



# WSSU *Catering Services*

WINSTON  
SALEM  
STATE  
UNIVERSITY

*Far From Ordinary*



# WSSU

## Catered Event Planning Guide

Winston-Salem State University  
Catering Services  
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Winston-Salem, NC 27110  
(336) 750-3160

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# *Planning Information*

WSSU Catering is pleased to present our Catering Guide. It is designed to assist you in planning special events and includes our most popular menu items.

Our service capabilities range from simple coffee breaks to elegantly served receptions and dinners. We provide catering services both on and off the WSSU campus.

Let us assist you in selecting one of our menus or in designing signature menus for your special occasion. Please call our Catering Office at (336)750-3160 or fax (336) 750-3163. We look forward to serving you.

Winston-Salem State University Catering Service has an exclusive contract for all food service functions held on campus. All events must be arranged through the WSSU Catering Department. The Food Service Director and Chancellor's Office must approve any outside catering.

## *Room Reservations*

The Office of Conferences & Institutes coordinates rooms available for catered events, call (336) 750-2120. Please check room availability as soon as you decide your event date.

After reserving your room, please contact Catering Services at (336) 750-3160 to discuss the details of your event. When scheduling services, we will need the following information:

- Date & time of the event
- Location of the event
- Name of the organization and contact person
- Number of guests
- Type of services required

## *Service Charges*

Normal service time is two hours for full-service functions. Any event over 2 hours will be charged \$35.00 for each additional hour or fraction of an hour. If you think your event will exceed two hours, please consult Catering Services in advance.

Events booked without proper notice are subject to a 25% late fee. There will be additional charges for events scheduled during legal holidays or University breaks. The Catering Department must have a five day notice prior to the event date.

# *Planning Information*

## *Delivery Service*

Arrangements for delivery service should be made with Catering Services no less than 5 days in advance. There is a \$10.00 delivery charge for on-campus deliveries, \$35.00 for off-campus deliveries within the city limits.

## *Pick-Up Service*

Catering-to-Go is available for some items such as box lunches, breaks, hor d'oeuvres and cookouts. These items are provided with disposable serveware. Please place your order 5 business days in advance. Catering-to-Go orders may be picked up from the dining hall.

## *Alcohol Policy*

No cash bars are permitted on campus. The sponsors of the event, who are responsible for compliance with all State and Federal regulations, must furnish alcoholic beverages. There must be a security guard present during any event where alcoholic beverages are served.

Bartenders are available at \$10.00 per hour. We recommend one bartender for each 50 - 75 guests. A bar setup, which includes mixers, soft drinks, ice and disposable serveware can be purchased at \$4.50 per unit. Glassware is available for an additional \$1.00 per person.

## *Final Guest Guarantees*

A final guest guarantee is required by noon, five business days prior to your event. If no guarantee is received, we will plan according to the estimated guest count or menu items selected. If your event is on a Sunday or Monday, the final guest count/menu selection must be submitted before noon on Friday the week before your event. If the number of guests exceeds the guaranteed count, the Catering Department is not responsible for feeding additional guests. If possible, we will provide sufficient food for additional guests, and you will be billed accordingly.

## *Room Set-up*

The customer is responsible for making arrangements for the room set-up, such as tables, chairs, trash receptacles, etc. We will be glad to refer you to the campus department (Anderson Center, Conference & Institutes) that provides these services for catered events. If catering staff is required to setup or move tables, a 15% charge will be added to the final bill. It is the customer's responsibility to ensure that the facilities are unlocked two hours prior to the event.

# *Policies & Procedures*

## *Health & Safety*

The Health Department prohibits the removal of food or beverage from a catered event. Catering equipment should not be removed from the event site. Any equipment not returned within 24 hours will be charged to the customer.

## *Ordering Policies and Information*

- ◆ Events requiring special menus should be confirmed 10 days prior to the event. Specialty prices are available on request.
- ◆ Events arranged within 3 working days of the service date may have limited menu options based on availability.
- ◆ Cancellations will be accepted without charge 3 business days in advance. Less than 3 business days notice may require charges on costs already incurred.
- ◆ Parties consisting of 25 or less must choose from the served menus.
- ◆ Prices listed are per person unless noted. A 7% sales tax will be added to the invoice. When booking an event, an estimate will be provided. This amount is strictly an estimate and may vary from the final cost due to customer changes. If the final cost is needed earlier, please contact the Catering Department.
- ◆ Events scheduled for legal holidays or University breaks require a minimum of 100 guests and at least one month advance notice.
- ◆ Checks or money orders should be made payable to WSSU. On-campus groups must provide their departmental account number to Conference & Institutes prior to the event. Groups not using University accounts for billing purposes will be charged an additional 10% service fee and full payment is due 3 days prior to the event. A \$2.00 per person fee will be assessed for non-university events requiring chinaware.
- ◆ There is an additional charge of \$3.00 for colored linen. A pickup time is required for any setup or drop-off service. Events after 5:00 pm will be picked up the next day. For after 5:00 pm events on Fridays, please provide access for the Catering Department to pickup the event before 6:30 pm.
- ◆ Buffet meals require a minimum guest count of 25. If special arrangements are necessary, please call the Catering Department.
- ◆ Receptions and breaks will be setup 30 minutes prior to the scheduled time, to avoid interfering with your event. Additional charges will apply to functions of less than 30 guests.

