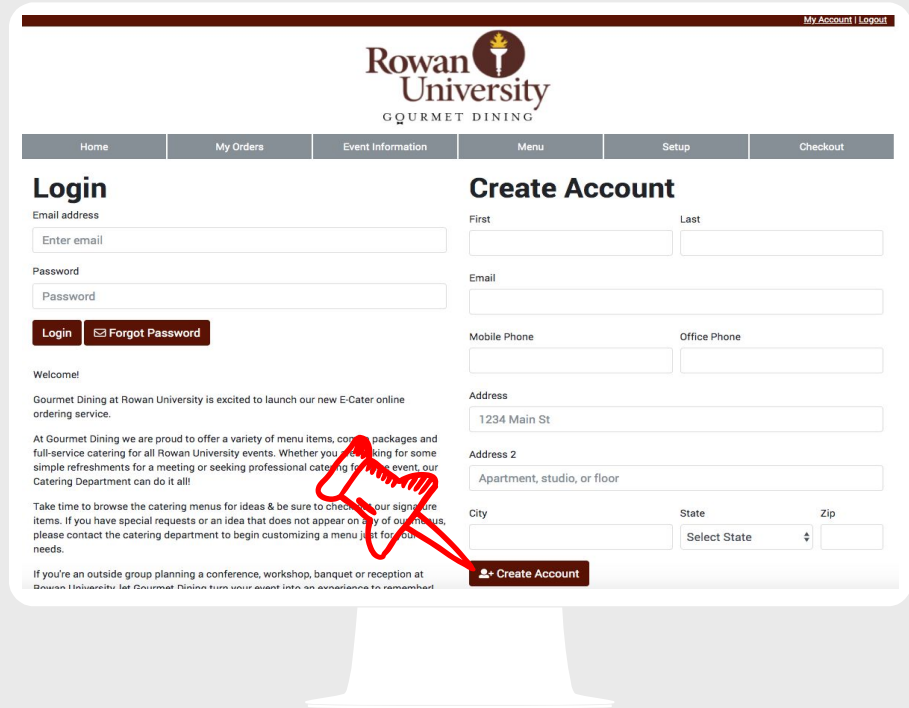


Rowan Event Resource Guide

Food Orders

Any food for campus events must be ordered through Gourmet Dining (*unless following the bake sale guidelines*). To place a catering order from Gourmet Dining, go to **go.rowan.edu/DiningOrder** and follow the instructions on the next slide.

Food Orders



My Account | Logout

Rowan University
GOURMET DINING

Home My Orders Event Information Menu Setup Checkout

Login

Email address

Password

[Login](#) [Forgot Password](#)

Welcome!

Gourmet Dining at Rowan University is excited to launch our new E-Cater online ordering service.

At Gourmet Dining we are proud to offer a variety of menu items, complete packages and full-service catering for all Rowan University events. Whether you are looking for some simple refreshments for a meeting or seeking professional catering for a large event, our Catering Department can do it all!

Take time to browse the catering menus for ideas & be sure to check your signature items. If you have special requests or an idea that does not appear on any of our menus, please contact the catering department to begin customizing a menu just for your needs.

If you're an outside group planning a conference, workshop, banquet or reception at Rowan University, let Gourmet Dining turn your event into an experience to remember.

