

Catering Guidelines

Southeastern Catering

Those events requiring catering are to use Southeastern Catering as the exclusive provider in the Student Union. Each request will be deemed “catered” or “non-catered” once the Registration of Activity form has been submitted.

Southeastern Catering offers affordable options. Please contact Catering at (985) 549-3989 to discuss your options or visit www.southeasterncatering.com.

Catered events requiring setup must have a minimum catering order of \$250 to justify staffing outside of normal business operating hours. For events with catering orders under \$250, pick-up is available in the Mane Dish Restaurant via the cashier. Student organizations may purchase from the approved Student Menu. Menu available by request via email to catering@southeastern.edu.

Outside Food & Beverages

Groups requesting to bring in food from an outside source for Student Union events must have prior approval of the Director of Auxiliary Services in order to proceed. Such event requests will be considered on a case-by-case basis, and the event subject, size and purpose will be evaluated for approval. Should the organization not be required to purchase food from Southeastern Catering, the event is then subject to following the University’s food policies and procedures for student organizations and departmental units, as required by the Dean of Students.

Any tables used for food distribution or eating purposes must be covered. Custodians are required for any event with food held after-hours. See #9 under the “General Procedures” for the Student Union.

Student Organizations and Academic Departments are allowed to hold “potluck” events in the Student Union Ballroom, as long as it is a CLOSED event (only the members of the organization may be present and participate in the event), and the event is not considered a “fundraiser”.

Contact Information

If you have questions, please contact the Catering Staff as outlined below:

Southeastern Catering

Main Office

(985) 549-3989

catering@southeastern.edu

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Catering Director

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