

# KSU CATERING IS NOW KSU HOSPITALITY SERVICES

## Kennesaw State University Hospitality Services Request

Request for services must be submitted no less than 7 days prior to event.

Request received 3 days or less will incur a 30% Rush Fee and are based on availability.



### EMS Reservation

Request for services must be submitted when reserving event space in the EMS portal.

If access to the EMS portal is unavailable, the Hospitality Services Request Form can be submitted on-line.

### Review Quote

KSU Hospitality Services provides client with quote for review and applicable departmental/compliance approvals.

### Confirmation

Approval of quote must be received by KSU Hospitality Services no less than 7 days prior to the event.

Final headcount required at least 5 business days prior to event.

All communications must be received via email.

### Payment

Invoice will be provided to client 3 days following service