



GEORGETOWN UNIVERSITY
School of Continuing Studies

**GEORGETOWN UNIVERSITY SCHOOL OF CONTINUING STUDIES (SCS)
CATERING GUIDELINES & PREFERRED VENDOR LIST**

Catering Guidelines

- Please inform SCS Events and/or Operations Team once catering is confirmed.
- In an effort to reduce waste, we ask that groups refrain from ordering boxed meals or any set-ups that require an excessive amount of supplies.
- In addition, we ask that event disposables be eco-friendly compostable or biodegradable, if possible.
- No food or beverage is permitted in SCS Auditorium or Mac Lab.
- All food must be set up outside of the event space.
- All catering must be removed from space at the conclusion of the event. Failure to dispose of items may result in a cleaning fee.

Full Service Caterers



Main Event Caterers

Tracy Toth
703.820.2028 ext. 236 (o)
tracy@maineventcaterers.com
maineventcaterers.com



RSVP Catering

Marsha Meltzer
703.573.8700 (o)
mmeltzer@RSVPcatering.com
RSVPcatering.com



Georgetown Catering

202.687.3395 (o)
catering@georgetowncatering.com
georgetowncatering.com



Windows Catering

Anne Movaghari
703.752.9416 (o)
amovaghari@catering.com
catering.com



Office Catering

Charlie Saxon
301.772.2323 (o)
csaxon@officecater.net
officecater.net



**W. Millar & Co.
CATERING**

W. Millar & Co. Catering

Jackson Rogers
202.387.2216 (o)
jrogers@wmillar.com
wmillar.com

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| |  <p>Dog Tag Bakery (202) 407-9609 dogtaginc.org</p> | |
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| Drop Off Caterers | | |
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| <p>Corner Bakery cornerbakerycafe.com/catering</p> | <p>Le Pain Quotidien catering.lepainquotidien.com</p> | <p>Monumental Food monumentalfood.com</p> |
| <p>Panera Bread catering.panerabread.com</p> | <p>Potbelly potbelly.com/catering</p> | |

| Audio Visual/Technology | |
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| <p>Audio Visual Optimum Audio 202.618.2017 sales@optimum-audio.com Optimum-Audio.com</p> <p>Photography Georgetown University Photography 202.687.3447 photographicservices@georgetown.edu</p> | <p>Videography Loud Communications Michael Ivan Schwartz 410.718.0344 michaelivan@loud-communications.com loud-communications.com</p> |

| Equipment Rentals | |
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| <p>Party Rental TeamDC1@partyrentalltd.com partyrentalltd.com/locations/dc.jsp</p> | <p>Perfect Settings sales@perfectsettings.com perfectsettings.com</p> |