

**Subject:** Guidelines for On-Campus Catering during Hosted Conferences  
**From:** Events & Facility Management  
**To:** Faculty Event Coordinators  
**Date:** 11 October 2017  
**Category:** Operational Information

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Dear Colleagues,

To streamline catering logistics during university-hosted conferences, we have updated our guidelines for working with preferred on-campus and third-party vendors.

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### Scope of Update

These guidelines apply to:

- Catering for conferences held in university buildings
  - Events funded through research grants or department budgets
  - External vendor engagement for meals, receptions, or coffee breaks
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### Key Points

- **Pre-approval is not needed** for catering below €1,500
  - All orders must include **vendor invoice, cost breakdown, and event ID**
  - Alcohol service must be approved by Facility Risk Management
  - All catering receipts should be **submitted within 10 working days** post-event
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Please refer to the internal event portal for booking templates, preferred vendor lists, and FAQs.

Sincerely,

**Jens Holzer**

Head of Facility Operations