

Guidelines are set per event and menu type:

Custom Menu & Request with Alcohol

| Description | Ordering Timeline | Order format | Late Fee |
|--|--|--|---|
| Custom menu, with or without enhanced presentation, attention & sourcing | 6 weeks advance notice, menu set one month prior to event. | Email: catering@oxy.edu | Menu set less than 1 month's notice - 10% late charge Menu Set Less than 2 week's notice - 20% late charge |

Standard Menu (Hot or Cold Meals) & Hors d'oeuvres (Cocktail Receptions)

| Description | Ordering Timeline | Order format | Late Fee |
|--|--|----------------------|---|
| Order from published menu or without enhanced presentation, attention & sourcing | 4 weeks advance notice, menu set 2 weeks prior to event. | Submit via Catertrax | Menu set less than 1 month's notice - 10% late charge |

Standard Menu (Cold Meals ex. Salads, Sandwiches) & Refreshment Orders

| Description | Ordering Timeline | Order format | Late Fee |
|--|--|----------------------|---|
| Order from published menu or without enhanced presentation, attention & sourcing | 2 weeks advance notice, menu set 1 weeks prior to event. | Submit via Catertrax | Menu set less than 5 business days notice - 10% late charge |

Refreshment & Equipment Orders

| Description | Ordering Timeline | Order format | Late Fee |
|--|---|----------------------|---|
| Order from published menu. Unstaffed, delivered or picked up | 10 business days advance notice, menu set 1 weeks prior to event. | Submit via Catertrax | Menu set less than 5 business days notice - 10% late charge |

Emergency Orders

| Description | Ordering Timeline | Order format | Late Fee |
|--|---|--|----------|
| Event May Be declined. If accepted, menu limited to Chef's choice. | Less than 1 (24 hour) business day's notice | Email: catering@oxy.edu | 20% |