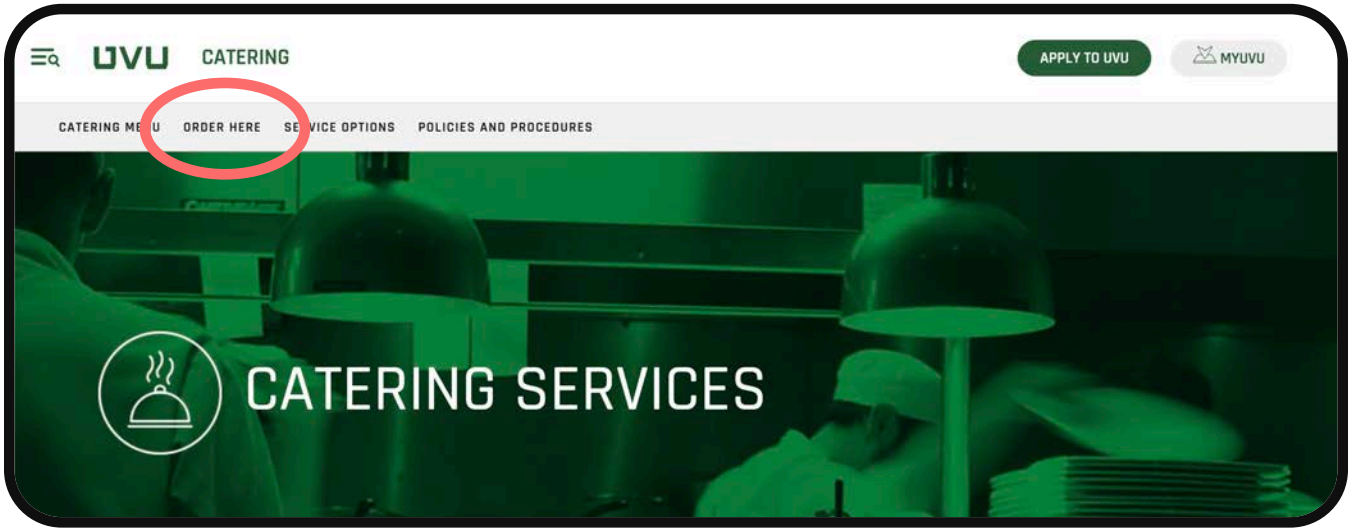
GRAZE STEP BY STEP ORDERING INSTRUCTIONS

