

Southern Illinois University - Edwardsville
Catering With Wait Staff Service Order

Service:	4353198	Sponsor	Res ID:	223618
Service:	Served (4)	Daniels, Traci 618-530-9047		
Date:	11/7/2022 Mon	MUC Off Campus Group		
Service Time:	1:00 PM 2:30 PM	Box 1164		
Location:	MUC Magnolia Room	Edwardsville , IL 62026-1067		
Setup:	Standard/Fixed (4)			
Event:	AIT Celebration			
Event Type:	Catered Event	Billing Reference:	Invoice Client	
Event Time:	1:00 PM 2:30 PM	PO Number:	Tax Exempt Letter attached	
Event Coordinator:	Apponey, Patricia	Status:	Confirmed Det Pend - Catering	
Quantity Description		Unit Price		Amount

Setup Instructions

Standard fixed.

Description of Event

Complimentary Taste Testing for event scheduled on Dec. 10, 2022.

*	4 SPECIAL MENU	\$0.00	\$0.00
	COMPLIMENTARY TASTING		
	Fried Chicken		
	Beef Brisket (no BBQ Sauce)		
	Blackened Salmon		
	Lemon Pepper Broccoli		
	Seasoned Green Beans		
	Mashed Potatoes and Brown Gravy		
	Mini Quiche		
	Antipasta Skewer		
	Teriyaki Beef Skewer		
	Fruit Kabobs with Amaretto Dip		
	Apple Pie		
	Rolls and Butter		
	Iced Tea and Water		
		Total	\$0.00

* Indicates item changed within 0 day(s)

Southern Illinois University - Edwardsville
Catering Without Wait Staff Service Order

Service:	4351098	Sponsor	Res ID: 224489
Service:	Carry Out (25)	Hill, Christian 618-650-2686	
Date:	11/7/2022 Mon	Leadership Programs	
Service Time:	3:30 PM 4:15 PM	Box 1168	
Location:	MUC Event Services Office	SIUE	
Setup:	(1)	Edwardsville, IL 620261168	
Event:	Carry Out for Kimmel	US	
Event Type:	Carry Out Catering Order	Billing Reference:	Please Advise
Event Time:	3:30 PM 4:15 PM	PO Number:	
Event Coordinator:	Gardner, Eboni	Status:	Confirmed Det Pend - Catering

Quantity	Description	Unit Price	Amount
15% Late Fee Charge			
*Received order within 14 days of event - Received 10/27/22			
25	Assorted Chips	\$1.73	\$43.25
2	Cookies (Dozen) - Individually Wrapped	\$20.70	\$41.40
	Cookie Choice: Assorted		
	Assorted Cookie selection		
		Total	\$84.65

Southern Illinois University - Edwardsville

Catering Other Service Order

Service:	4267379	Sponsor	Res ID:	221002
Service:	Equipment Rental (13)	Delaney, Elizabeth 618-650-2686		
Date:	11/7/2022 Mon	Student Government		
Service Time:	5:00 PM 9:00 PM	Box 1168		
Location:	MUC Goshen Lounge and All Slates	SIUE		
Setup:	Conference, Open (U-shaped) (33)	Edwardsville, IL 620261168		
Event:	Student Government Senate Meeting	US		
Event Type:	Meeting	Billing Reference:	743021	
Event Time:	6:00 PM 9:00 PM	PO Number:		
Event Coordinator:	Hudson, Deloris	Status:	Confirmed	

Quantity	Description	Unit Price	Amount
----------	-------------	------------	--------

Setup Instructions

Conference U for 32

- 8 6x30 tables with 3 chairs - along north and south sides of sunken area
- 4 6x30 tables with 2 chairs - along west side of sunken area

- 1 6x30 tables with 1 chair - along end side of sunken area

Mixer in middle of U

See diagram:

<https://www.web.allseated.com/AllSeatedMini.cfm?extluid=BA082761-AF5A-4440-A0D8C9A951599F23>

13 Spandex 6x30 Black Only	\$6.50	\$84.50
	Total	\$84.50

Southern Illinois University - Edwardsville
Catering With Wait Staff Service Order

