

Food's up! Sly tips for catering meetings

Question: "I'm surprised at how much of my new job is about ordering food for meetings—I'm responsible for four or five a day sometimes, anything from a basket of muffins for a team huddle to a 40-seat luncheon. Has anyone learned any catering 'cheats' that will save money, move lines along faster or just make me look like I really know what I'm doing?" - *Becky, Assistant to Investing Services*

See comments below, and send your own question to editor@adminprotoday.com.