HOW TO GET TO THE UVU GRAZE ORDERING WEB PAGE

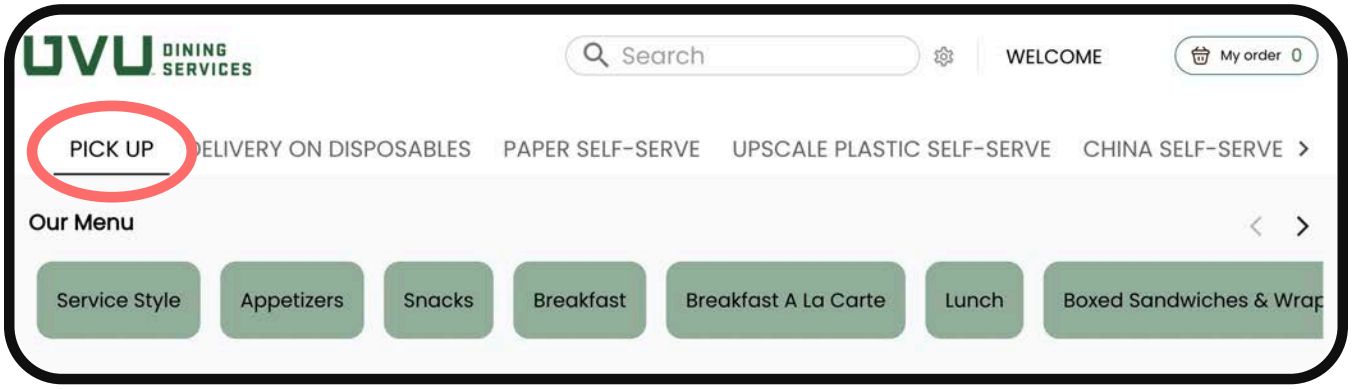
1. Go to uvu.edu/catering/index.html

2. Click on “ORDER HERE” in the top tab bar. It will open up a new window to the UVU GRAZE homepage

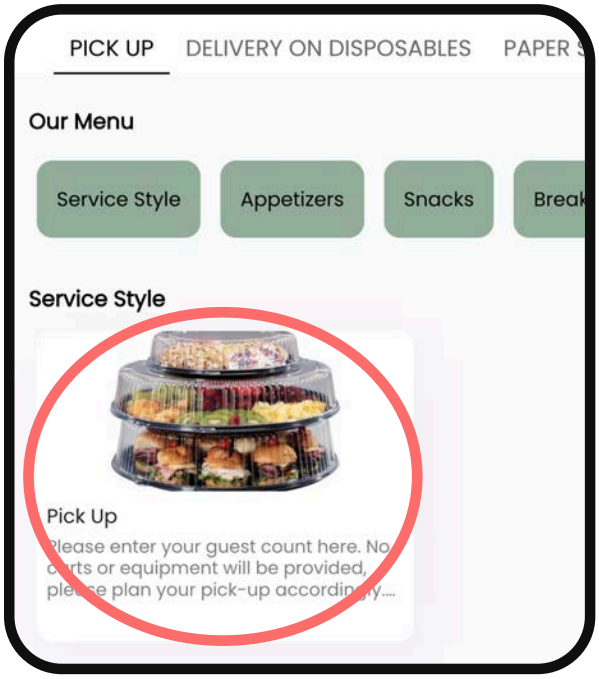


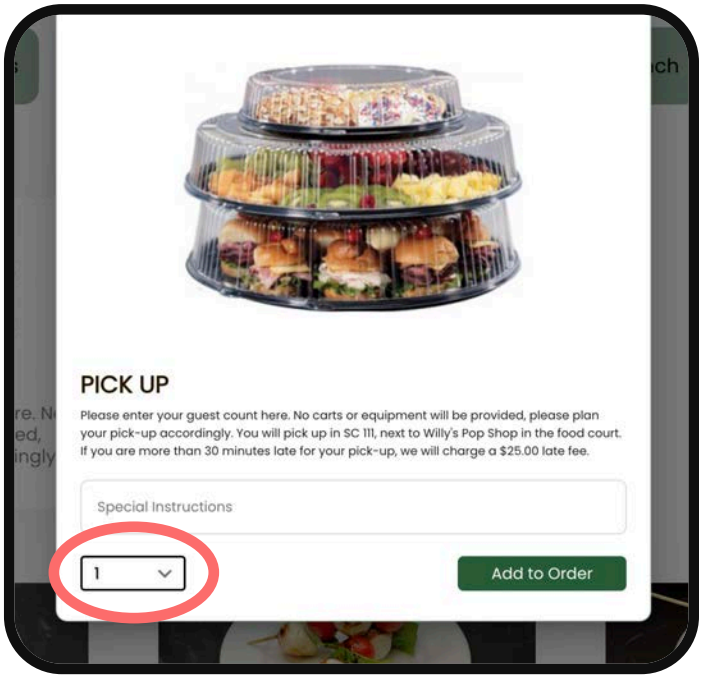
SELECT THE SERVICE STYLE

1. In the top tab bar, select the desired service style from *Pick Up*, *Delivery on Disposables*, *Paper Self-Serve*, *Upscale Plastic Self-Serve*, *China Self-Serve*, or *China Plated and Serve*.



2. Under “OUR MENU” select the service style again. The option will expand in a pop-up display in order to enter the guest count and special instructions.

