

Catered Events Planning Guide

Special Events Catering is a division of Housing & Residential Services specializing in high profile social events. We partner with University Center Catering to prepare an eclectic range of international, seasonal, fresh, and healthy items in customized menus designed especially for your event and budget. We also provide decorative linens and props for a variety of themes.

Planning Your Catered Event

Once your conference contract has been finalized, you will be contacted by a Conference Dining Coordinator who will assist you with all your dining and catering needs. We will need the following information to begin planning your catered event(s):

- Date and time of event
- Estimated start and end times
- Preferred location (see Locations Guide)
- Approximate guest count
- Event style
- Budget parameters
- Contact person for the event



Deadlines

Advance Notice

Arrangements for catered events should be made 45 working days before your conference begins. Orders received fewer than 45 working days prior to the conference start date are accommodated whenever possible and may include a service charge.

Guarantees

A guaranteed guest count for each catered event is required 5 working days prior to the conference start date.

Confirmations

Once final arrangements for catered events are made, a confirmation packet will be sent to the client with the final menus and a budget outline.

Charges

Cancellations and Changes

Events, menu choices or services canceled less than 3 full working days prior to the event are subject to a minimum 50% charge. Events canceled with less than 24 hours notice are charged in full.

Service Charges

Your budget will be based on the estimated guest count and the event ending time that you provide during planning. If your guest count is reduced or your event end time is delayed more than 30 minutes and clean up is postponed, a service charge will be added. Event staff overtime is charged by the full hour.

Off-Campus Events Charges

If you choose an off-campus site for your event, you will be billed a transportation charge of \$9 per mile, per vehicle.

Event Staffing Charges

All catered events and refreshment breaks are fully staffed by University personnel. A pick-up option is available for Snack Bags and Box Lunches with no service staff.

Environmentally Conscious

Environmentally Friendly Serviceware and Utensils

Compostable plates and utensils are provided for all events, except served meals that require china, silver, and glassware.

Locally Grown and Prepared

The majority of our produce comes directly from local farms and growers. Prime meats, seafood, and fresh baked breads and pastries are prepared in our own kitchen.

Contact Information

UCSB Conference Dining & Catering Office

Phone: 805.893.7091

FAX: 805.893.5560

Email: specialevents@housing.ucsb.edu

Menus

The following catering menu selections are just a sampling of the options available. Your Conference Dining Coordinator will assist you with menu customization and pricing.

Morning and Afternoon Refreshment Breaks

Mission Courtyard Break

- Choice of Lemonade or Iced Tea
- Fresh Brewed Regular and Decaffeinated Coffees and Assorted Teas
- Assorted Sodas and Bottled Mineral Waters
- Baskets of Whole Seasonal Fruits
- Assorted Homemade Cookies
- A Display of Imported and Domestic Cheeses served with Crackers and Breads

Anacapa Island Break

- Fresh Brewed Regular and Decaffeinated Coffees
- An Assortment of Herbal Teas
- Fresh Squeezed Orange Juice
- Sliced Fruit Breads and Breakfast Muffins
- Sweet Butter and Jams

Receptions

Afternoon Reception

- Imported and Domestic Cheeses served with Crackers and Breads
- Chutney and Rustic Tapenade
- Fresh and Grilled Vegetables served with Homemade Dipping Sauce
- Homemade Pita Bread with Hummus and Roasted Eggplant Spread
- Choice of Lemonade or Iced Tea

Sundae Special

- Choice of Three Locally-Made Ice Creams
- Homemade Fudge and Caramel Sauces
- Sliced Strawberries and Bananas
- Freshly Whipped Cream, Toasted Nuts, and Sprinkles
- Bottled Spring Water

Friendly Gathering

- Imported and Domestic Cheeses served with Crackers and Breads
- Chutney and Rustic Tapenade
- Fresh and Grilled Vegetables served with Homemade Dipping Sauce
- Belgian Endive Leaves with Boursin Cheese, Smoked Salmon, and Fennel
- Parmesan Crostini with Roast Beef and Horseradish Puree
- Crispy Pastry Triangles filled with Spinach and Feta Cheese
- Crisp Cucumber Rounds with Citrus Crab Ceviche
- Assorted Sodas and Mineral Waters
- Fresh Brewed Regular and Decaffeinated Coffees and Assorted Teas

Barbecues

Blue & Gold

- Blue and Gold Corn Tortilla Chips with Homemade Guacamole and Tomato-Serrano Salsa
- Grilled Squash and Field Green Salad with Feta Cheese and Roasted Pepper Vinaigrette
- Grilled Tri Tip of Beef and Chicken Breasts with Ancho Chili Sauce (Vegetarian Entrée Provided on Request)
- Spicy Black Beans and Warm Cheddar Rolls
- Chocolate Chunk Brownies with Kahlua Cream and Berries
- Choice of Lemonade or Iced Tea and Iced Water
- Fresh Brewed Regular and Decaffeinated Coffees and Assorted Teas With Complete Condiments