## *Additional Rental Fees:*

Champagne Fountains.....	\$65.00
Oval & Square Bon Chef Chafers.....	\$25.00 ea.
Bon Chef Carving Station.....	\$50.00
Demonstration Stations.....	\$75.00/hr.

# Breakfasts

*Prices include linen & service for two hours.  
Breakfast Buffets include juice & coffee.*

## Breakfast Buffets

Scrambled eggs, bacon, sausage, grits, hash browns, fresh fruit,  
buttermilk biscuits & gravy..... \$6.95

Fresh fruit display, cold cereal, assorted breakfast pastries & bagels,  
yogurt..... \$5.50

Quiche, hash browns, bacon, sausage, fresh fruit with yogurt, assorted  
cold cereals, assorted breakfast pastries..... \$8.00

## Served Breakfasts

Scrambled eggs, bacon, hash browns, and fresh fruit..... \$6.25

Breakfast sandwich filled with egg, meat and cheese, served w/hash  
browns and fresh fruit..... \$6.50

*Select from the following:*

Bagel, English Muffin or Croissant

Bacon, Ham, Sausage, or Breakfast Steak

Quiche, bacon or sausage, O'Brien potatoes & fresh fruit.....\$5.95

## Additional Breakfast Items

*Priced per item*

Assorted Muffins..... \$0.95

Assorted Mini Muffins..... \$0.65

Croissants..... \$1.15

Assorted Bagels.....\$1.15

Banana Nut Bread..... \$0.95

Danish Pastries.....\$1.25

Mini Danish Pastries..... \$0.65

Cinnamon Buns..... \$1.15

Buttermilk Biscuits..... \$0.95

Ham Biscuits.....\$1.25

Sausage Biscuits.....\$1.15

# Lunch Buffets

Lunch buffets include rolls, butter, iced tea, coffee & a house dessert

## **Soup & Salad Bar**..... \$7.50

Tossed salad with toppings station and choice of 3 dressings.  
Choice of 2 prepared salads: chicken salad, marinated Greek vegetables, tuna salad, pasta salad, fruit salad, southwestern black bean or minted green bean salad.  
Choice of 2 soups (see selections below)

## **Deli Buffet**..... \$8.50

Honey smoked turkey, Virginia baked ham, roast beef & salami, provolone, Swiss & cheddar cheeses, (chicken salad or tuna salad may be substituted for one meat).

## **Baked Potato Bar**.....\$7.95

Jumbo baked potato with toppings bar including: sour cream, butter, broccoli cheddar cheese sauce, black olives, chili, chives & bacon bits. Served with a mixed green salad bar OR 2 soups from the selection below.

## **Pasta Bar**..... \$10.50

Your choice of 2 pasta entrees, one vegetable, tossed green salad & Parmesan drop biscuits

Pastas: Baked Rotini or Ziti with Marinara Sauce

Lasagna - Classic or Vegetarian

Spaghetti with Marinara or Meat sauce

Cheese Tortellini with Alfredo Sauce

Pasta Primavera with Penne in a Garlic-Herb Sauce

## **Salad & Wing Bar**.....\$8.95

Served with seasoned house chips, carrot & celery sticks with bleu cheese & ranch dips. Tossed salad w/toppings station & choice of 3 dressings.

Choice of 3 wing flavors:

Mild Buffalo Style      Honey BBQ      Ranch

Hot Buffalo Style      Cajun BBQ      Italian

Jerk Style

## **BBQ Cookout**..... \$7.25

Barbecue sandwich, potato salad or chips, cole slaw, baked beans, brownies or cookies, iced tea. (For an additional \$2.50 per person, barbecue chicken may be added.)

