UVU Catering GRAZE Ordering

Online Ordering Instructions

Finding the Website/Ordering Page

Click the link to the UVU Catering Ordering Page or type uvucatering.usegraze.com into your search engine.

1.Select Service-Style

At the top of the Ordering Page please select your service-style.
(Pick-Up, Delivery on Disposable, Paper-Self Serve, Upscale Plastic Self-Serve, China Self-Serve, China Plated and Served)

PICK UP	DELIVERY ON DISPOSABLES	PAPER SELF-SERVE +$0.99/PERSON	UPSCALE PLASTIC SELF-SERVE +$1.69/PERSON	CHINA SELF-SERVE +$2.99/PERSON	CHINA PLATED AND SERVED +$3.99/PERSON
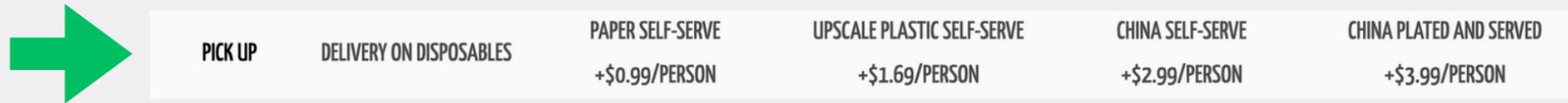
Please Note: *Different service-styles offer different menus. Please be sure to select this before adding items to your cart*

2. Insert Guest Count

Find the Icon for "Guest Count" near the top of the page and select the number of guests that will attend your event.
(If your guest count is 10 or more, select "10+ and type your guest number in. Then **you must select the "update quantity icon in order to add that amount to your cart)**
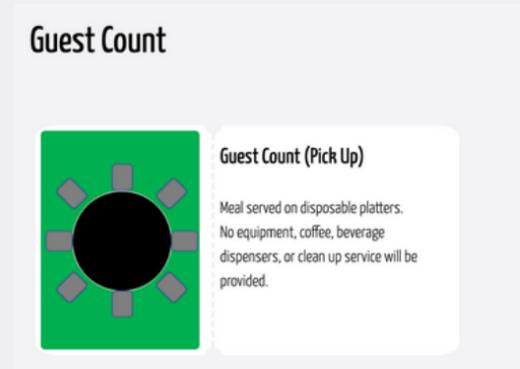
3. Selecting Food and Beverages

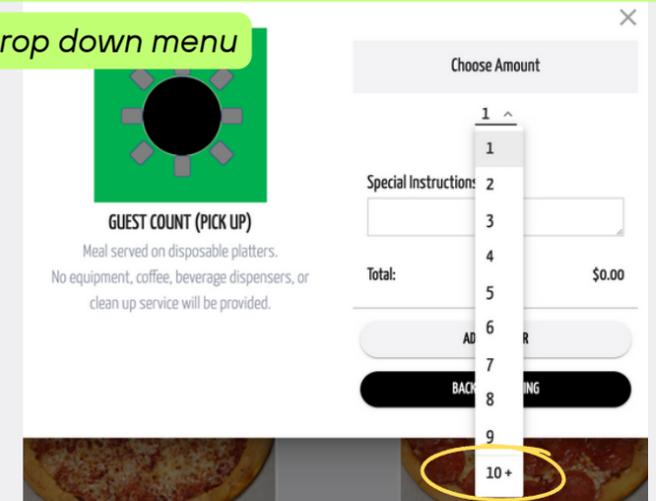Select all Appetizers, Salads, Entrees, Desserts, and Beverages for your event.
(If your serving amount is 10 or more, select "10+", re-type your serving amount then you must select the "update quantity" icon)

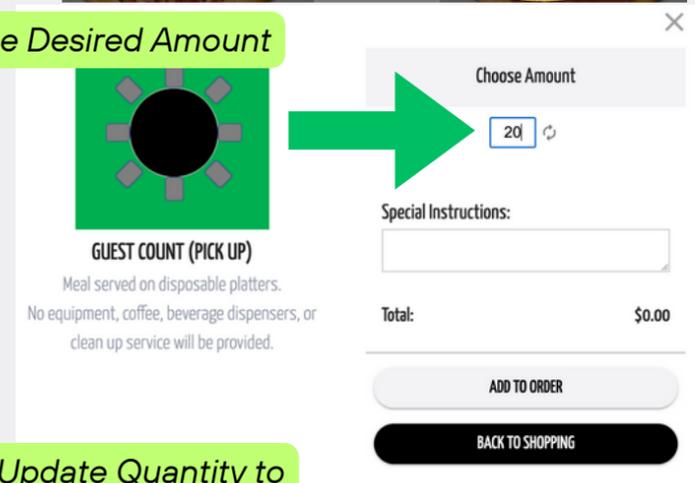## 4. Adding Special Changes/Modifications

- Any Modifications will reflect in all of the meals the change was made to
- Please make sure to type any non-listed modifications into "Special Instructions" for your order

Guest Count

Guest Count (Pick Up)

