Your experienced UCLA Catering Sales Manager can help you locate, select, and coordinate service providers for your event. The following are some examples to help you think about and identify your support service needs. Use this list to work with your UCLA Catering Sales Manager to develop specifics for your event.

Specialty Items and Set-ups

___ Tableware: china, glassware, flatware, and linens to match a specific décor or theme
___ Furniture: outdoor seating, club chairs, cocktail tables, sofas, lounge furniture, etc.
___ Bar Service: For groups providing their own alcoholic beverages, bring in your own bar service or we can hire a catering bar service to handle your bar for you
___ Ask about: __________________________________________________________________________
                                                                                           _______________________________________________________________________

Décor

___ Flowers: Floral arrangements; Wedding florals – personal and room décor
___ Themed Centerpieces
___ Props of all types
___ Special Lighting
___ Ask about: __________________________________________________________________________
                                                                                           _______________________________________________________________________

Entertainment

___ DJs
___ Live Music/performers
___ Game providers
___ Theme activities
___ Ask about: __________________________________________________________________________
                                                                                           _______________________________________________________________________

Recording Your Event

___ Photography
___ Videography
___ Ask about: __________________________________________________________________________
                                                                                           _______________________________________________________________________

Logistics

___ Signage: exterior, interior, and on-campus
___ Security: onsite
___ Transportation: campus or local hotel shuttles, group buses, airport transportation
___ Parking: parking lot attendants, prepaid campus parking options
___ Ask about: __________________________________________________________________________
                                                                                           _______________________________________________________________________