

Catering Policies and Procedures Global Hospitality Program Citi Gray, TN



Catering Order Process

Citi Gray Tennessee

- Catering inquires for Citi Gray, TN will be managed by onsite manager (Global Hospitality Staff Dining Team)
- 2. Please complete the attached catering order form and email

 Kelly Ledbetter

 ledbetter-Kelly@aramark.com
- 3. Global Hospitality Staff Dining Team will respond within 24 business hours for menu suggestions and billing information
- 4. Customer will receive confirmation email with order details
- 5. Customer will respond with order confirmation approval
- 6. Global Hospitality Staff Dining Team will manage ordering, delivery, audit and billing (credit card or GOC Code)
- 7. Once the event is completed Global Hospitality Staff Dining Team will complete billing process and send receipt to customer

For special requests or questions: Email: ledbetter-Kelly@aramark.com



Restaurant Partners (\$100 minimum)

Citi Gray Tennessee

Menus are for review only and are to be used as a reference. Orders must be placed through the Hospitality Services Onsite Manager.

Simm's Pizzeria

Pizza, baked pasta, build your own sub https://www.ezcater.com/catering/simms-pizzeria-johnson-city

Panera

Breakfast hot breakfast sandwiches, bagel and smear, fruit platter, coffee service Lunch Hot and cold sandwiches, soup, salads, assorted beverages https://catering.panerabread.com/menu/category/

Maple Street Biscuit Company

Breakfast sandwich platters, biscuits and spreads, coffee https://www.ezcater.com/catering/maple-street-biscuit-company-johnson-city

Olive Garden

Hot buffets, soups, salads, desserts, beverages www.olivegarden.com/catering

Main Street Café

Assorted sandwiches and wraps, hot entrees, build your own pasta https://www.ezcater.com/catering/main-street-catering-jonesborourgh

Chicken Salad Chick

Boxed lunches, sandwich platters, salad, soup https://www.ezcater.com/catering/chicken-salad-chick-13

Firehouse

Smoked BBQ, scratch made sides, homemade dessert www.thefirehouse.com/catering

Honey Baked Ham

Sandwich tray, sandwich boxed lunch, salad, dessert, beverages https://www.ezcater.com/catering/honeybaked-ham-johnson-city

Gourmet & Company

Gourmet sandwiches, soups, shareable appetizers https://gourmetandcompany.com/menus/lunch-menu/



Catering Order Form

Citi Gray Tennessee

For special requests or questions:

Email: ledbetter-Kelly@aramark.com

Name:
Phone Number:
Email:
Date of Event:
Time of event:
Number of attendees:
Restaurant selected (highlight): Simm's Pizzeria, Olive Garden, Panera, Chicken Salad Chick, Honey Baked Ham, Firehouse, Main Street Café, Maple Street Café, Gourmet and Company
Onsite contact for delivery:



Catering Standard Operating Procedure Citi Gray Tennessee

Policy applies to Citi Gray, TN location for all "Catering" Service requests.

- Onsite manager will be the single point of contact and will place all orders, provide approval and coordination of all catering needs with the site communicator/requestor
- Onsite manager will ensure compliance with all applicable Local & State laws, and compliance of Board of Health safety standards

Special Event Catering requests

- Any additional requests for catering onsite special events should be emailed to the onsite manager.
- In the event you have a special request for a particular local restaurant, requests must also include the following:
 - Vendor Name & Contact Information

Onsite Manager

Email: ledbetter-kelly@aramark.com

Onsite manager will process Citi GOC code for catering and special events

Citi Expense Management Policy (CEMP)

- Foodservice Supplier will ensure Catering and Special Events must be authorized by a Citi
 management employee prior to services rendered and comply with Citi's CEMP policy for catering
 and special events functions a function prospectus, indicating details of function, must be signed,
 and approved by Citi management representative. Total charges for event, as stated in the
 function prospectus, must match invoice amount, unless otherwise authorized.
- Per the Meetings & Events Policy, meetings, or events with an expense of \$5,000 or greater require NERF approval prior to entering any financial commitment (examples include signing a contract with a venue, purchasing tickets, reserving a speaker) or distributing "save the date" notices or invitations.

Hours of Service

Monday - Friday 8:00 AM to 4:00 PM

We can accommodate off hour functions with 72 business hours advance notice. Additional Charges may apply.

