

# Catering

Northeastern Illinois University's campus dining food and service provider is:  
*A'viands Food and Services Management.*

## **Do I have to use A'viands to provide food for my event?**

Yes. If you are hosting your event on NEIU's campus, you are required to utilize A'viands. You may not bring in any outside food products or utilize outside vendors for events on NEIU's campus. A'viands will provide a waiver for outside food in certain circumstances. A waiver must be attached to any outside food orders to be processed.

## **How do I place an order with A'viands?**

1. Visit the NEIU A'viands website for menu details to develop an idea of types of food A'viands offers: <http://campus-dining.com/my-campus-/neiu/contact-info>
2. You may consult directly with A'viands staff with questions regarding their options.
3. Determine funding source (ie Event by Event, Developmental, or Earned Income).
4. If you have secured funding from Event by Event, you will need to meet with Veronica Rodriguez to discuss funding totals.
5. After you have determined what you hope to order from their menu, come to the Student Leadership Development Office in E-041B to fill out a DPV form. You will need the DPV number on the form when ordering your food. The DPV will be left in the SLD office.
6. Place your food order through the Catertrax website at: <https://neucatering.catertrax.com/>
7. You will be able to print an invoice directly off of Catertrax.
8. Bring the invoice back to SLD office in E-041B. It will be matched with the DPV and SLD will get the required signatures. Your order will be cancelled if you do not come back with your invoice.

## **A'viands Contact Information**

**Location:** Golden Eagles Nest – SU-009.

*Catering Manager*

**e-mail:** [neucatering@aviands.com](mailto:neucatering@aviands.com)

**office:** (773) 442-5335

**Hours of Operation:**

Monday through Thursday

Open from 10:00am until 7:00pm

**Friday**

Open from 10:00am until 2:00pm

The Office of Student Leadership Development  
773.442.4660  
E-041B