Service:	4324592	Sponsor	Res ID:	223257
Service:	Refreshments (49)	Reinhardt, Telisha N 618-650-3569		
Date:	11/9/2022 Wed	Enrollment Management		
Service Time:	10:30 AM 12:00 PM	Box 1610		
Location:	MUC Goshen Lounge and All Slates	SIUE		
Setup:	Theatre (rows w/ aisles) (49)	Edwardsville, IL 620261610		
Event:	Veterans' Week Kickoff	US		
Event Type:	Speaker or Lecture	Billing Reference:	743163	
Event Time:	10:30 AM 12:00 PM	PO Number:		
Event Coordinator:	Apponey, Patricia	Status:	Confirmed Det Pend - Conf	

	Quantity Description	Unit Price	Amount
--	----------------------	------------	--------

Setup Instructions

Silver Podium w/mic on west slate

Seating for 6 placed to right of speaker

U. S. Flag - right
Illinois State Flag - left

Theater seating for 40 in sunken area

South Slate (by Madison Room doors)
- 2 6x30 tables with 1 chair at each. Vendor will provide their own linen.

Catering
- 3 6x30 tables placed on east slate

Catering Clients Comments

Please provide napkins and forks

10	Assorted Muffins (4 oz)	\$1.99	\$19.90
10	Assorted Scones	\$1.99	\$19.90
10	Donuts, Assorted (Each)	\$1.69	\$16.90
10	Assorted Petite Danish	\$0.99	\$9.90
10	Cinnamon Rolls (Large)	\$1.99	\$19.90
20	Mixed Fruit Cup (9 oz)	\$2.50	\$50.00
25	Water, Bottled (20 oz./each)	\$3.00	\$75.00
	Total		\$211.50

Southern Illinois University - Edwardsville
Catering With Wait Staff Service Order

Service:	4350606	Sponsor	Res ID: 224435
Service:	Refreshments (20)	Thompson-Gibson, Lisa M 618-650-2842	
Date:	11/9/2022 Wed	Counseling Services	
Service Time:	11:30 AM 1:00 PM	Box 1154	
Location:	MUC Magnolia Room	SIUE	
Setup:	Standard/Fixed (20)	Edwardsville, IL 620261154	
Event:	Talk Saves Lives - Suicide Awareness and Prevention Presentation	US	
Event Type:	Presentation	Billing Reference:	743133
Event Time:	11:30 AM 1:30 PM	PO Number:	
Event Coordinator:	Tipton, Jarae	Status:	Confirmed

	Quantity Description	Unit Price	Amount
--	----------------------	------------	--------

Setup Instructions

Standard/Fixed

5 Pizza, Cheese - Individual (7.5")	\$11.99	\$59.95
2 Pizza, Gluten Free Cheese - Individual (7.5")	\$10.99	\$21.98
4 Pizza, Pepperoni - Individual (7.5")	\$11.99	\$47.96
4 Pizza, Sausage - Individual (7.5")	\$11.99	\$47.96
5 Pizza, Veggie - Individual (7.5")	\$11.99	\$59.95
2 Cookies - Dozen (Individually Wrapped) Assorted Cookies individually wrapped	\$18.00	\$36.00
20 Assorted Bottled Beverages (20 oz) Bottled Beverages: Assorted Bottled Beverages: Water Assorted Bottle Beverages including water	\$3.00	\$60.00

	Total	\$333.80
--	-------	----------

Southern Illinois University - Edwardsville
Catering With Wait Staff Service Order

Service:	4079293	Sponsor	Res ID:	213705
Service:	Buffet (96)	Delaney, Elizabeth 618-650-2686		
Date:	11/10/2022 Thu	Student Government		
Service Time:	11:30 AM 1:00 PM	Box 1168		
Location:	MUC Meridian Ballroom	SIUE		
Setup:	Round Tables (96)	Edwardsville, IL 620261168		
Event:	Student Government Veteran's Day Luncheon	US		
Event Type:	Catered Event	Billing Reference:	743021	
Event Time:	11:30 AM 1:00 PM	PO Number:		
Event Coordinator:	Apponey, Patricia	Status:	Confirmed Det Pend - Conf	
Quantity Description		Unit Price		Amount

Setup Instructions

Rounds for 96
- 12 rounds with 8 chairs at each (red tablecloths with white napkins)

Center aisle for Color Guard

Band Members -
- 5 Chairs

Extra Seating
- 2 sets of 7 chairs placed behind rounds for those attending who will not be eating.
(One set of 7 placed on each side of room.)

