

Georgia Institute of Technology Catering Provider Exception Request Form

Complete this form and submit at least three weeks prior to a planned event. The exception review process may take up to three weeks and an approval may be rare. Please plan accordingly.

Today's Date	
Sponsoring Organization	
Contact Person	
Contact e-mail	
Contact Phone #	

Name of Event	
Event Date	
Event Location	
Number of Attendees	
Event Start/End Times	
Proposed Caterer	
Caterer Contact Person	
Caterer Phone #	

Please explain the justification for an exception.

Attach a menu and pricing or use the space below to describe menu.

If approved, the chosen Caterer may be required to provide a certificate of insurance, business license and a statement of guidelines for safe food handling. In addition, Caterer or Sponsor may be required to pay the standard catering commission to Georgia Tech for the privilege of conducting business on State property.

SUBMIT TO [Kira Freeman](#), FAX 404-894-3888, MAIL CODE 0458

OFFICIAL USE ONLY

Date Received		Date Responded	
Approved?		Signature	