Cliff Side

- Tossed Green Salad with Garden Vegetables and a choice of Buttermilk or Italian Dressing
- Grilled Burgers, Garden Burgers, and All Beef Hot Dogs with all trimmings
- Spicy Vegetarian Chili Beans with Fresh Cilantro and Corn Chips
- Juicy Watermelon Wedges and Chocolate Chip Cookies
- Choice of Lemonade or Iced Tea and Iced Water
- Fresh Brewed Regular and Decaffeinated Coffees and Assorted Teas With Complete Condiments

Youth Special Events

Pizza Party

- Pepperoni Or Sausage Pizza
- Three Cheese Pizza
- Vegetarian Pizza
- Classic Caesar Salad with Garlic Croutons
- Chocolate Chip Cookies
- Assorted Sodas or Lemonade and Iced Water

Lunch to Go

- Fresh Turkey and Cheddar Sandwich on San Luis Sourdough Bread
- Homemade Pasta Salad
- Ruffles Potato Chips
- Gourmet Cookies and Whole Fresh Fruit
- Assorted Sodas or Bottled Water

Sands Picnic

- Tossed Green Salad with Garden Vegetables and Choice of Ranch or Italian Dressing
- Barbecued Chicken Breasts
- Black Bean Chili with Grated Cheese and Sour Cream
- Fresh Watermelon and Oatmeal Cookies
- Homemade Lemonade and Iced Water

Lunch and Dinner Buffets

Centennial House

- Bibb Lettuce Salad with Avocado and Red Grapefruit Slices, Toasted Pecans, and Honey Citrus Vinaigrette
- Grilled Vegetable and Brie Sandwiches on Polenta Bread
- Grilled Ham and Smoked Mozzarella Sandwiches on Sourdough Levain Bread
- Sliced Seasonal Fruits and Berries and Chocolate Chunk Oatmeal Cookies
- Choice of Lemonade or Iced Tea and Iced Water
- Fresh Brewed Regular and Decaffeinated Coffees and Assorted Teas

Pavilion Plaza

- Salad of Romaine Hearts with Garlic Croutons, Shaved Parmesan, and Classic Caesar Dressing
- Italian Sausage Lasagna with Sweet Peppers and Fontina Cheese
- Wild Mushroom Lasagna with Béchamel and Tomato-Basil Coulis
- Parmesan Bread
- Homemade Lemon Bars and Sliced Fresh Fruits and Berries
- Choice of Lemonade or Iced Tea and Iced Water
- Fresh Brewed Regular and Decaffeinated Coffees and Assorted Teas

Served Luncheon and Dinners

Grilled Chicken and Fig Salad

- Grilled Chicken and Mission Fig Salad with Roasted Eggplant, Radicchio, and Honey Lemon Vinaigrette
- Ciabatta Bread with Sweet Butter
- Lavender Crème Caramel

Seafood Linguini

- Seafood Linguini with Local Shrimp, Clams, and Mussels in a Fresh Tomato Wine Broth
- Crusty Bread and Sweet Butter
- Banana Fritters with Rum Cream

Pacific Point

- *Tat Soi* Tossed with Daikon-Carrot Slaw and Toasted Sesame in a Miso-Rice Wine Dressing
- Grilled Norwegian Salmon with a Lemon Grass Beurre-Blanc
- Baby Bok Choy Sautéed with Orange-Chili Oil
- Cardamom Steamed Basmati Rice and Scallion Rolls with Sweet Butter
- Sweet Ginger Cheesecake with Kiwi Sauce and Fresh Berries
- Choice of Lemonade or Iced Tea and Iced Water
- Fresh Brewed Regular and Decaffeinated Coffees and Assorted Teas

Cabrillo Arts

- Frisée and Arugula Salad with Marinated Figs, Goat Cheese, and Walnuts
- Grilled Tenderloin of Beef with a Merlot-Shallot Reduction
- Chicken Breast with Mushroom Ragout
- Roasted Yukon Gold Potatoes
- Sautéed Baby Carrots and Asparagus
- Rustic Breads with Sweet Butter
- Chocolate Espresso Torte
- Choice of Lemonade or Iced Tea and Iced Water
- Fresh Brewed Regular and Decaffeinated Coffees and Assorted Teas

Grilled Tenderloin

- Grilled Tenderloin of Spicy Mandarin Beef with Shiitake Mushrooms, Ginger-Garlic Mashed Potatoes, and Baby Bok Choy
- Lime Seared Scallops with a Coriander Vinaigrette
- Salad of Asian Greens with Grilled Japanese Eggplant, Cucumber, and Spicy Peanut Dressing
- Sesame Rolls and Sweet Butter
- White Chocolate Take-Out Box Filled with Tangerine Ice Cream, Kiwi Coulis, and Fresh Berries