Podium w/mic
Water stand with complimentary bottled water next to podium

Pipe and Drape
- 25 ft of pipe and black drape Pipe and drape will run toward the northwest corner of the room.

Catering
- 2 sets of 3 6x30 tables
- 1 set of 2 6x30 tables

Catering Clients Comments

Please preset salads at each table.

Place Iced Tea and Water at table.

Agenda

11:30 AM	11:35 AM	Pledge of Allegiance
11:35 AM	11:40 AM	Words of Welcome
11:40 AM	11:50 AM	Lunch will begin
12:00 PM	12:15 PM	SIUE Brass Quintet
12:20 PM	12:50 PM	Keynote Speaker
12:50 PM	1:00 PM	Closing words

150	Down Home Buffet	\$14.99	\$2,248.50
	Garden Salad with Ranch or Italian Vinaigrette Salad Dressing		
	Mashed Potatoes with White Gravy		
	Southern Style Green Beans with Onions and Bacon		

Southern Illinois University - Edwardsville
Catering With Wait Staff Service Order

Service:	4079293	Sponsor	Res ID:	213705
Service:	Buffet (96)	Delaney, Elizabeth 618-650-2686		
Date:	11/10/2022 Thu	Student Government		

Macaroni & Cheese
Fried Chicken
Mostaccioli WITHOUT Meat Sauce
Biscuits with Honey and Butter
Chef's Choice of Dessert
Bottled Water, Bottled Tea and Soft Drinks

Total \$2,248.50

Southern Illinois University - Edwardsville
Catering Without Wait Staff Service Order

Service:	4353261	Sponsor	Res ID: 224417
Service:	Carry Out Delivery (25)	Lara-Cassen, Leticia V 618-650-2477	
Date:	11/10/2022 Thu	Office of the Chancellor	
Service Time:	12:45 PM 1:00 PM	Box 1151	
Location:	PH Peck Hall 1405 (Dr. Reed)	SIUE	
Setup:	(30)	Edwardsville, IL 620261151	
Event:	Prof Rembsy FAME	US	
Event Type:	Carry Out Catering Order	Billing Reference:	741066
Event Time:	11:30 AM 11:45 AM	PO Number:	
Event Coordinator:	Huebener, Gayle	Status:	Confirmed Det Pend - Conf

Quantity	Description	Unit Price	Amount
15% Late Fee Charge			
*Received order within 14 days of event. *Received order within 14 days of event - order received 10/28/22			
30	Assorted Bottled Beverages Soft Drink Selections: Assorted	\$3.45	\$103.50
20	Assorted Chips	\$1.73	\$34.60
*	15 SPECIAL MENU Brownie (Gluten-free)	\$2.70	\$40.50
*	15 SPECIAL MENU Rice Krispie Treat	\$2.70	\$40.50
20	Trail Mix	\$1.73	\$34.60
		Total	\$253.70

* Indicates item changed within 0 day(s)

Southern Illinois University - Edwardsville
Bar Service Outside the MC Service Order

Service:	4294424	Sponsor	Res ID:	221885
Service:	Host Bar	Hoversten, Veronica L 618-650-2541		
Date:	11/10/2022 Thu	School of Engineering (Admin)		
Service Time:	4:30 PM 7:00 PM	Box 1804		
Location:	EB Engineering Bldg. - Atrium	SIUE		
Setup:	Standard/Fixed (75)	Edwardsville, IL 62026-1804		
Event:	Enterprise Holdings Foundation VIP Reception			
Event Type:	Reception	Billing Reference:	787288	
Event Time:	4:30 PM 7:00 PM	PO Number:		
Event Coordinator:	Apponey, Patricia	Status:	Confirmed Det Pend - Conf	

