Catering Review Process

Off Campus Event (at non-UC owned or non-UC leased property)

- Dept. submits catered events request to Campus Catering (First Right of Refusal)
  - Exceptions: Pizza Delivery, Food & Beverage Drop-off/Delivery Under $300*, Food pickup

  - Required Action by Department

Campus Catering provides services

- Is Campus Catering Available?
  - YES
    - Catering with Food Service
      - Select Vendor from Approved Off-Campus Vendor List
      - Submit UCSB Food Vendor Permit Request (if $300 or over)
  - NO
    - On Campus Event (or on UC owned or UC leased property)

- Delivery/Setup Only
  - Select Vendor from Approved Off-Campus Vendor List
  - Submit UCSB Food Vendor Permit Request (if $300 or over)

- Food truck
  - Preapproval from ELR required
  - Consult Campus Concessions

- Catering with Food Service
  - Select Vendor with Wage & Benefit Parity Contract
  - Submit UCSB Food Vendor Permit request (if $300 or over)
  - Submit Covered Services Exception Request to ELR

Is it a SBB20 Building?

- YES
  - STOP
  - Is Food Service Required?
    - NO
    - Catering with setup or serving prohibited
      - (Only delivery/drop off or food pickup permissible)
    - NO
    - Consult Campus Concessions

- NO
  - Is Campus Catering Available?
    - NO
    - Catering with Food Service
  - YES
    - Select Vendor from Approved Off-Campus Vendor List
    - Submit UCSB Food Vendor Permit Request (if $300 or over)

Required Action(s) by Department

* Orders must be placed with a food vendor on the Approved Off-Campus Vendor List