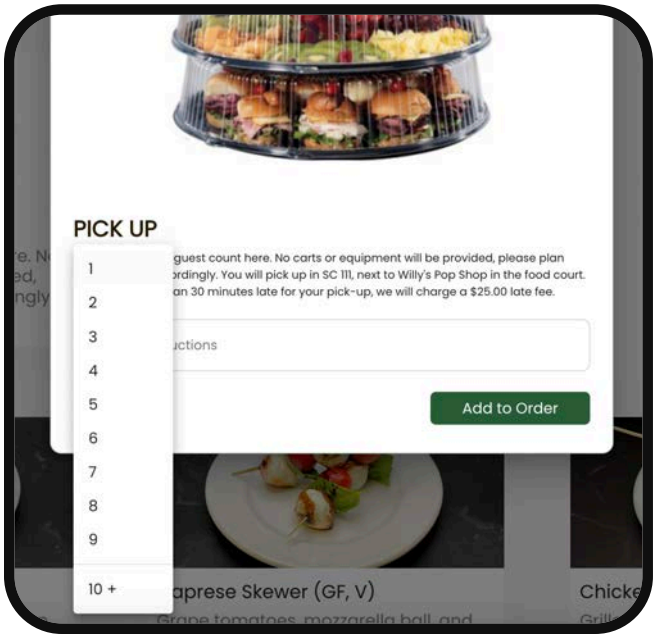


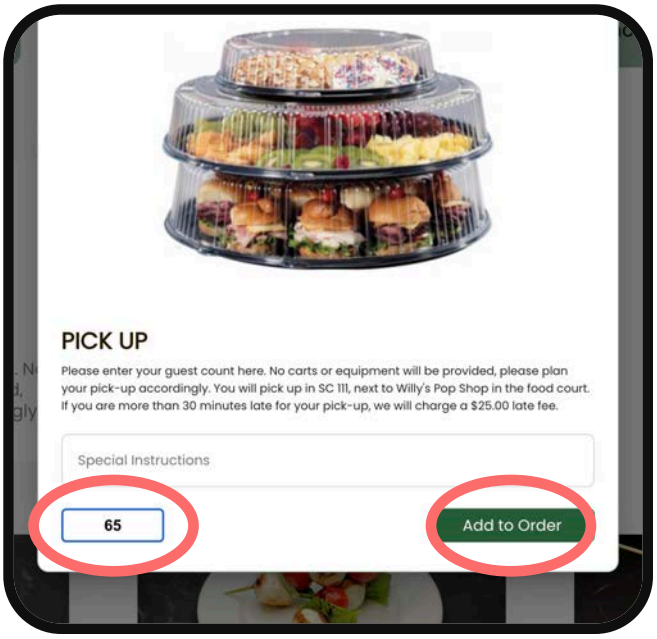


3. Click the drop down box in the bottom left corner to enter the guest count for your event. If it is 10 or more, select 10+ and enter your number in the box.

> The box only allows for values 1 - 999, so if you are ordering for 1,000 or more guests, please make two orders of the same service style equal to the total number of guests. For example, 1,200 guests could be two orders of 900 and 300.

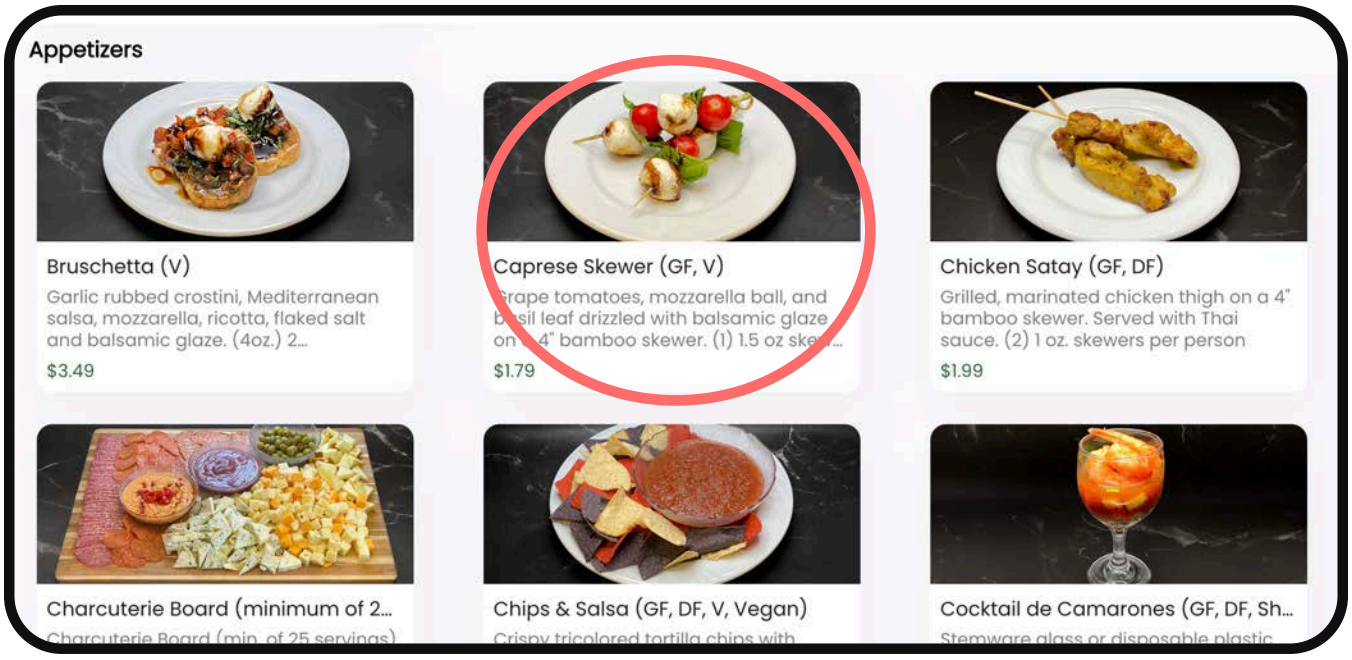
4. Click “Add to Order” to add the service style and guest count to your cart.