### **Soup Selections:**

Cream of Broccoli

Chicken Noodle

Brunswick Stew

French Onion

Chicken Gumbo

Chicken & Rice

Tomato

Black Bean

Bean & Bacon

Lentil

Carrot

Gazpacho

New England Clam Chowder

Beef Vegetable

Dilled Potato Chowder

Wisconsin Cheese

Crab Corn Chowder

# Served Luncheons

## Specialty Salads

Served with rolls, butter, iced tea, coffee, & one house dessert

**Blackened Chicken Caesar**..... \$7.50

Blackened chicken breast sliced over crisp romaine with grated Parmesan cheese, black olives, red onions & classic Caesar Dressing.

**Grilled Sirloin Spinach Salad**..... \$8.25

Sliced, marinated & grilled sirloin over fresh spinach w/beefsteak tomato wedges, red onions, & chopped egg. Dressed with Bacon Dijon Balsamic Vinaigrette.

**Poached Salmon Salad**..... \$10.00

Poached salmon on a bed of baby mesclun greens with sliced avocado, orange segments, pecans & dressed w/ raspberry vinaigrette. Grilled salmon may be substituted for poached at no additional cost.

**Chef Salad**..... \$7.25

Lettuce, tomato, ham, turkey, eggs, croutons with assorted dressings.

## Sandwich Plates

Served with iced tea, coffee & one house dessert

**Turkey Club**..... \$7.25

Honey cured turkey piled high on 3 slices of toasted white bread, layered w/provolone cheese, lettuce, tomato & bacon in a traditional club presentation. Served with chips & choice of one side salad\*.

**Pork Tenderloin Sandwich**..... \$7.00

Sauteed, seasoned pork tenderloin sliced & served on a soft hoagie roll. Topped w/red onion, mango chutney & melted provolone. Served with choice of two side salads\*.

**Pita Wraps**..... \$6.75

Choice of grilled chicken, sirloin, or marinated Greek style vegetables wrapped w/crisp romaine, grated Parmesan & your choice of dressing. Served w/choice two side salads\*.

*\*See Lunch Buffet Salads on p. 10 for choices.*

## California Style Pizzas

Served with iced tea, coffee & one house dessert

**Seven inch stone baked pizza w/choice of 3 topping**..... \$8.00

Ham	Sundried Tomatoes	Artichoke
Sausage	Black Olives	Pineapple
Pepperoni	Mushrooms	Jalapeno
Bacon	Bell Peppers	Feta Cheese

*Additional toppings may be added for \$1.75 each*

## Served Luncheons

*Meals are served with rolls, butter, ice tea, coffee, & one house dessert.*

**Soup in a Bread Bowl**..... \$6.50

French onion soup in a freshly baked bread bowl. Topped with melted provolone cheese.

**Grilled Chicken Alfredo**..... \$8.50

Grilled chicken breast sliced and tossed with fresh vegetables in Alfredo sauce. Served over fettucine.

**Roasted Pork Loin**.....\$8.50

Seasoned pork loin roasted and sliced. Topped with an apple, raisin & walnut compote. Served with wild rice & one vegetable.

**Shrimp Creole**..... \$11.00

Sauteed shrimp and fresh vegetables in a cajun red sauce. Served over rice with one vegetable selection.

## Vegetarian Entrees

*Available at Lunch or Dinner*

*Meals include one salad, one vegetable, one starch, roll, butter, iced tea, coffee, & one house dessert.*

**Greek Pasta with Tomatoes & White Beans**..... \$8.95

Italian diced tomatoes, fresh spinach, penne pasta with crumbled feta cheese

**Linguini with Broccoli & Red Peppers**..... \$8.95

Fresh broccoli, sliced bell peppers with Parmesan cheese

**Pasta Carcione**..... \$8.95

Fresh spinach sauteed in olive oil, served with bowtie pasta, cherry tomatoes & goat cheese

# Lunch & Dinner Buffets

*Buffets include one salad, one starch, two vegetables,  
choice of entree, rolls, butter, iced tea, coffee,  
& one house dessert (two with two entrees).*

*Prices listed for buffets are based on a minimum of 25 guests.*

One Entree Buffet \$10.25

Two Entree Buffet \$12.00

## *Entrees:*

Herb Baked Chicken

Fried or BBQ Chicken

Beef Stroganoff over Egg Noodles

Sliced Roast Beef Au Jus

Smoked Ham

Seafood Pasta Au Gratin

Beef Burgundy w/Rice

Shrimp Creole

Linguini w/Broccoli & Red Peppers

Meatloaf w/Brown Gravy

Roast Turkey w/Dressing & Gravy

Lemon Pesto Chicken

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*Choose one "Premium" entree, add one "Additional" entree for  
\$2.00 extra*

