



OKLAHOMA CITY

Event Services

Putting the pieces together

Planning an Event?

OSU-OKC Campus Events & Wellness is here to help you! We are a one-stop shop for all things campus events related. (student/faculty/staff) and the community.

What we do:

- **Room reservations for conference rooms and academic rooms**
- **Provide guidance on how to plan and execute your event**
- **Support throughout the planning process and day of event**
- **Help with catering and dining services questions.**



Room Reservations

- All events outside of Banner must be booked through us.
- We let security, housekeeping, and maintenance know that the room is occupied.
- This ensures the room has heat or air, AV is turned on if needed, doors unlocked by campus security and housekeeping will clean the room after the event.
- Big take away: “If we don’t know, they don’t know”

Did you know we had things you can borrow?

- **Easels, table top easels**
- **Folding tables**
- **Folding chairs**
- **Black Partition (privacy screen)**
- **Power point clickers**
- **...and so much more. Feel free to ask, you never know.**

Catering

If your event requires food and beverages, we have a new catering program called America To Go (ATG).

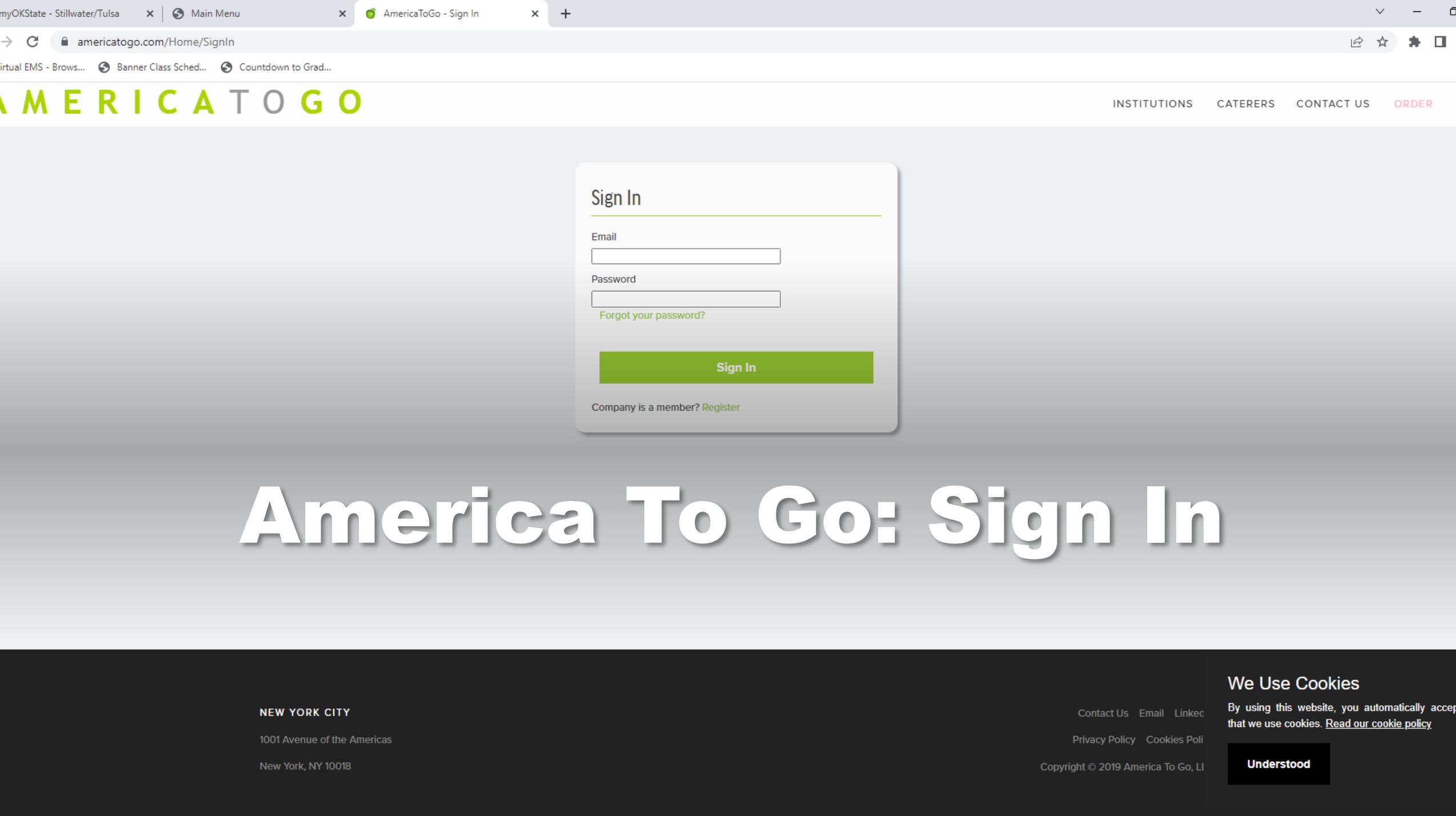
www.americatogo.com/home/signin

Select menu items from your favorite local restaurants and have them delivered to campus. Please remember to add utensils, plates, cups to order!

****Departments cannot use other restaurants, Walmart, Sam's and/or Crest to purchase food or paper products. American to Go is now our preferred processing of catering and food ordering**

If you need assistance ordering, please reach out to Phung or Bonnie and we will walk you through the process.





Sign In

Email

Password

[Forgot your password?](#)

Sign In

Company is a member? [Register](#)

America To Go: Sign In

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 1001 Avenue of the Americas
 New York, NY 10018

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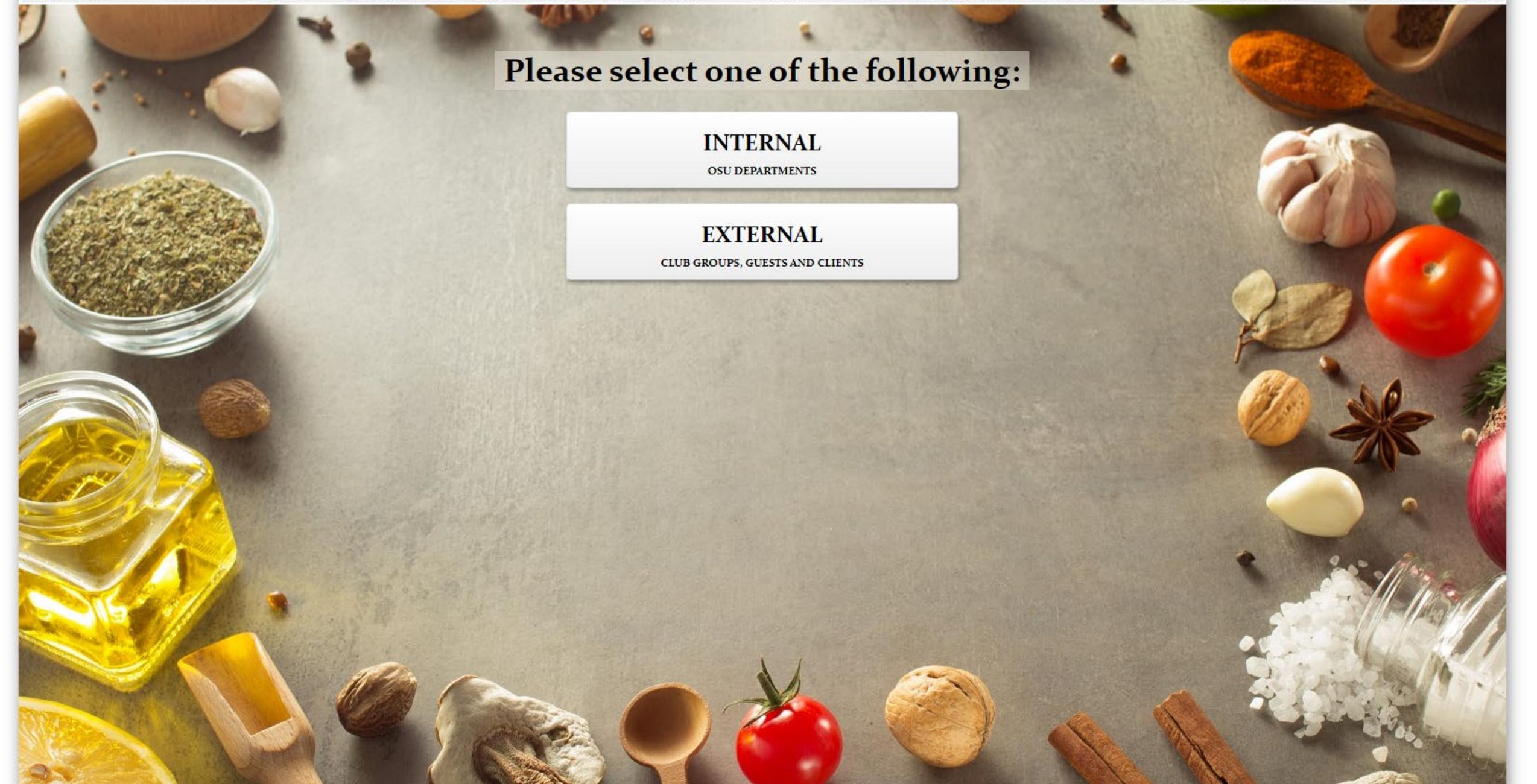
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Understood

