As of Sept 1, 2022, the following Yale University event protocols apply:

- Masks are required to be worn in all classrooms at all times, except while presenting/facilitating.

- Due to mask policies, food cannot be served or consumed in any classroom setting.

- Only Yale SOM-approved caterers are permitted to deliver and set-up catering within Evans Hall. (See below for the approved list).

- Catering ordered through vendors not on the Yale SOM-approved catering list must be delivered to the Evans Hall loading dock and picked up by the employer host. Food deliveries cannot come through the front entrance.

- The following conditions apply when alcoholic beverages are served:
  - Only beer & white wine can be served (no hard liquor or red wine)
  - Non-alcohol beverages and substantial food must be served
  - All alcohol must be served by a TIPS certified bartender

If you wish to provide lunch/ catering to student attendees to your engagement, consider the following options:

- Schedule your presentation for the first 30 minutes of your engagement, then invite students to join you outside of the classroom for networking over lunch/catering

- Provide grab & go style meals at the conclusion of your event for students to take away as a thank you for attending

- Purchase pre-paid tickets through the Yale SOM Event Office to Charley’s Place, the onsite cafeteria; distribute the tickets to attending students at the conclusion of your engagement. Pre-paid tickets are valid for use only on the day of your event.
**External Catering**

At this time, ONLY the caterers listed below are permitted to deliver to specific locations and/or serve in Evans Hall. Any vendors not on this list must deliver to the Evans Hall loading dock, where the event host is responsible to receive and set up the delivery.

**Drop-Off Catering**

Zoi’s- Deli | [https://zoisnewhaven.com/](https://zoisnewhaven.com/)

Nica’s Market- Deli/Market | [https://www.nicasmarket.com/](https://www.nicasmarket.com/)


Koffee Katering- Breakfast and Sandwiches | [https://www.koffeekatering.com/](https://www.koffeekatering.com/)

**Full-Service Reception Catering**

Bourassa Catering and Events | [https://bourassacatering.com/](https://bourassacatering.com/)

Shaken and Stirred Catering | [https://www.shakenandstirredevents.com/](https://www.shakenandstirredevents.com/)

Shoreline Café | [https://www.shoreline-cafe.com/catering](https://www.shoreline-cafe.com/catering)

Forks and Fingers | [https://forksandfingersct.com/](https://forksandfingersct.com/)

Marcia Selden Custom Catering | [https://marciaselden.com/](https://marciaselden.com/)

**Note for engagements requiring full-service reception catering:**

*Once the event date/time/location has been confirmed by the CDO Team, the hosting employer should contact the SOM Events team directly to discuss room set-up and facilities needs.*
In-House Catering Options

SOM Hospitality offers morning breakfast, coffee breaks and lunch packages as well as pre-paid lunch tickets for our onsite dining facility Charley’s Place. SOM Hospitality offers a seamless planning process where all orders and event logistics will be handled by our SOM Events team. Service options include:

Morning Breakfast: Standard offerings include pastries, fresh fruit, as well as freshly brewed coffee, tea and spa water. Additional items including granola and Greek yogurt can be added on.

AM or PM Coffee break: Featuring freshly brewed coffee, tea and spa water. Accompanied by fresh fruit and a light snack.

Drop Off: Boxed sandwich with sides and beverages, 15-75 ppl. Please note that with the Drop Off option, the food will be left at your location in individually packaged boxes.

Catered Lunch: Sandwich and salad platters with spa water and fresh fruit. Enhancement options include additional chicken and salmon protein for salads and/or an upgrade to the Charley’s Place Al Forno or Wok offering of the day.

Yale Catering, a sister organization of SOM Hospitality, can offer catering services outside of standard business hours. Yale Catering offers a similar streamlined planning process and orders should also be initiated with our SOM Events team.

Yale Catering may come at a higher price point than SOM but does offer more custom menus for breakfast, lunch, and coffee breaks. In addition, Yale Catering can offer cocktail reception service.

Charley’s Place is the café located within Evans Hall. Pre-paid tickets are available for purchase 7 days in advance through the SOM Event Team. Pre-paid tickets are only valid for the day specified on the ticket.

Please note that SOM Hospitality and Yale Catering’s preferred timeline for initiating a catering order is 4 weeks prior to your event, or earlier. For catered programs, orders must be placed a minimum of 14 days in advance.

All in-house catering orders should be placed through SOM’s Event Manager, Katie Roman: Katelyn.Roman@yale.edu / 203-436-4932