Catering Review Process

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

On Campus Event (or on UC owned or UC leased property)

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

Required Action by Department

Campus Catering provides services

Is Campus Catering Available?

YES

NO

STOP

Is it a SB820 Building?

YES

NO

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

Is Food Service Required?

YES

NO

Catering with Food Service

Delivery/ Setup Only

Food truck

Catering with Food Service

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

Select Vendor from Approved Off-Campus Vendor List

Submit UCSB Food Vendor Permit Request (if $300 or over)

Required Action(s) by Department

Select Vendor from Approved Off-Campus Vendor List

Submit UCSB Food Vendor Permit Request (if $300 or over)

Select Vendor from Approved Off-Campus Vendor List

Submit UCSB Food Vendor Permit Request (if $300 or over)

Preapproval from ELR required

Consult Campus Concessions

Select Vendor with Wage & Benefit Parity Contract

Submit UCSB Food Vendor Permit request (if $300 or over)

Submit Covered Services Exception Request to ELR

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