Quantity	Description	Unit Price	Amount
1	Host Bar - Priced on Consumption	\$0.00	\$0.00
	Bar service is charged by the drink. There is a \$75.00 minimum charge for a Host Bar. Sponsors will be charged the greater of actual consumption or the minimum \$75.00 charge.		
	Soda/Bottled Water (Pepsi Products) - \$3.00		
	Wine - \$6.00		
	Mixed Drinks - \$7.00		
	Wine, Soda and Bottled Water only - PRICED ON CONSUMPTION		
1	Host Bar: Beer	\$2.00	\$2.00
	Corkage Fee - PRICED ON CONSUMPTION		
	CLIENT WILL BE USING DONATED BEER		
1	Host Bar - Set Up Fee	\$150.00	\$150.00
		Total	\$152.00

Southern Illinois University - Edwardsville

Catering Other Service Order

Service:	4294425	Sponsor	Res ID:	221885
Service:	Equipment Rental (10)	Hoversten, Veronica L 618-650-2541		
Date:	11/10/2022 Thu	School of Engineering (Admin)		
Service Time:	4:30 PM 7:00 PM	Box 1804		
Location:	EB Engineering Bldg. - Atrium	SIUE		
Setup:	Standard/Fixed (75)	Edwardsville, IL 62026-1804		
Event:	Enterprise Holdings Foundation VIP Reception			
Event Type:	Reception	Billing Reference:	787288	
Event Time:	4:30 PM 7:00 PM	PO Number:		
Event Coordinator:	Apponey, Patricia	Status:	Confirmed Det Pend - Conf	

Quantity	Description	Unit Price	Amount
1	China/Glassware Upgrade (OOB)	\$4.50	\$4.50
	China/Glassware is available as an upgrade at \$2.25 per person for menus which do not include it as outlined in the catering guide.		
	There will be an additional \$2.25 per person charge for china/glassware service Out of Building (total \$4.50)		
	Per client (Veronica Hoversten) - she only wants china for the food, not for the guests. An updated confirmation will be sent to the client after the event and will update the price for the china per catering's usage.		
		Total	\$4.50

Southern Illinois University - Edwardsville
Catering With Wait Staff Service Order

Service:	4294423	Sponsor	Res ID:	221885
Service:	Reception (75)	Hoversten, Veronica L 618-650-2541		
Date:	11/10/2022 Thu	School of Engineering (Admin)		
Service Time:	4:30 PM 7:00 PM	Box 1804		
Location:	EB Engineering Bldg. - Atrium	SIUE		
Setup:	Standard/Fixed (75)	Edwardsville, IL 62026-1804		
Event:	Enterprise Holdings Foundation VIP Reception			
Event Type:	Reception	Billing Reference:	787288	
Event Time:	4:30 PM 7:00 PM	PO Number:		
Event Coordinator:	Apponey, Patricia	Status:	Confirmed Det Pend - Conf	
Quantity	Description		Unit Price	Amount

VIP Event

Catering Set Up Instructions

Please use "platters or china" for the displays.
Client requesting tiered display trays for desserts (mini cheese cakes and brownies)
Client will be billed for the "china" usage since this event is out of building (for food displays only).

Catering Clients Comments

Client requesting 2 sterno cans per dish for the hot foods.

1	SPECIAL MENU	\$85.00	\$85.00
	Premium Charcuterie Board with Crackers		
	- Assorted Imported Cheese, Prosciutto, Capicola and Bresaola		
1	SPECIAL MENU	\$85.00	\$85.00
	Vegetarian Charcuterie Board with Crackers		
1	Antipasto Skewer (50 pieces)	\$49.99	\$49.99
	Artichoke, Mozzarella & Tomato Kabob		
1	Toasted Ravioli (50) with Marinara	\$43.99	\$43.99
	Ravioli Choices: Beef		
1	Spanakopita (50)	\$118.99	\$118.99
	Vegetarian appetizer with sauteed spinach and feta cheese wrapped in phyllo dough and baked.		
1	Sweet and Sour Meatballs (100)	\$37.49	\$37.49
	2 per person		
4	Brownies (minimum order 1 dozen)	\$11.99	\$47.96
1	Cupcakes - Basic/Dozen	\$11.99	\$11.99
	1 Doz. Chocolate Cupcakes - Bakers choice icing		
1	Cupcakes - Basic/Dozen	\$11.99	\$11.99
	1 Doz. White Cupcakes - Bakers choice icing		
Total			\$492.40

