

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)

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

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



YES

Is it a SB820 Building?

NO

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

Is Food Service Required?

NO

YES

Catering with Food Service

Delivery/Setup Only

Food truck

Catering with Food Service

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

Concurrent

Select Vendor with Wage & Benefit Parity Contract

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

Submit **Covered Services Exception Request to ELR**

Concurrent

Required Action(s) by Department

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