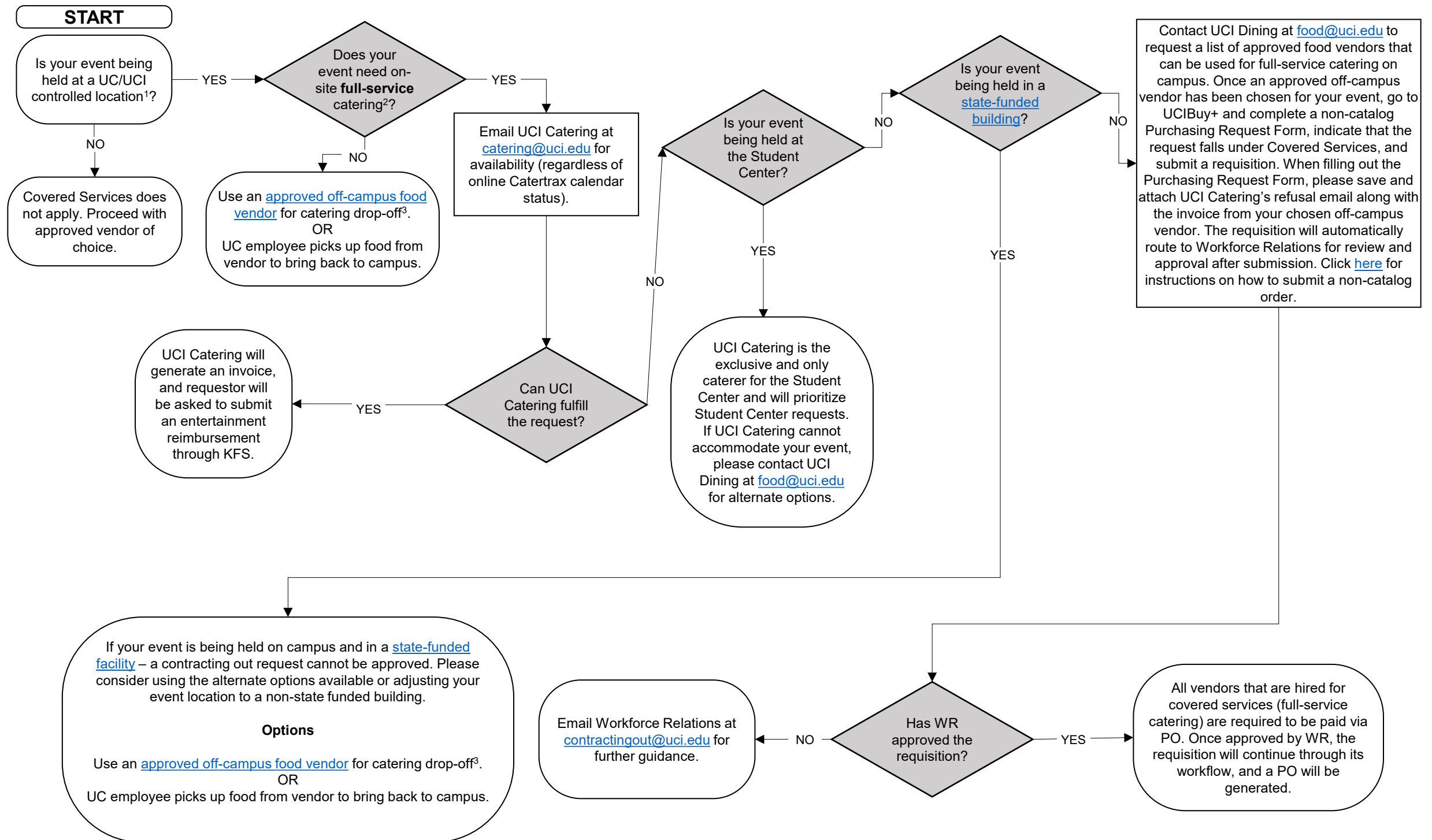


Requesting Food Services

This process illustrates the steps when requesting **Full-Service Catering** at a UC/UC Irvine controlled location.

All Carve Out requests must be submitted at least two (2) weeks prior to the event to allow for timely review and processing. A separate Carve Out request must be submitted for each vendor and event date.



Notes:

¹Locations not controlled by UC: Beckman Center, Irvine Barclay Theater, Research Park, University Club, and University Hills Community Center. Please reach out to Workforce Relations at contractingout@uci.edu if you are unsure if your event location is UC/UC Irvine controlled.

²**Full-Service Catering:** A food vendor cooks, sets up, and/or serves food to guests.

³**Catering drop-off:** A food vendor only drops off food on campus for UC Irvine team to set up and serve. Vendor cannot set up or serve delivered food to guests. Delivery must include all disposable materials. No equipment that needs to be set up and/or picked up by vendor is permitted. Contact UCI Dining at food@uci.edu if you have questions regarding off campus food vendor approval.