



**SAGE**  
DINING SERVICES®  
DEFINING THE STANDARD

CREATING EXCEPTIONAL  
**CATERING EXPERIENCES**

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## WELCOME

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Whether you're looking to turn a potentially mundane meeting into a memorable one or add some festive flourishes to a celebratory gala, SAGE Dining Services® will team up with you to plan and deliver every dining detail. We're here to help you host fabulous events — homecoming weekends, class reunions, graduations, and more!

We hope our ideas will pique your imagination and give you a taste of what SAGE can offer, but they're only a starting point. We welcome your suggestions and will create a unique menu that meets your vision. The only thing we won't do is take a one-size-fits-all approach.

We're excited to work with you to make your events extraordinary, and we've created a system to make ordering food and beverages as easy as possible. Simply contact your SAGE Manager, and they'll walk you through the process.



# GUIDELINES



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## GENERAL GUIDELINES

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So that we may best serve you, please use these guidelines to help us plan your event.

### What We Need to Know at the Time of Booking

- Name of event.
- Services requested.
- Date of event.
- Main contact for event.
- Estimated guest count.

### Timelines

- Please inform us of your event as soon as possible, with at least 10 days' notice for proper purchasing and staffing of your needs.
- We require a final guest count no later than five business days before the event date. We'll accommodate late orders to the best of our ability. Final billing will reflect the guest-count guarantee or the actual guest count, whichever is higher.
- To cancel an event, please provide at least seven days' notice. Otherwise, all costs incurred for the function will be invoiced.

### Room Location and Setup

- Please be sure to book your room location and setup needs with your facilities contacts.

### Labor

- Additional charges for labor will apply to any event held during nonoperational hours. Bartenders, waitstaff, and chef attendants are available for a minimum of two hours per person for an additional cost.

### Pricing

- All items are priced per person unless otherwise noted.
- Pricing includes servingware and banquet cloths.
- Flowers, linen, and china are available by request per item at an additional charge. Please inform us of your needs and table layout as soon as you know them.

### Other

- SAGE isn't permitted to purchase alcoholic beverages. You're invited to provide your own alcohol, which our bartender and/or waitstaff can serve.

# MORNING **MOTIVATION**



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## MORNING MOTIVATION

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Your faculty and staff might have to get up bright and early for a long day of professional development or grading, but that doesn't mean they have to suffer through dry bagels or store-bought juice. Let us treat them to a breakfast that breaks from routine.

Coffee Service

Bagels and Lox

Continental Breakfast

Grab-and-Go Breakfast Buffet

Breakfast Buffet

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## MORNING MOTIVATION CONTINUED

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Brunch

Add-Ons

Carving Board



MIDDAY  
**MINGLING**



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## MIDDAY MINGLING

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You may be welcoming new students or bidding farewell to graduates — whatever the occasion, it's worthy of a lovable lunch. We'll keep the menu simple and satisfying, so your community can fill up while still focusing on making connections.

Deli Lunch

Sandwiches/Wraps

Build-Your-Own Mezze Plate

Salads

Specialty Sandwiches

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## MIDDAY MINGLING CONTINUED

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Add-Ons

Beverages

Desserts



# SHOWSTOPPING **SNACKS**



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## SHOWSTOPPING SNACKS

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Afternoon meetings and after-school activities are the perfect time to offer a quick bite to tide people over until dinner. We'll give your sports fans and performing arts patrons the nourishment they need at halftime and intermission.

Afternoon Snacks

Cold Hors d'Oeuvres

Stationed Hors d'Oeuvres

Hot Hors d'Oeuvres

# DAZZLING DINING



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## DAZZLING DINING

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For longer and more formal gatherings, you'll need a meal to match the festivities! Enticing entrées will make for an indulgent, unforgettable evening. We can also provide linens and centerpieces to add a sophisticated touch to the atmosphere.

Salads

Seafood Entrées

Chicken Entrées

Vegetarian Entrées

Meat Entrées

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## DAZZLING DINING CONTINUED

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Sides

Themed Buffets

Desserts

Carving Board

Beverages

# CATERING EVENT REQUEST FORM

Tell us about your on-campus meeting or event. We'll work hard to make it easy for you and special for your guests!

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## CATERING GUIDELINES

All orders require a minimum notice of:

- 48 hours for drinks and snacks.
- One week for any request.

Orders can be placed via email at [DINING@COLUMBUSACADEMY.ORG](mailto:DINING@COLUMBUSACADEMY.ORG).

Orders can be picked up or delivered:

For questions, please contact: SAGE Manager ([DINING@COLUMBUSACADEMY.ORG](mailto:DINING@COLUMBUSACADEMY.ORG)).

Additional notes: Events are subject to an overtime rate.

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## TELL US ABOUT YOUR EVENT

Event name:

Contact name:

Phone and email:

Event date:

Day of the week:

Event start time:

Event end time:

Event setup time:

Estimated guest count:

Location/room:

Disposable or washable tableware:

Linen size:

Number of linens:

Number of attendants required:

Additional notes:



# CATERING EVENT REQUEST FORM

**MENU**

*Guest count:*

Menu Item

Details



Columbus  
Academy