Southern Illinois University - Edwardsville

Catering Other Service Order

Service:	4326929	Sponsor	Res ID:	206708
Service:	Equipment Rental (10)	Brooks, Kelley 618-650-3705		
Date:	11/11/2022 Fri	Admissions		
Service Time:	8:00 AM 1:00 PM	Box 1600		
Location:	MUC Madison + Pre-Function. (MC 1044/1050)	SIUE		
Setup:	Theatre w/head table (150)	Edwardsville, IL 62026-1600		
Event:	Preview - Fall 2022			
Event Type:	Open House or Preview	Billing Reference:	725073	
Event Time:	9:00 AM 1:00 PM	PO Number:		
Event Coordinator:	Apponey, Patricia	Status:	Confirmed Det Pend - Conf	

Quantity	Description	Unit Price	Amount
----------	-------------	------------	--------

Setup Instructions

Pre-Function Room:

- 2 6x30 tables with 2 chairs at each in NW corner with red tablecloths and pole and base behind table. Will need access to power.
- 3 6x30 tables with 2 chairs at each along east wall with red tablecloths and pole and base behind table. Will need access to power.

Madison Room

Immediate right of entrance to Madison Room - Campus Tours

- 3 6x30 tables (in open U) with 2 chairs at each with red tablecloths and pole and base behind tables. Will need access to power.

Immediate left of entrance to Madison Room (north wall) - Housing Tour

- 1 6x30 tables with 2 chairs at each with red tablecloths and pole and base behind tables. Will need access to power.

Theater for 140 (facing stage)

South wall

- 12x16x32 stage with 2 sets of stairs
- Silver podium w/ goose neck microphone (centered on stage)
- Screen down

See diagram updated Oct. 3, 2022

<https://www.web.allseated.com/AllSeatedMini.cfm?extluid=14838020-A307-1316-D80CB5BCEF7AE754>
Agenda

8:00 AM	Client arrival
8:30 AM	Check-In Begins
9:00 AM	Doors open
9:00 AM 1:00 PM	Event Time - Starts/Concludes
1:00 PM	Client Tear Down Time

10	Tablecloth - Rectangle Table (54x114)	\$6.50	\$65.00
10	Red Tablecloths (5 placed on tables in Pre-Function Room) (5 placed on tables in Madison Room)		

Total	\$65.00
-------	---------

Southern Illinois University - Edwardsville
Catering With Wait Staff Service Order

Service:	4181928	Sponsor	Res ID: 217437
Service:	Refreshments (20)	Chappel, Diane K 618-650-2536	
Date:	11/11/2022 Fri	Office of the Vice Chancellor for Administration	
Service Time:	9:00 AM 12:00 PM	Box 1158	
Location:	MUC Magnolia Room	SIUE	
Setup:	Standard/Fixed (20)	Edwardsville, IL 62026-1158	
Event:	Parking and Traffic Meetings		
Event Type:	Meeting	Billing Reference:	754208
Event Time:	9:00 AM 12:00 PM	PO Number:	
Event Coordinator:	Apponey, Patricia	Status:	Confirmed

	Quantity Description	Unit Price	Amount
--	----------------------	------------	--------

Setup Instructions

Standard/fixed

Catering placed on credenza.

1	Coffee - Gallon (Serves 16) Flavor: Regular - includes: Cups, Creamer, Sugar, Stirrers	\$12.49	\$12.49
20	Water, Bottled (20 oz./each)	\$3.00	\$60.00
6	Assorted Bottled Beverages (20 oz) Bottled Beverages: Assorted 6- Assorted Soda's (include a couple of diet)	\$3.00	\$18.00
36	Cookies - Dozen (Individually Wrapped) Assorted Individually Wrapped Cookies - Peanut Butter - Chocolate Chip - Oatmeal and - Sugar	\$1.50	\$54.00
		Total	\$144.49

