



Event Support Services Checklist...

Identify Your Event Needs with UCLA Catering

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: _____