Dept. submits catered events request to Campus Catering (First Right of Refusal)

Required Action by Department

Campus Catering provides services

Is Campus Catering Available?

Catering with setup or serving prohibited (Only delivery/drop off or food pickup permissible)

Is it a SB820 Building?

STOP

Is Food Service Required?

YES

Select Vendor from Approved Off-Campus Vendor List

Submit UCSB Food Vendor Permit Request

Catering with Food Service

Deliver/Setup Only

Select Vendor from Approved Off-Campus Vendor List

Submit UCSB Food Vendor Permit Request

Food Service Required

Consult Campus Concessions

Preapproval from ELR required

Required Action(s) by Department

• Pizza Delivery
• Food & Beverage Drop-off/Delivery Under $300*
• Food pickup

Exceptions

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

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