



## *Welcome to Sodexo Catering Services at the Northwestern University School of Law*

*In order to make the ordering process for your catered event more stream-lined and concise, we ask that you get to know the ordering process and your Sodexo team of catering professionals. Our team's philosophy is to provide a meeting and dining experience specialized to not only meet, but also exceed your expectations. Our team is committed to providing service and menu flexibility so that your event will be uniquely your own. Please take a moment to familiarize yourself with our event staff and the ordering procedures. We appreciate your business and will do whatever we can to make your event memorable, from start to finish. Here are the steps that will help you plan your next event with ease ...*

### **Getting Started**

*Event Planner, Jordan Marsh and Catering Director, Cali Bergold will work closely in partnership with you to customize your program, providing the highest level of food quality and service to assure the success of your event. Cali will meet with clients regarding menus, room set-up and special requests including specialty linens, floral, entertainment and other rental needs.*

### **The Process**

*The first step in planning an event is to reserve the space or room through the EMS system. We cannot accept any catering orders unless a reservation number is provided. Once the room has been confirmed, catering orders should be placed directly into EMS by you or an EMS-trained department designee. You may also call or email Jordan for booking assistance. You should receive a confirmation of receipt within 48 hours, acknowledging all charges you will incur based on the information provided at time of booking. Orders must be confirmed in writing indicating client approval of services and charges. Please note that all orders require a chart string number with an object code, or alternative form of payment in order to be processed.*

*If you do not receive a written confirmation of your event within 48 hours of booking, please contact Cali Bergold. A final guaranteed number of guests is required three business days prior to your event date. Sodexo will accept increases in guest counts up to 48 hours prior to the start of your event. Clients will be billed according to guarantee or actual number of guests in attendance, whichever is greater.*

### **The Final Event**

*Sebastian Bujak and Cali Bergold will oversee events on a daily basis. Sebastian, Cali, and the event staff will be on-site at events to address any concerns or last-minute requests. All event-day additions and changes will require a signature from the client who booked the event.*

### **Billing Procedures**

*All events will be invoiced each Monday following the date of the event. Invoices are based upon event confirmations and event day charges and additions per client request. In an effort to prevent multiple bills, all charges related to your event will be included on your Sodexo invoice. These include charges for moving furniture, flowers, linens, staff and rentals. You will not incur additional bills from third-party vendors.*

*If you have any questions regarding our services, or if we can be of any assistance with the ordering procedure, please do not hesitate to contact us.*

*Cali Bergold, Director, Catered Events  
Office: 312-503-7753 [cali.bergold@sodexo.com](mailto:cali.bergold@sodexo.com)*

*Jordan Marsh, Event Planner  
Office: 312-503-7751 [jordan.marsh@sodexo.com](mailto:jordan.marsh@sodexo.com)*

*Sebastian Bujak, Catering Manager  
Office: 312-503-3624 [Sebastian.bujak@sodexo.com](mailto:Sebastian.bujak@sodexo.com)*