SELECT FOOD & BEVERAGE OPTIONS

1. By using the menu category tabs under “Our Menu” or by scrolling through the categories manually, select the desired food options.

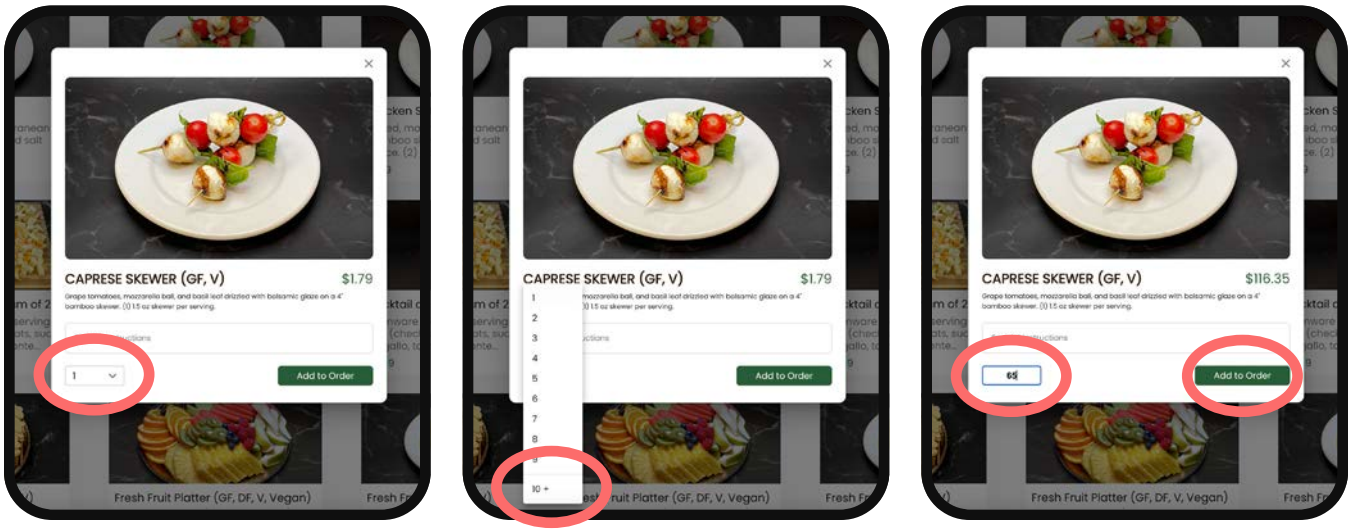


2. Enter the desired number of servings using the drop-down box in the bottom left corner of the expanded dish display. If the number is 10 or more, select 10+ and enter the amount in the same box.

> The box only allows for values 1 - 999, so if you are ordering 1,000 or more items, please make two orders equal to the total desired amount. For example, 1,200 caprese skewers could be two orders of 900 and 300.

3. Enter special instructions if needed and click “Add to Order.”

4. Continue adding items to your cart this way until satisfied.



NOTES ON SELECTING FOOD & BEVERAGE OPTIONS

1. If you are wanting specific flavors from items that offer an assortment, enter that information in the special instructions box.

