



Kennesaw State University Hospitality Services Request

Request for services must be submitted no less than 7 days prior to event.

Request received 3 days or less will incur a 30% Rush Fee and are based on availability.

STEP 1: Book your event via the KSU Reservations Portal

Please visit the KSU Reservations Portal to book your event on campus. A KSU Reservations Portal confirmation number is required to submit a Catering Services Request.

If access to the KSU Reservations Portal is unavailable, please email events@kennesaw.edu.

STEP 2: Submit a Catering Services Request via CaterTrax

Visit the [CaterTrax portal](#) to submit a catering services request. In the rare event that access to CaterTrax is unavailable, clients may submit orders using the [Hospitality Services Catering Request Form](#) after reviewing the Hospitality Services Menu.

STEP 3: Approve and Confirm Quote

Clients will receive a quote from KSU Hospitality Services within 48 business hours. Approval and confirmation of services is required no less than seven (7) business days prior to the event.

STEP 4: Make Payment

An invoice for catering services will be emailed to client 3 business days following service.

The requestor is responsible for processing all invoices and ensuring timely payment to the caterer.

CATERING REFERENCE GUIDE

Approved Contracted Vendors

JD's BBQ, Time to Dine, Carlyle's

Refer to catering.kennesaw.edu/caterers to view ordering guidelines of each contracted caterer

1

Request Services

Department submits catering request to contracted caterer of choice.

2

Review and Approve Quote

Vendor sends quote to department for review and approval.

3

Confirmation

Upon confirming your order with the selected caterer, submit the Catering Services Confirmation Form no later than three business days prior to the event.

4

Payment

After services have been rendered, invoice will be provided to client from the vendor and must be submitted for processing upon receipt.