Southern Illinois University - Edwardsville

Catering Other Service Order

Service:	4348317	Sponsor	Res ID:	213773
Service:	Equipment Rental (3)	Brooks, Kelley 618-650-3705		
Date:	11/12/2022 Sat	Admissions		
Service Time:	7:00 AM 12:00 PM	Box 1600		
Location:	MUC Madison + Pre-Function. (MC 1044/1050)	SIUE		
Setup:	Stage with seating (404)	Edwardsville, IL 62026-1600		
Event:	Explore Excellence: School of Engineering			
Event Type:	Open House or Preview	Billing Reference:	721115	
Event Time:	7:00 AM 12:00 PM	PO Number:		
Event Coordinator:	Apponey, Patricia	Status:	Confirmed	

Quantity	Description	Unit Price	Amount
----------	-------------	------------	--------

Setup Instructions

12x16x32 stage on south wall
 Pre-Function Room
 - 2 6x30 tables with 2 chairs at each (Check-In Table) - with RED linen

Ballroom
 - 12x16x32 stage on south wall with 2 sets of stairs
 - Theater seating for 400 with center aisle
 - 1 6x30 table placed on floor in front of stage for Zoom purposes

Catering
 - 3 6x30 tables along north wall - beverage station
 - 3 6x30 tables along west wall - beverage station

Please see diagram updated Oct. 20, 2022
<https://www.web.allseated.com/AllSeatedMini.cfm?extluid=009DA4C4-0A57-F233-B7F09D90A59E99D2>

Agenda

7:00 AM		MUC Opened - Client arrival for set-up
8:00 AM		Check-In - Pre-Function Room
9:00 AM	9:30 AM	S. O. E. Overview - Madison Room
9:45 AM	10:15 AM	Breakout sessions - Various locations
9:45 AM	11:00 AM	Dept. Sessions - MRE
10:15 AM	10:30 AM	Break
10:30 AM	11:00 AM	Breakout Sessions - Various locations
11:00 AM		Leaving the MUC

3	Tablecloth - Rectangle Table (54x114)	\$6.50	\$19.50
	RED		
	- 2 in Pre-Function Room		
	- 1 on table in front of stage		

Total	\$19.50
-------	---------

Southern Illinois University - Edwardsville
Catering With Wait Staff Service Order

Service:	4348308	Sponsor	Res ID: 213773
Service:	Refreshments (400)	Brooks, Kelley 618-650-3705	
Date:	11/12/2022 Sat	Admissions	
Service Time:	8:00 AM 11:00 AM	Box 1600	
Location:	MUC Madison + Pre-Function. (MC 1044/1050)	SIUE	
Setup:	Stage with seating (404)	Edwardsville, IL 62026-1600	
Event:	Explore Excellence: School of Engineering		
Event Type:	Open House or Preview	Billing Reference:	721115
Event Time:	7:00 AM 12:00 PM	PO Number:	
Event Coordinator:	Apponey, Patricia	Status:	Confirmed

	Quantity Description	Unit Price	Amount
--	----------------------	------------	--------

Setup Instructions

12x16x32 stage on south wall
 Pre-Function Room
 - 2 6x30 tables with 2 chairs at each (Check-In Table) - with RED linen

Ballroom
 - 12x16x32 stage on south wall with 2 sets of stairs
 - Theater seating for 400 with center aisle
 - 1 6x30 table placed on floor in front of stage for Zoom purposes

Catering
 - 3 6x30 tables along north wall - beverage station
 - 3 6x30 tables along west wall - beverage station

Please see diagram updated Oct. 20, 2022
<https://www.web.allseated.com/AllSeatedMini.cfm?extluid=009DA4C4-0A57-F233-B7F09D90A59E99D2>

Agenda

7:00 AM		MUC Opened - Client arrival for set-up
8:00 AM		Check-In - Pre-Function Room
9:00 AM	9:30 AM	S. O. E. Overview - Madison Room
9:45 AM	10:15 AM	Breakout sessions - Various locations
9:45 AM	11:00 AM	Dept. Sessions - MRE
10:15 AM	10:30 AM	Break
10:30 AM	11:00 AM	Breakout Sessions - Various locations
11:00 AM		Leaving the MUC