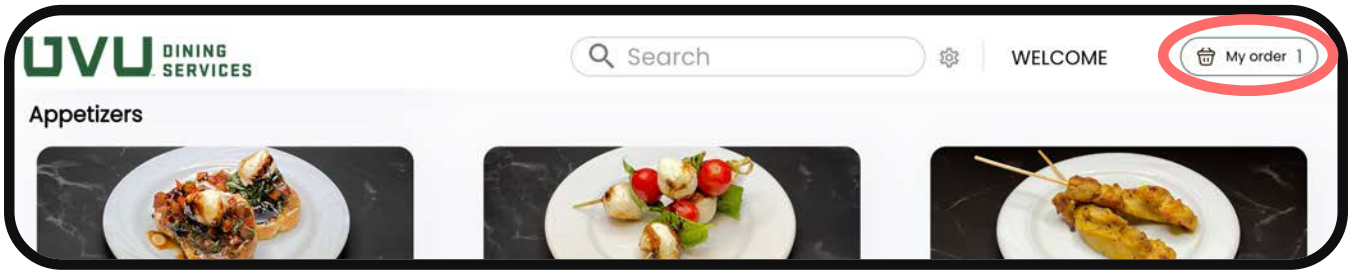
2. If you need different options of an item, order each option separately. For example, if ordering 10 entrees with 4 needing dietary adjustments, order the dietary needs and include the necessary instructions first. Then order the remaining 6 entrees.

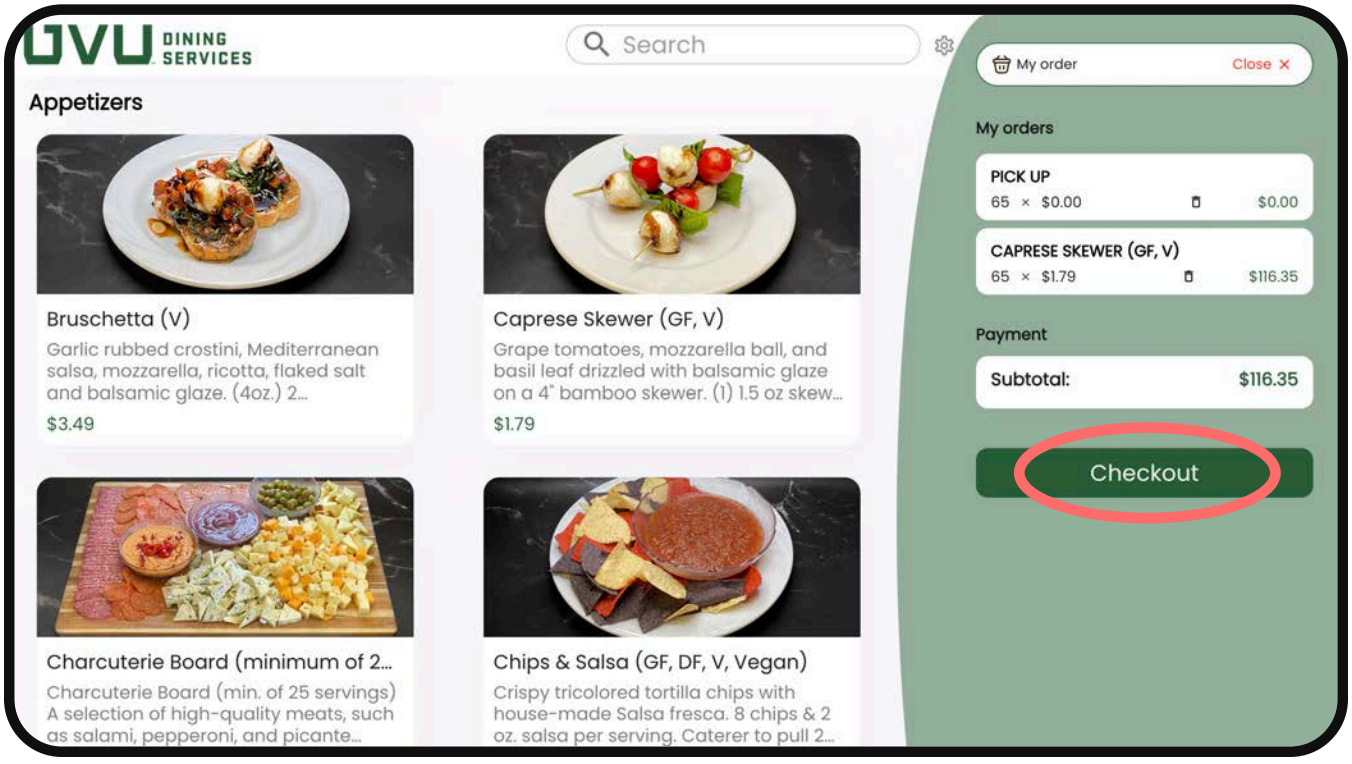
COMPLETE YOUR ORDER THROUGH CHECK OUT

1. To see your cart, click on “My Order” next to the basket icon in the top right corner of the screen.

2. Review the quantity of each item and make any needed adjustments. Once ready, click “Check Out” in the green box at the end of your order.

