

## UTC STUDENT CATERING GRANT APPLICATION & GUIDELINES

Receive Quote from Aramark: University Center Room 251

Return to Auxiliary Services: [mocscard@utc.edu](mailto:mocscard@utc.edu)

The following guidelines must be met to receive a Catering Grant:

- 1. All applications must be received no later than 2 weeks prior to the event date.**
2. Only registered **UTC Student Organizations** may apply.
3. Must present Aramark quote when turned in.
4. Must be a campus-wide event.
5. Can not charge admission.
6. Student groups applying must not have access to university or departmental funds.
7. The event must be held on campus.

Event Name: \_\_\_\_\_

Event Number (*From Aramark Quote*): \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Name of Student Organization Sponsoring the Event: \_\_\_\_\_

Day(s) and Date(s) of Event: \_\_\_\_\_

Actual Event Hours: (Start) \_\_\_\_\_ (End) \_\_\_\_\_

Location of Event: \_\_\_\_\_

Number to Attend: \_\_\_\_\_ Campus Invited: \_\_\_\_\_

Public Invited: \_\_\_\_\_ Admission Charge? \_\_\_\_\_

How will the Event be Advertised? \_\_\_\_\_

How will the Event Benefit the Campus? \_\_\_\_\_

Is this a Fundraising Event? \_\_\_\_\_ If so, What Agency will Benefit? \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

***Once filled out please save PDF as a new document and email to [mocscard@utc.edu](mailto:mocscard@utc.edu)***