

# UC MERCED

## DINING SERVICES

Offers a comprehensive portfolio of product and services to the UC Merced community including:

- Fork in the Road
- Lakeside Catering
- Lantern Cafe
- Summits Marketplace
- Events at Dining
- Meal Plans
- OZZI Initiative & Sustainability
- Yablokoff-Wallace Dining Center

Email UC Merced Dining Services [dining@ucmerced.edu](mailto:dining@ucmerced.edu) with any questions.

Committed to providing the highest quality, best-tasting and most diverse menu possible. Dining Services' passion and experience show in the food they prepare daily. A friendly team of dining professionals maintains an environment that is clean, friendly, courteous and respectful. UC Merced dining will always provide you with healthy and hearty cuisine to suit your taste and appetite.

## CONFERENCE AND EVENT SERVICES ON CAMPUS - HOUSING

UC Merced recognized student groups and campus affiliates (departments, schools and offices) are welcome to reserve space to host programs and events that are designed for campus groups. A usage fee is associated with restricted and closed events. Conference and meeting space is available at the Terrace Center, The Summits and other restricted areas. **Please email: [dhenderson8@ucmerced.edu](mailto:dhenderson8@ucmerced.edu)**

## EVENTS SERVICES - FACILITIES MANAGEMENT

The most critical aspects of a successful event are pre-planning and communication among all associated service providers. Facilities Management (FM) can assist you and your team with tables, chairs, P/A systems, etc as well as organizing the equipment for your event. FM will work with customers to determine the best mix and timing of workers for events. Please plan your event as far in advance as possible and contact [fmhelp@ucmerced.edu](mailto:fmhelp@ucmerced.edu)



### These are the 5 core values of event planning:

1. Provide great Service
2. Be Excited!
3. Be Professional
4. Be Grateful
5. Learn and Grow

### High level event planning checklist:

- Establish goals and objectives for event or program
- Select date and consider budget
- Identify venue and negotiate details
- Develop an event master plan
- Get cost estimates (room rental, food, etc.)
- Recruit event committee (if applicable)
- Create a launch publicity or communication plan
- Identify and confirm speakers/presenters/sponsors