Catering Review Process

Required Action by Department

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

Is Campus Catering Available?

YES

Campus Catering provides services

NO

Off Campus Event

On Campus Event

Is it a SB820 Building

YES

STOP

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

NO

Is Food Service Required

NO

Select Vendor from Approved Off-Campus Vendor List

Submit UCSB Food Vendor Permit Request

Delivery/Setup Only

Select Vendor from Approved Off-Campus Vendor List

Submit UCSB Food Vendor Permit Request

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

Required Action(s) by Department

Exceptions

- Pizza Delivery
- Food & Beverage Drop-off/Delivery Under $150*
- Food pickup

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

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