

# How to Organise Catering



Here are 3 simple steps to help you organise everything smoothly



## Choose the Venue

Please note that not all university rooms and venues are equipped to accommodate catering. Some are more suitable than others and should be selected based on the number of participants and their proximity to the main event venue.

Spaces available for catering include:

- The Sala Archivio adjacent to the Aula Baratto inside Ca' Foscari's main building;
- The foyer of the Aula Magna Silvio Trentin at Ca' Dolfin;
- The entrance hall of Edificio Alfa in Via Torino (Mestre);
- Outdoor and cross-departmental spaces at the San Giobbe Campus.



## Reserve the venue

Once you've identified the most suitable venue, you can proceed with booking through the Easyroom portal through your personal area on Ca' Foscari's website, or you can reach out to the Venue Management Unit.



## Who to Contact?

Catering is usually managed by companies selected by the University. However, it is also possible to contact other catering companies. Once you have chosen the provider and made initial arrangements, please share all necessary information with the Venue Management Unit, including timings, setup, and clearing up details.

**If none of the university spaces are suitable or available, consider finding a nearby public venue that can meet your needs.**



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For further information,  
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