Please select one of the following:

INTERNAL
OSU DEPARTMENTS

EXTERNAL
CLUB GROUPS, GUESTS AND CLIENTS



Your Order

Welcome, Bonnie!

1 Time

Ordering Options

Other Time ASAP Recurring

Select Specific Date and Time

July 2022

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12AM 12PM 11PM

Hour:

Minute:

Date/Time: 7/6/2022 08:35 AM NEXT

ATG HIGHLIGHTS



Reminders:

- Please remember to order utensils, plates, napkins, etc. from your vendor. OSU-OKC will not have any on hand.
- Personal orders: If ordering food for yourself or your office, you must order off the external tab and pay with your own credit card.
- Ledger 1 funds (ex. 6-1XXXXX) are not able to purchase food.

2 Location

3 Restaurant

4 Order

5 Check Out



Your Order **Welcome, Bonnie!**

- 1 Time** Fri, Jul 8 at 12:25pm
- 2 Location** 73107
- 3 Restaurant** 5 local restaurants match

Hours **Filter by Name**
 open Fri, Jul 8 at 12:25pm 5

Services
 delivers to you 5 catering 5

Features
 american 2 international 1 late night 1
 mexican 2 pizza 1

Prices **Ratings**
 no price rating 2 no rating
 \$ 1 1+ stars 1
 \$\$ 2 2+ stars 2
 \$\$\$ 3+ stars 1
 \$\$\$\$ 4+ stars
 \$\$\$\$\$ 5+ stars 1

Items **Minimum Order**

Lead Time

- 4 Order**
- 5 Check Out**

5 matching restaurants

sort by: Name view: More Detail

C2 Catering LLC 3801 SE 29th Street catering <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 Reviews on yelp	McAlister's Deli 6224 SW 3rd St catering <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 23 Reviews on yelp	On the Border 120 S Meridian Ave catering <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 87 Reviews on yelp	Pizza Hut 2823 S May Ave catering <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 6 Reviews on yelp	Qdoba Mexican Eats 6432 SW 3rd catering <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 28 Reviews on yelp
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0 non-matching restaurants

Custom Orders

- Please reach out to the restaurant vendor for any custom orders.
- Restaurant quotes will be sent to you, please make sure to forward the quote to Phung or Bonnie for processing.
- America to Go (ATG) will create an Invoice for the custom order
- America to Go (ATG) will email you the order for approval.
- Phung and Bonnie will take care of sending the order for signature through DocuSign and submitting for payment.
- Feel free to contact Phung or Bonnie if you need any help

Fun Fact

- **Campus Events oversees the following as well:**
 - **Snack and vending machines on campus. If you are having any issues with them, please let us know.**
 - **MidFirst bank ATM: if you are having issues**
 - **Wellness Center**
 - **Our new walking track (TSET Grant)**
 - **Graduation, Employee Service awards and all special events.**



Questions? Call, Email or stop by!

Office:

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