

# FLIK – Conference and Catering Best Practices

- It is our pleasure to assist with any last minute requests that your meeting may have, but for meal periods, 48 hour notice is preferred and allows us to serve you best
- We require a Client Matter Number for each reservation. Please make this available when making a room request
- Some meetings require special permissions due to event size, type and room. We will provide you with a Special Event Form in these instances
- We love to create custom menus, but do need time to procure certain products. If you would like a custom menu tailored to your needs, we ask that you allow us 2 business days to source product and prepare your items
- We do take dietary restrictions and allergies seriously. If you know of any within your group, it will be our pleasure to accommodate those requests
- A basic event form is attached to this website. It can be sent directly from the site or it can be downloaded to your desktop and sent to conference directly when clicking “send”. The editable items will automatically populate in the attached file
- If a room is occupied that you would like, FLIK is unable to divulge any information regarding the existing reservation