3. In the new screen, fill out the “Client Information” and “Event Information” sections.





CLIENT INFORMATION

1. Enter your first and last name and your email and contact phone number.

EVENT INFORMATION

1. Select the Date of Event. You must order catering for events at least one week in advance. The system will not allow you to select a date before then so plan accordingly.

2. Select the Event Start Time and Event End Time.

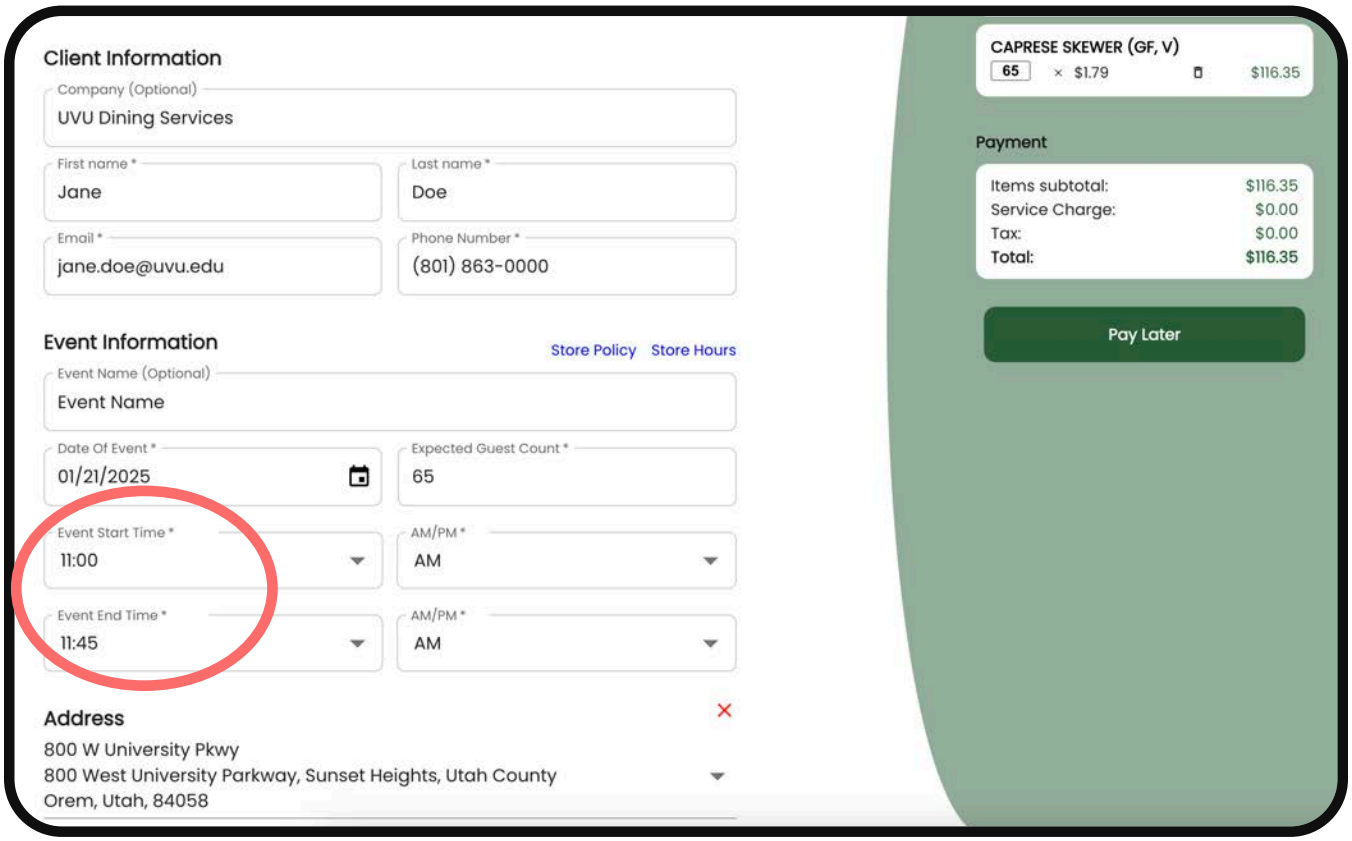
    For the *Pick Up* service style, the Event Start Time is your PICK UP TIME.

