

# Ordering Food for Events

To place a food order, each **Student Organization** needs to have a profile with Chartwells. If you have not done so already create a username and password for your **Student Organization**. Do **NOT** create one for individual officers in the organization. **Keep record of the log in credentials for future student organization leaders.**

1. Click **Carved and Crafted Catering** under the campus your event will take place.
2. Select the food items you would like to order and **enter the number of guests.**
3. Select the beverages and other items you would like to order and **enter the number of guests.**
  - a. **Make sure you do not order extra beverages and other items as some menu items like box lunches come with drinks and chips already included.**
4. If needed bartending, linens, and other items are listed under **Additional Services.**
5. **After adding all items, check cart to see if order is correct.**
6. Select the day of the event and **delivery or pick up.**
7. If delivery is selected, enter all requested information.
  - a. **Student Organization numbers are tax exempt.** Type "On file" in the tax exempt box.
8. **Check order summary to ensure all information is correct.**
9. Enter your Student Organization's Chartwells number.
10. Submit order and wait for confirmation.

**Note: if your order is \$250 or more you MUST use Chartwells. If your order is under \$250, you will need to pay and get reimbursed.**