UCF Downtown brings thousands of students, faculty, and staff to live, learn and work in downtown Orlando. UCF Downtown is working to develop a campus catering directory to raise awareness of local businesses to campus departments and staff.

UCF departments, schools, and colleges must utilize university-approved caterers for university-sponsored events and programs.

1. **Is your establishment interested in becoming a UCF Approved Caterer?**
   - [ ] YES  
   - [ ] NO

2. **If yes, please provide the following information about your establishment and attach a catering menu.**
   - Name:
   - Phone:
   - Location:
   - Hours:
   - Website:
   - Email:
   - Serving:  
     - [ ] Breakfast  
     - [ ] Lunch  
     - [ ] Dinner  
     - [ ] Special Events
   - Delivery:  
     - [ ] YES  
     - [ ] NO
   - Cuisine:  
     - [ ] American  
     - [ ] Cajun  
     - [ ] Caribbean  
     - [ ] Chinese  
     - [ ] Italian  
     - [ ] Jamaican  
     - [ ] Japanese  
     - [ ] Mexican  
     - [ ] Soul  
     - [ ] Spanish  
     - [ ] Other: ____________________________
   - Other Services Offered: ____________________________________________

3. **The following attachments are required to become a UCF Approved Caterer.**
   - [ ] Electronic or paper copy of your catering menu
   - [ ] W-9 for your establishment (see attached)
   - [ ] Certificate of Liability Insurance naming UCF BOT as additionally insured (see attached example)
   - [ ] Endorsement showing UCF BOT has been added to your insurance policy (see attached example)

Please complete and return this form and necessary attachments to Tamara.Smith@ucf.edu.