    For the *Delivery on Disposables*, *Paper Self-Serve*, *Upscale Plastic Self-Serve*, *China Self-Serve*, and *China Plated and Serve* service style, the Event Start Time is your serving time of when you want to START EATING.

    Enter the Event End Time for when you want the catering staff to start CLEAN-UP for the event.

    NO CLEAN-UP is provided for the *Pick Up* or *Delivery on Disposables* service styles, the client is responsible for this.

3. Enter “800 W University Parkway” into the address. This will auto populate Utah Valley University through Google Maps. Select “Save Address.”



ADDITIONAL DETAILS

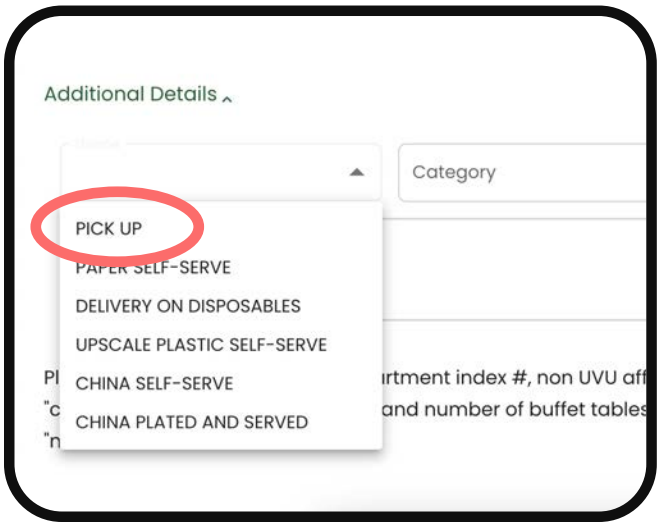
1. Select the “Additional Details” drop down menu.
2. For “Theme,” pick the same service style you originally selected at the start of your order.
3. For “Category,” pick the appropriate room number based on your service style.

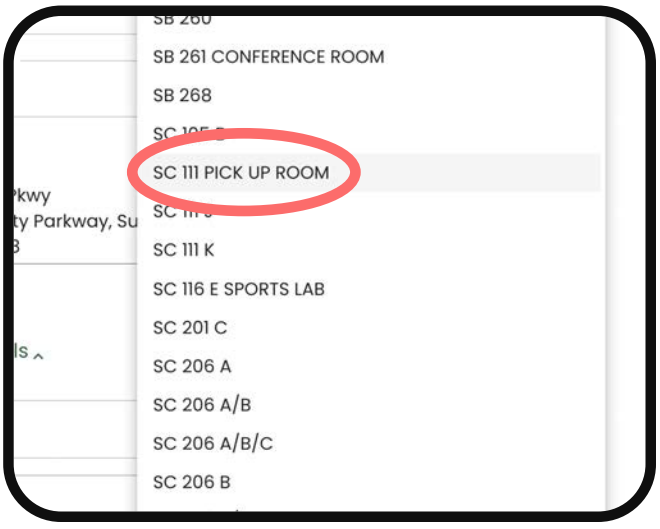




For the *Pick Up* service style, select “SC 111 PICK UP ROOM.” This is your pick up location. It is located on the first floor of the food court area, around the corner from Willy’s Pop Shop.

For the *Delivery on Disposables*, *Paper Self-Serve*, *Upscale Plastic Self-Serve*, *China Self-Serve*, and *China Plated and Serve* service style, select the room location you will be having your event in. You can search the room by typing the first letter of the building. If the room is not listed, select “Room Not Listed” and put the room location in the Notes section below.