5 Coffee - Gallon (Serves 16) Flavor: Regular	\$12.49	\$62.45
--	---------	---------

- includes: Cups, Creamer, Sugar, Stirrers

REPLENISHED AS NEEDED. CHARGED ON CONSUMPTION

4 Coffee - Gallon (Serves 16) Flavor: Decaf	\$12.49	\$49.96
--	---------	---------

- includes: Cups, Creamer, Sugar, Stirrers

Southern Illinois University - Edwardsville
Catering With Wait Staff Service Order

Service:	4348308	Sponsor	Res ID:	213773
Service:	Refreshments (400)	Brooks, Kelley 618-650-3705		
Date:	11/12/2022 Sat	Admissions		

REPLENISHED AS NEEDED. CHARGED ON CONSUMPTION

4	Tea Hot - Herbal and Regular (Gallon/16)	\$13.99	\$55.96
	Variety of Regular and Herbal Teas		

REPLENISHED AS NEEDED. CHARGED ON CONSUMPTION

200	Assorted Bottled Juice (16 oz)	\$3.00	\$600.00
	Juice Selections: Orange		

2	Water, Iced - 10 gal. cambro (serves 160)	\$15.00	\$30.00
	Includes cups.		

Total	\$798.37
-------	----------

Southern Illinois University - Edwardsville

Catering Other Service Order

Service:	4348325	Sponsor	Res ID:	213773
Service:	Equipment Rental (1)	Brooks, Kelley 618-650-3705		
Date:	11/12/2022 Sat	Admissions		
Service Time:	9:45 AM 11:00 AM	Box 1600		
Location:	MUC Hickory, Hackberry Room	SIUE		
Setup:	Theatre w/head table (121)	Edwardsville, IL 62026-1600		
Event:	Explore Engineering			
Event Type:	Open House or Preview	Billing Reference:	721115	
Event Time:	9:45 AM 11:00 AM	PO Number:		
Event Coordinator:	Apponey, Patricia	Status:	Confirmed	

Quantity	Description	Unit Price	Amount
----------	-------------	------------	--------

Setup Instructions

Theater for 120

Head Table for 1

- 1 6x30 table with 1 chair (wth black linen)

Wooden podium w/goose neck mic along north wall.

See diagram

<https://www.web.allseated.com/AllSeatedMini.cfm?extluid=009DA4C4-0A57-F233-B7F09D90A59E99D2>
Agenda

9:45 AM 10:15 AM Department Presentations

10:15 AM 10:30 AM Break

10:30 AM 11:00 AM Department Presentations

1 Spandex 6x30 Black Only	\$6.50	\$6.50
Placed on head table		

Total	\$6.50
-------	--------

Southern Illinois University - Edwardsville

Catering Other Service Order

Service:	4348341	Sponsor	Res ID:	213773
Service:	Equipment Rental (1)	Brooks, Kelley 618-650-3705		
Date:	11/12/2022 Sat	Admissions		
Service Time:	9:45 AM 11:00 AM	Box 1600		
Location:	MUC Illinois Room	SIUE		
Setup:	Theatre (rows w/ aisles) (61)	Edwardsville, IL 62026-1600		
Event:	Explore Engineering			
Event Type:	Open House or Preview	Billing Reference:	721115	
Event Time:	9:45 AM 11:00 AM	PO Number:		
Event Coordinator:	Apponey, Patricia	Status:	Confirmed	

Quantity	Description	Unit Price	Amount
----------	-------------	------------	--------

Setup Instructions

Theater for 60

Head Table for 1

- 1 6x30 table with 1 chair (with black spandex tablecloth)

Wooden podium along south wall

See diagram

<https://www.web.allseated.com/AllSeatedMini.cfm?extluid=009DA4C4-0A57-F233-B7F09D90A59E99D2>
Agenda

