Catering to Every Taste Imaginable

Browse These Meal-planning Tips for a Tip-Top Event!

What’s the Occasion?
How many meals will your event call for? Will there be receptions or breaks? Will the event be formal? Casual? Something in between? What are your time, space and budget limitations? If you’re not sure, ask. We’ll be happy to assist.

When Making Reservations...
There’s room at the table for everyone at UCCS. But while you’re deciding on fare, it’s also a good time to decide what size dining room you’ll need, and what sort of extras you’ll require to make your meal a success. Our Conference Services Office can help you with all the details—from room layout, to table arrangements and more—but remember, a location needs to be reserved before we can create a catering contract, and the catering staff generally needs a minimum two-hour setup and cleanup time for each culinary outing.

Select a menu that fits the event schedule. (Sodexo's Catering Guide)
Time limitations are frequently your best guide for determining a menu. Here are a few thoughts and suggestions that can help keep the show on the road...

- Box lunches are perfect if you're on the go, or have under 30 minutes
- Plated meals usually require at least 1.5 hours prep and service time
- Buffets can be successful if your timeframe is at least one hour
- Cocktail receptions ideally require a minimum of one hour before dinner
- Working breakfasts or lunches should involve menu items that hold their taste
- for extended periods

Anticipate special needs.
Before your event, check with participants to see if any of them have special dietary needs. If they do, contact the catering manager so the menu can be addressed accordingly, prior to the event. Things you’ll want to consider include: food allergies, religious requirements, and health-related dietary restrictions.

Allow time for planning.
Planning an event takes time. So the more we have, the more successful your gathering will be. We recommend you contact the Catering Department at 719.255.4485 or catering@uccs.edu as soon as you reserve your venue to finalize menus, address place settings and attend to other details. While most arrangements can be made over the phone, you’re welcome to visit our office in person to discuss the details of your event.

Written confirmation...
Once arrangements have been agreed upon, our catering director will send you a written confirmation order that will stand as our formal service contract. Please read the document, sign it, and return it to the Catering Department. If there are any inaccuracies in the confirmation, or if you wish to amend the details of the arrangement, please let us know and we'll send along a revised confirmation contract reflecting your changes.

Enjoy!
We appreciate your business, and want you to know we’ll do whatever it takes to make your event a truly memorable affair—from start to finish.

To plan your next event, contact our Catering Director at 719-255-4485 or catering@uccs.edu.

Catering & Food Service
Nobody Brings More to the Table.