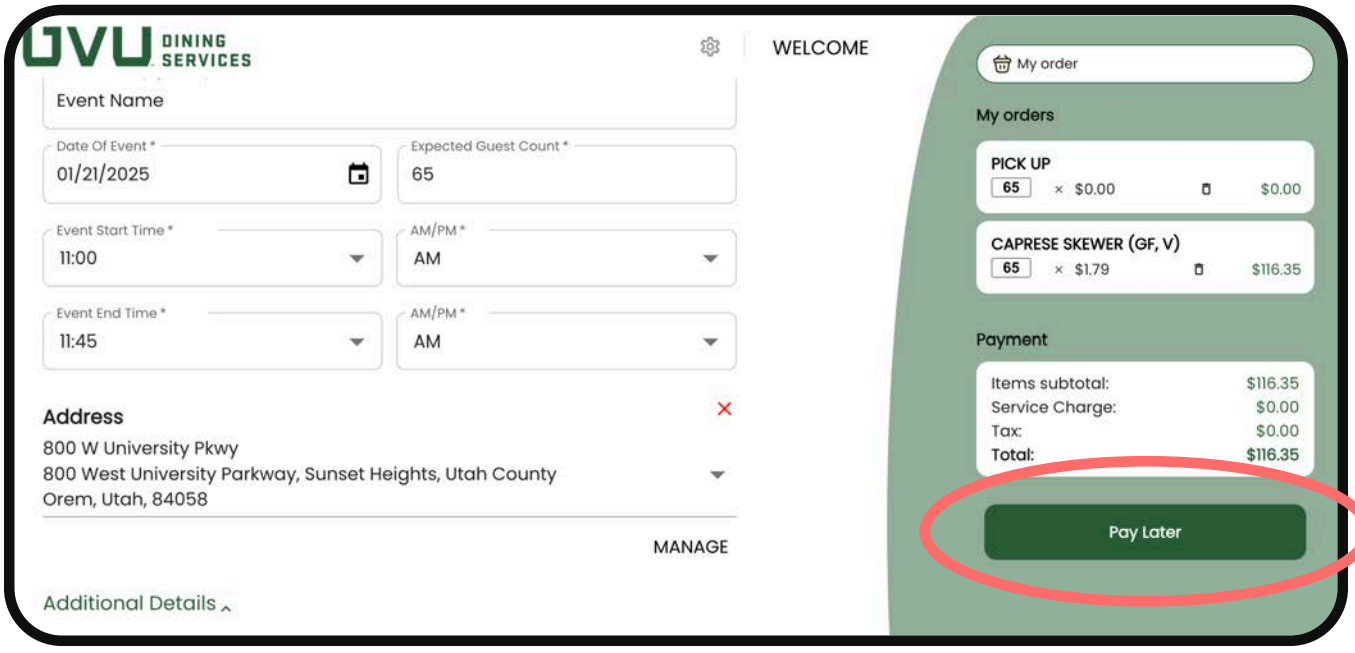
4. For the “Notes” section, add the name of your event your department index number. Or for non-UVU affiliates, put “client payment” instead of the index number. Please also include table information based on the service style.

    For the *Paper Self-Serve*, *Upscale Plastic Self-Serve*, or *China Self-Serve* service style, include the number of buffet tables. Also include the number of guest tables with how many guests will be seated per table if doing the *China Self-Serve* service style.

    For the *China Plated and Serve* service style, include the number of guest tables with how many guests will be seated per table and what time you want the entree served.

SUBMITTING YOUR ORDER

1. Once all the necessary information has been filled out, select “Pay Later” on the right.



Thank You!

Your order has been confirmed — **Order #1019**

We have sent you an order confirmation email, and will send an update when your order is ready.

Event Information

Event Name	Event Name
Date of Event	21 Jan 2025
Start Time	11.00 am
End Time	11.45 am
Guest Count	65
Theme	PICK UP
Category	SC 111 PICK UP ROOM

Order Summary

Name	Qty	Price
Pick Up	65	$0.00
Caprese Skewer (GF, V)	65	$116.35
Subtotal		$116.35
Service Charge		$0.00
Gratuity		$0.00
Tax		$0.00
Order Total		$116.35

Notes

Department Index #000000 OR "Client Payment"

Cancellation Policy

If you cancel after the 5-day timeline you will be charged a $25.00 cancelation fee as well as any costs incurred. Orders placed 5 business days or less in advance will be subject to a $25.00 additional service charge.

2. The screen will change to a confirmation page with an overview of your order. You will receive a confirmation email to the address you provided and the catering office will send you a proposal to review and approve within 2 business days.

3. If you do not respond to the proposal within 5 business days, your order will be automatically confirmed, served, and charged accordingly. If you cancel your catering order within 5 days of the event, you will be charged a $25 cancellation fee.

For more information, please visit our website: uvu.edu/catering/index.gtml

For questions or concerns, please contact us through our email: catering@uvu.edu

UVU Catering