9:45 AM 10:15 AM Department Presentations

10:15 AM 10:30 AM Break

10:30 AM 11:00 AM Department Presentations

1 Spandex 6x30 Black Only	\$6.50	\$6.50
Placed on head table		

Total	\$6.50
-------	--------

Southern Illinois University - Edwardsville

Catering Other Service Order

Service:	4348346	Sponsor	Res ID:	213773
Service:	Equipment Rental (1)	Brooks, Kelley 618-650-3705		
Date:	11/12/2022 Sat	Admissions		
Service Time:	9:45 AM 11:00 AM	Box 1600		
Location:	MUC Maple, Dogwood Room	SIUE		
Setup:	Theatre w/head table (121)	Edwardsville, IL 62026-1600		
Event:	Explore Engineering			
Event Type:	Open House or Preview	Billing Reference:	721115	
Event Time:	9:45 AM 11:00 AM	PO Number:		
Event Coordinator:	Apponey, Patricia	Status:	Confirmed	

Quantity	Description	Unit Price	Amount
----------	-------------	------------	--------

Setup Instructions

Theater for 120

Head Table for 1

- 1 6x30 table with 1 chair (with black spandex tablecloth)

Silver podium w/mic

See diagram

<https://www.web.allseated.com/AllSeatedMini.cfm?extluid=009DA4C4-0A57-F233-B7F09D90A59E99D2>
Agenda

9:45 AM 10:15 AM Department Presentations

10:15 AM 10:30 AM Break

10:30 AM 11:00 AM Department Presentations

1 Spandex 6x30 Black Only	\$6.50	\$6.50
Placed on head table		

Total	\$6.50
-------	--------

Southern Illinois University - Edwardsville

Catering Other Service Order

Service:	4348354	Sponsor	Res ID:	213773
Service:	Equipment Rental (1)	Brooks, Kelley 618-650-3705		
Date:	11/12/2022 Sat	Admissions		
Service Time:	9:45 AM 11:00 AM	Box 1600		
Location:	MUC Mississippi Room	SIUE		
Setup:	Theatre w/head table (61)	Edwardsville, IL 62026-1600		
Event:	Explore Engineering			
Event Type:	Open House or Preview	Billing Reference:	721115	
Event Time:	9:45 AM 11:00 AM	PO Number:		
Event Coordinator:	Apponey, Patricia	Status:	Confirmed	

Quantity	Description	Unit Price	Amount
----------	-------------	------------	--------

Setup Instructions

Theater for 60

Head Table for 1

- 1 6x30 table with 1 chair (with black spandex tablecloth)

Wooden podium

See diagram

<https://www.web.allseated.com/AllSeatedMini.cfm?extluid=009DA4C4-0A57-F233-B7F09D90A59E99D2>
Agenda

9:45 AM 10:15 AM Department Presentations

10:15 AM 10:30 AM Break

10:30 AM 11:00 AM Department Presentations

1 Spandex 6x30 Black Only	\$6.50	\$6.50
Placed on head table		

Total	\$6.50
-------	--------

Southern Illinois University - Edwardsville

Catering Other Service Order

Service:	4348360	Sponsor	Res ID:	213773
Service:	Equipment Rental (1)	Brooks, Kelley 618-650-3705		
Date:	11/12/2022 Sat	Admissions		
Service Time:	9:45 AM 11:00 AM	Box 1600		
Location:	MUC Oak, Redbud Room	SIUE		
Setup:	Theatre (rows w/ aisles) (121)	Edwardsville, IL 62026-1600		
Event:	Explore Engineering			
Event Type:	Open House or Preview	Billing Reference:	721115	
Event Time:	9:45 AM 11:15 AM	PO Number:		
Event Coordinator:	Apponey, Patricia	Status:	Confirmed	

Quantity	Description	Unit Price	Amount
----------	-------------	------------	--------

Setup Instructions

Theater for 120

Head Table for 1

- 1 6x30 table with 1 chair (with black spandex tablecloth)

Wooden podium w/goose neck mic

See diagram

<https://www.web.allseated.com/AllSeatedMini.cfm?extluid=009DA4C4-0A57-F233-B7F09D90A59E99D2>
Agenda

9:45 AM 10:15 AM Department Presentations

10:15 AM 10:30 AM Break

10:30 AM 11:00 AM Department Presentations

1 Spandex 6x30 Black Only	\$6.50	\$6.50
Placed on head table		

Total	\$6.50
-------	--------