



Office of Student Activities & Resource Center On-Campus Catering Ordering Guide

To access Catertrax: <https://nyu-twosquare.catertrax.com/>

- Last Name: Bahlman
- Email: nyuengrosarc@nyu.edu
- Password: Clubfood19!

To request catering:

- Click "Student Catering" on the menu bar
- Choose a category to view the menu
- Using the menu categories, choose which food items you would like
- Enter the quantity of food you wish to order
- Add any special instructions for your order (Example: Sandwich platter- Half vegetarian, other half no ham- just turkey)
- Click "Add to Cart" then continue if you are satisfied with your order.
 - If you would like to add more to your order, repeat the above process
- Click on your cart to review your order and Continue to start the checkout process

Checkout Process:

Step 1: Confirm Selection

- Make sure all items are in your cart along with any special instructions

Step 2: Event Information

- Choose the date of your event
 - Color Coded Notifications
 - Green- you are good to proceed with the request
 - Red- you have not given enough notice to request catering and you will need to call Catering to determine availability
- Select your delivery method- On-campus Delivery or Pick-up
- **On-campus Delivery**
 - Delivery/Pickup Details
 - Delivery Contact - must be the student who is in charge of receiving catering on the day of the event. This person **MUST** be present at the event.
 - Delivery Phone - delivery contact's cell phone number
 - Building: Enter the building you plan to hold your event in
 - Floor: Enter the expected floor your event will be on
 - Room Location: Enter the room number or name of room, you wish to have your event
 - Annual Event: select Yes or No
 - Serviceware: select Disposable or China (extra fees apply)
 - Special Instructions: Add any additional details about delivery, this is not a space for instructions for the order.
 - Event Details
 - *****IMPORTANT***** Order Name: Club Name & Event Name
 - Ex: AABE - General Body Meeting
 - This must match the Event Request name on NYU Engage
 - Event start time: Time the event starts

- Event Clean-up Time: Time event ends and cleanup can begin
- Guest Count: Expected Attendance at the event
- Tax Exempt: make sure this box is checked. Our tax exempt form is already on file.
- **Note:** If location and time is not confirmed by GA yet, enter the requested space and after confirmation the GA will update your catering request
- **Pick-up**
 - Delivery/Pickup Details
 - Pickup Contact - must be the student who is in charge of receiving catering on the day of the event. This person **MUST** be present at the event.
 - Pickup Phone - delivery contact's cell phone number
 - Event Details
 - *****IMPORTANT***** Order Name: Club Name & Event Name
 - Ex: AABE - General Body Meeting
 - This must match the Event Request name on NYU Engage
 - Earliest Pick-up Time: Earliest the club will pick up the catering from Jasper Kane
 - Latest Pick-up Time: Latest the club will pick up the catering from Jasper Kane
 - Guest Count: Expected Attendance at the event
 - Special Instructions: Add any additional details about delivery, this is not a space for instructions for the order.

Step 3: Order Summary

- Review quantity, delivery/pickup information, and any specialty instructions

Step 4: Payment Method

- Payment Method: All Clubs should be choosing Chartfield
- Chartfield Accounts: Enter **0** (OSARC will update after funding availability is verified and space reservations are approved)
- *****IMPORTANT***** CC: Additional People: Add your individual e-mail and/or club e-mail alias to have a copy of the request for your club records
- Click **"Place Your Order"** to complete the catering request.

Once a catering order has been entered, funding availability has been verified, and the event request has been confirmed, the Graduate Assistant will update the catering request and finalize the order.