



Abraham Baldwin Agricultural College

ABAC Catering – First Right of Refusal Procedures

Purpose

To ensure all food services at campus events align with institutional standards and that ABAC Catering is given priority consideration.

Campus events that must follow these procedures include:

- A campus event that has more than 10 planned for attendance.
- Any event held on the Tifton campus facilities that is funded using institutional dollars. This includes clubs and organizations

Campus events that are exempt from these procedures include:

- Outside sponsored events or meals for employee, clubs and organizations

Procedure Steps

1. Determine Catering Needs

- Identify the food and beverage requirements for your campus event.
- If you decide to use an external catering provider instead of ABAC Catering, complete Step 2.

2. Submit First Right of Refusal Request

- Complete and submit the [ABAC Catering First Right of Refusal](#) form.
- Ensure submission is made **at least 10 business days** prior to the event date.

3. Await Response

- ABAC Catering will review the request and respond within **3 business days**.
- The response will include availability and next steps for catering arrangements.

4. Proceed Based on Response

- If ABAC Catering **can accommodate** the request:
 - Coordinate directly with ABAC Catering to finalize event catering.
- If ABAC Catering **cannot accommodate**:
 - You will be approved to go off campus to secure catering.