

Catering at the TLPDC

General guidelines for catering

- While the TLPDC allows catering for events hosted in our facilities, we are not responsible for arranging and overseeing the catering for these events, including set-up and clean-up.
- Please let us know who will be providing/serving food.
- Fill out the *TLPDC Room Reservation Checklist* and return it to tlpdc.room.res@ttu.edu in advance so that we are able to set up any tables or other equipment that you may need.
- **Have at least one person available from the organizing office to:**
 - Be at the TLPDC when the food arrives to sign receipts/credit card slips and to answer all catering/set up questions from the caterer.
 - Assist guests at food tables. There may be multiple events taking place simultaneously. We have run in to problems where guests partake in food and drink that is meant for another event.
 - Arrange for clean-up after the event with either the caterer or organizing department.
- Ask for delivery of food within a reasonable amount of time prior to your event to allow for the event to begin as scheduled. Please recognize that other events may be going on prior to yours; therefore, flexibility and communication with the TLPDC will be necessary to ensure that everything is set up in time for your event.

Suggestions for successful catering:

- **When serving large groups:**
 - Please use disposable plates, napkins, cups and plasticware. This helps to cut down on noise.
 - Order easy-to-eat/finger foods.
- **Beverage options that work well:**

These must be provided by the organizing department/caterer. The TLPDC does not offer beverage services.

 - **Tea:** Try to offer both sweet and unsweet tea if possible.
 - **Bottled water**
 - **Canned sodas**
 - **Coffee and Hot Tea**
- **Include a vegetarian option if the menu allows for one.**
- **Please be sure to order extra food. This will allow for additional attendees. In our experience, there will be guests who do not register.**
- **Other items you may need:**
 - Disposable Plates, Napkins, Silverware
 - Ice
 - Coffee creamer
 - Sugar/artificial sweeteners
 - Stirrers
 - Salt & pepper
 - Serving utensils (tongs, spoons, pie server, cutting knife, small dippers for dressings)
- **Walk through your food area to see if the set up allows for things to flow smoothly and prevent congestion.**

Catering Suggestions:

- **Top Tier Catering:** A great option, but not required at the TLPDC. They deliver and clean up after the event. *Contact: 742-1966*
- **Potbelly:** They have really popular sandwich options and the boxed lunches are a staff favorite. *Contact: 747-5667*
- **Market Street:** Choices are endless. Their cookies, pasta salads, meat & cheese trays and fruit trays are very good. We usually pick up our own orders as their delivery fees are very high. They need 24 hours notice on most orders. *Contact: 788-2002 (19th & Quaker); 795-4468 (50th & Indiana).*
- **McAlister's:** They deliver; no delivery charge; no tipping allowed. Sandwich and wrap trays, and baked potatoes go over well. They also have a nice tossed salad and all of their desserts are excellent. They can provide everything, ice included. *Contact: 740-0022*
- **Jimmy Johns:** They make delicious sandwiches and the sandwich trays are great for large groups. *Contact: 740-0002*
- **Orlando's:** Party packs of spaghetti, lasagna, and salad, and sometimes use them for our pizza orders. They deliver, but charge a small delivery fee and expect a tip. *Ave Q location: 747-5998*
- **Pizza Hut:** Inexpensive, good quality food. They deliver but expect a tip. We have a very good relationship with the 19th Street location. *Contact: 749-8300*
[Pizza ordering formula: number of people x 2 ÷ 8 = number of [large pizzas to order.](#)]
- **Q'doba:** They have a great "build your own" burrito bowl hot bar as well as bagged lunches. The food is always fresh and the delivery for a hot bar includes set up. *Contact: 771-2411*
- **Ruby Tequila's:** Wonderful food, great service. Their portions are larger than normal. We usually get their fajita buffet. They will deliver and set up, and provide everything if you ask. *Contact: 747-7829*
- **Sugarbaker's:** Excellent option for cupcakes and other desserts. They have an extensive menu at reasonable costs. They do charge for delivery. *Contact: 797-0794*
- **Baked Bliss:** They have a wide variety of cookies and treats and they also do custom royal icing sugar cookies at an affordable price: *Contact: 784-2004*