

Metz Dining Services  
Procedures for Trinity Internal Department's catering requests  
As of March 28, 2023

**Step 1:**

Send an email to Metz General Manager Gilles Syglowski at [ma4035@metzcorp.com](mailto:ma4035@metzcorp.com), with copy to Annette Coram (Conference Services) and Dr. Karen Gerlach (Student Affairs) to request catering services for your event. Please submit requests at least 15 business days in advance.

Request must include:

- Department name
- Name of requestor
- Requestor phone and email
- Date of the event
- Time of the event
- Location of the event
- Menu items food, beverages and special requests
- Number of people
- Time of breakdown

**Step 2:**

Gilles, Metz will respond with a **Banquet Event Order (BEO) sheet**. This will include the details of your catering order along with the anticipated cost.

Use the BEO as an attachment on your Purchase Order Request form for approval through your Department Leader and the Business Office.

Send Gilles the P.O number as soon as you receive it, so that it can be associated with the invoice for billing purposes.

**Step 3:**

Finalize your set up request with Annette Coram to accommodate your catering needs

Submit your final numbers, and any menu changes 7 days prior the event.