

QUICK STEP GUIDE TO PLACING YOUR CATERED EVENTS

Sodexo has a contract with the University of Idaho that gives them right of first refusal to all on campus events. To have non-Sodexo food or alcohol on campus you must request an event waiver from Sodexo.

Events held off campus are not impacted by the contract with Sodexo and therefore you may choose any provider. Keep in mind there are liability implications for events held off campus so it is advised to confirm that provider meets the state insurance guidelines. If your University sponsored event is to include alcohol, please refer to the alcohol permit process.



1.

SCHEDULE AHEAD

Schedule as far ahead as possible. An additional fee will be applied for late orders (less than 10 days out).

2.

RESERVE

Book your Room contact:

208-885-6956
info@uidaho.edu

3.

CONNECT

Contact the Catering Office immediately:

catering@uidaho.edu
(208) 885-2576
(208) 885-6070

4.

ORDER

Place your order through:

<https://vandalscatering.catertrax.com>

If you have questions or issues with the website please email the info below and we will be happy to build your order for you.

5.

INFORMATION

Important information we will need to place your order:

Name • Group • Event Name • Location
Date • Time of the event • Number of guests • Allergens and dietary needs • Index Number for billing • Your Menu (most important)

6.

ALCOHOL

If you are planning on serving alcohol, please file your application immediately at:

<https://auxiliaries.uidaho.edu/AlcoholApplications/AAalcoholPermit-Guidelines.aspx>

We welcome meeting with you for customization of your menus, event, décor, ect. ...
We find that collaborating and meeting in person, about larger events, results in a more successful event.