Create Account

First
Last

Email

Mobile Phone Office Phone

Address

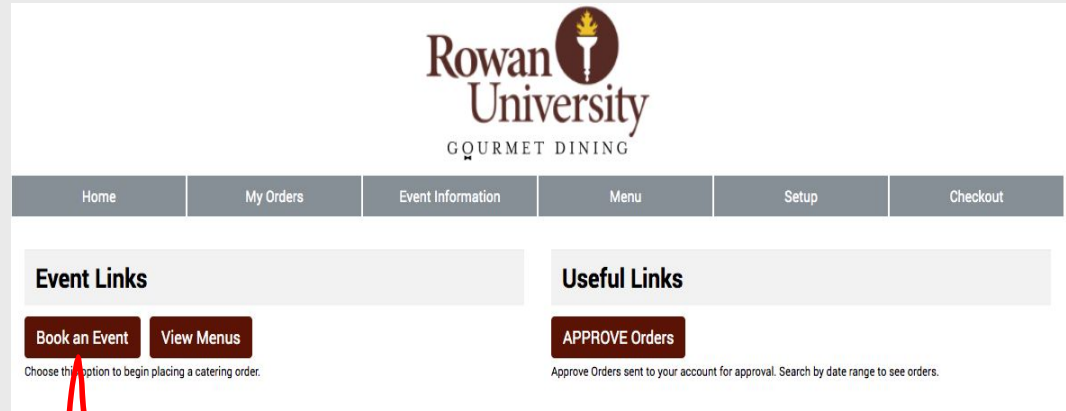
Address 2

City State Zip

[Create Account](#)

- Create an account on E-Cater with your Rowan Email Address

Food Orders



- Select “Book an Event”
- Fill out ALL fields regarding your event

Food Orders

FUND: **90000**

Org #: *Your club's bank
account number
(found on ProfLink
under your finance
tab)*

ACCT: **7200**

Program: **30**

Dept: **n/a**

- The “Billing Information” should be filled out accordingly (For all SGA Organizations)

Food Orders

Home	My Orders	Event Information	Menu	Setup	Checkout
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Order #28634

China, Glassware, Upgraded Plastics	Action Stations and Displays	Alcohol	BBQ Menu
Beverages	Boxed Breakfast/Lunch	Breakfast and Brunch	Bakery
Buffets of the World	Build-A-Sandwich and Individual Wraps	Custom Menu Request	GDS BUDGET BUFFET
Hors d Oeuvres Cocktail Reception	Hors D Oeuvres Individual	Hot Buffet (Create Your Own)	Hand-Spun NY Style Pizza
Linens, Rentals and Floral Arrangements	Party Favorites	Service Staff	Snack Packs
Signature Combos (Lunch or Dinner)	Student Menu	Staff	VIP Lunch Packages
VIP Plated Meals	Upscale Sandwich Packages		

P.S. - "Student Menu" offers special lower cost options that only students may utilize!

- Choose from multiple menus
- Proceed to Checkout

Food Orders

To use a vendor other than Gourmet Dining for food
you must fill out a catering waiver at

go.rowan.edu/DiningWaiver

**If your order total is over \$100, you must either order through
Gourmet Dining or fill out the above catering waiver**

*Please contact Nicole Bowen at nbowen@gourmetdiningllc.com or at 856.256.4610 to place a
catering order.*

General Building and University Policies

- The sponsoring organization understands that directions from Campus Police and Public Safety, the assigned facility manager, and advisor must be adhered to at all times.
- The sponsoring organization is responsible for distributing and collecting all necessary waivers (if applicable) for their event.
- All organization representatives and attendees must abide by facility, special event, and Rowan University policies. See https://sites.rowan.edu/studentcenter/plan_an_event/index.html for some of these key policies
- Attendees are expected to vacate the event space immediately at the conclusion of the event reservation time in a respectable manner with consideration for the safety of all guests and staff.
- The sponsoring organization is responsible for their attendees. If event attendees cause a disruption, the event could be ended early.

General Building and University Policies

- Failure to return the reserved space in the same condition that it was issued may result in a cleaning/repair fee assessed to your organization.
- Student organizations needing to cancel events must do so by contacting me or the appropriate venue directly 5 business days in advance of the scheduled event. Other facilities may have additional cancellation requirements.
- Please be respectful to all other individuals that your event may affect. All music played should be radio edited and should be played at an acceptable level.
- Failure of the sponsoring group, or attendees, to adhere to any of the above or posted responsibilities and procedures may result in immediate termination of the event and/or the sponsoring organization's loss of Rowan University facility reservation privileges for a minimum of one semester.

Contact Information



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If you have any questions regarding anything in this document or event planning, recommendations for additions, or otherwise, feel free to email your respective event consultant (located in your roster on ProfLink)