

# Steps for Obtaining Off Campus Catering Services or Concession Sales

University Auxiliary Services at Albany

Check to see if your event requires UAS approval  
([www.albany.edu/uas/outside\\_catering.html](http://www.albany.edu/uas/outside_catering.html))

Need UAS approval

Do not need UAS approval, proceed with your event - Have Fun!

See Chartwells Catering Manager:  
442-5987 - Patroon Room, CC

Chartwells determines they are unable to meet your catering/concessions needs and provides you with a signed release

Chartwells can meet your catering / concessions needs - work out details with Chartwells Catering Manager - Enjoy!

Bring signed release to UAS Director of Food Service (442-5954 - CC B52) and obtain the required Off-Campus Vendor Catering forms

Submit completed forms to UAS Director of Food Service 10+ DAYS PRIOR TO EVENT

IF you submit completed forms to UAS Director of Food Service LESS THAN 10 DAYS PRIOR TO EVENT

Meet all requirements, obtain signed Off-Campus Vendor Catering forms from UAS Director of Food Service & post at your event - Good Luck!

Do not meet all requirements

You must choose from one of the options listed under "Food Events That Do Not Require UAS Approval" ([www.albany.edu/uas/outside\\_catering.html](http://www.albany.edu/uas/outside_catering.html))

WELCOME TO THE UNIVERSITY AT ALBANY

- Check the UAS web pages at [www.albany.edu/uas/outside\\_catering.html](http://www.albany.edu/uas/outside_catering.html) for more info:
  - "Food Events That Require UAS Approval" / "Food Events That Do Not Require UAS Approval"
  - Descriptions of high risk foods / Descriptions of low risk foods
- Please allow at least 4 weeks to obtain approval for vendors other than Chartwells
- Please allow at least 2 weeks to obtain catering / concessions services from Chartwells
- Any forms that you will need for this process will be supplied by Chartwells' Catering Manager and the UAS Director of Food Services