Meal served on disposable platters. No equipment, coffee, beverage dispensers, or clean up service will be provided.
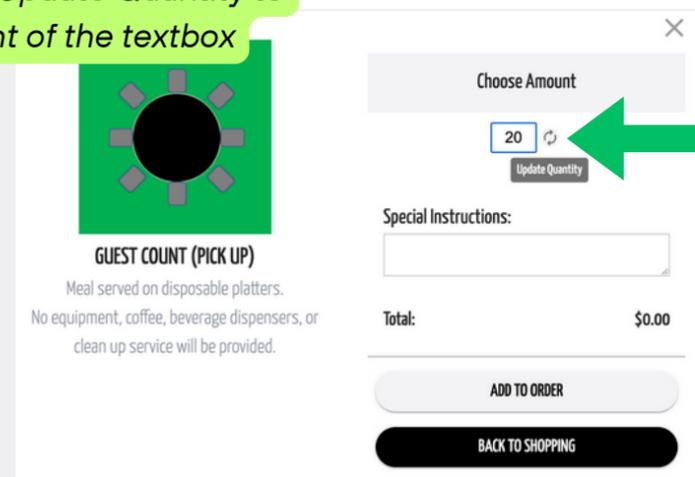
How to Update Quantity for 10 or more items
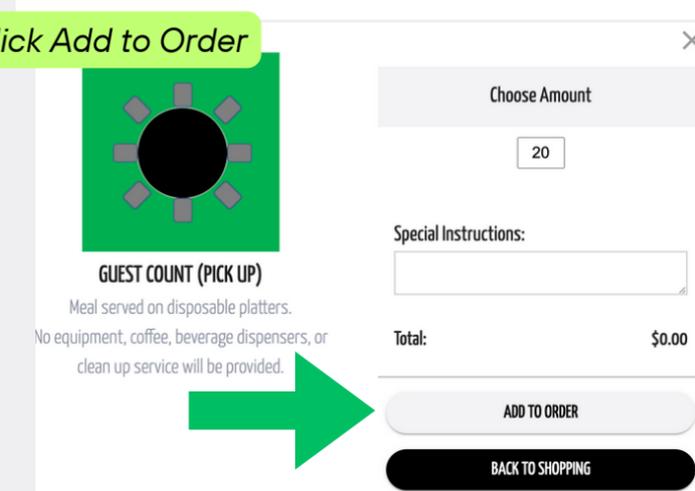

1.Select 10+ on the drop down menu

2.Type Desired Amount

3.Click on Update Quantity to the right of the textbox

4.Click Add to Order

Adding Duplicate Items with Different Specifications

If you would like two of the same item but with different specifications, add the item to your cart twice with the different specification

Example: You'd like an Order of 30 Gluten Free Boxed BLT Sandwiches and 30 Regular

First, you'd placer an order for 30 Gluten Free sandwiches. To add the gluten free modification, choose that option in the box under GF Boxed Lunch. Then choose your amount of 10+ (must choose this option then type in 30 and press update quantity). After that you would add this order to your cart.

Next, you'd select the BLT option off of the main menu again. For regular sandwiches, you would just enter 30 as the amount and add it to your order

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Left panel

WOLVERINE BOXED LUNCH: BLT

Wolverine Boxed Lunch: BLT Thick-cut peppered bacon, lettuce, tomato on Ciabatta bread with mayonnaise and mustard packets. Served with chips and a chocolate chip cookie. 4"x 4" bread Large Paper Napkins

GF Boxed lunch

Substitute Gluten Free Bread and Coconut Macaroon (+$2.09)

Boxed lunch side salad

Choose Amount

30

Special Instructions:

Total: $11.87

ADD TO ORDER

BACK TO SHOPPING

Right panel

WOLVERINE BOXED LUNCH: BLT

Wolverine Boxed Lunch: BLT Thick-cut peppered bacon, lettuce, tomato on Ciabatta bread with mayonnaise and mustard packets. Served with chips and a chocolate chip cookie. 4"x 4" bread Large Paper Napkins

GF Boxed lunch

Boxed lunch side salad

Choose Amount

30

Special Instructions:

Total: $7.79

ADD TO ORDER

BACK TO SHOPPING

5. Proceed to Check Out

Select the cart in the top right corner and then "Proceed to Check Out"

6. Create an Account

Create an Account so that you have access to your past orders. Having an account will also make it easier to order in the future

7. Client Information/Event Information/ Site Information

Fill out ALL FIELDS

- On- campus groups use "Utah Valley University" as your site information. Off-campus groups and individuals please use your billing address

Additional Details

In your notes please include your **INDEX NUMBER** or **TAX EXEMPT** INFO and any other information you would like to let us know
Submit your order for us to review and we will send you a proposal

Additional Details ▲

| Theme ▾ | Category ▾ |

| Banquet Room ▾ | Setup Style ▾ |

Notes

Have questions?
Email us at catering@uvu.edu

Q Search   WELCOME GUEST 👤 🛒 ¹

Please fill out all fields

Order Type

EVENT 🔔

Client Information

Company (Optional)

First name *   Last name *

Email *   Phone Number *

Event Information

Event Name (Optional)

Date Of Event *
mm/dd/yyyy 📅   Expected Guest Count *

Event Start Time *   Please fill out this field.   Event End Time *
--:-- -- 🕐   --:-- -- 🕐

Site Information

Address *