## *Premium Entrees:*

Grilled Marinated Flank Steak.....\$13.00

Grilled Beef Tenderloin w/Wild Mushroom Veal Demi Glace.....\$18.00

Smoked Pork Loin w/Southern Comfort BBQ Sauce.....\$13.75

Grilled Rib-Eye.....\$14.25

Veal Elizabeth.....\$15.65

Grilled Veal Chop.....\$17.00

Grilled Chicken Breast.....\$12.50

Grilled Salmon Fillet w/Lemon Caper Beurre Blanc.....\$15.50

Fried Jumbo Shrimp.....\$16.00

Low Country Crab Cakes.....\$16.00

Seafood Kabobs.....\$15.25

Smoked Salmon Tossed w/Vegetables.....\$14.00

## *Additional Entrees:*

*(\$2.00 each with one Premium Entree selection)*

Baked Vegetarian Lasagna

Fettucine Alfredo

Pasta Primavera

Beef Stroganoff

Baked Lasagna w/Meat

Jumbo Ravioli w/appropriate sauce

# *Lunch & Dinner Buffets Cont.*

*Buffets include one salad, one starch, two vegetables,  
choice of entree, rolls, butter, iced tea, coffee,  
& one house dessert (two with two entrees).*

*Prices listed for buffets are based on a minimum of 25 guests.*

## *Salads (choose one)*

Potato Salad	Pasta Salad	Macaroni Salad
Caesar Salad	Vegetarian Pasta	Spinach w/Bacon Vinaigrette
Fruit Salad	Tossed Mixed Greens	Cole Slaw

## *Dressings (choose two)*

Bleu Cheese	Thousand Island	Vinaigrette	Italian
Ranch	Pesto Ranch	French	

## *Vegetables (choose two)*

Honey Glazed Baby Carrots	Green Beans Almandine
White Corn	Broccoli Casserole
Sugar Snap Peas	Squash Casserole
Steamed Broccoli	Corn on the Cob
Sauteed Vegetable Medley	Yellow Cut Corn
Braised Red Cabbage	

## *Starches (choose one)*

White Rice	Baked Potatoes
Cous Cous	Roasted Red Bliss Potatoes
Rice Pilaf	Twice Baked Potatoes ( <i>add .50</i> )
Brown Rice	Au Gratin Potatoes
Fried Rice	Macaroni & Cheese
Wild Rice	Country Style Whipped Potatoes

## *House Desserts (choose one)*

Any Flavor Pound Cake	Sweet Potato Pie
Yellow Cake	Key Lime Pie
Chocolate Cake	Apple Pie
Lemon Cake	Peach Cobbler
Carrot Cake	

## Served Dinners

*Dinners include choice of one entree, soup or salad, chef's choice of appropriate starch and vegetable, rolls, butter; iced tea, coffee & one house dessert.*

### Salads

Wild Baby Mesclun Greens	Classic Caesar	Black Bean
Minted Green Bean Salad	Asian Slaw	Tomato
Marinated Greek Salad	Antipasto	Fresh Fruit
Tossed Mixed Greens		

### Vegetables

Honey Glazed Baby Carrots	Steamed Broccoli	Snow Peas
Fresh Squash Medley	Squash Casserole	Collard Greens
Fresh Vegetable Medley	Sliced Dilled Carrots	White Corn
Green Peas & Mushrooms	Braised Red Cabbage	
Green Beans Almandine	Sugar Snap Peas	

### Entrees

Blackened Prime Rib.....	\$16.50
<i>Topped w/citrus butter</i>	
Filet Mignon.....	\$17.00
Grilled London Broil.....	\$14.65
<i>Marinated, grilled &amp; sliced thin, served with veal demi glace</i>	
Grilled Veal Chop.....	\$17.00
<i>Center cut veal chop grilled &amp; topped with Guinness Stout veal demi glace</i>	
1/2 Cornish Hen.....	\$10.75
Chicken Sante Fe.....	\$12.50
<i>Southwestern seasoned chicken breast sauteed &amp; served with fresh melon salsa</i>	
Stuffed Chicken Breast.....	\$13.65
<i>Choose from:</i>	
Mushroom Duxelles w/ Veal Demi Glace	
Spinach, Sundried Tomatoes, Feta Cheese & Pinenuts with Smoked Tomato Marinara	
Classic Cordon Bleu	
Pecan Encrusted Chicken Breast.....	\$12.75
<i>with Lime Cracked Pepper Beurre Blanc</i>	
St. Louis Style Baby Back Rib-Pork.....	\$15.00

## Theme Menus

### South of the Border.....\$12.25

Beef & Bean Burritos  
Grilled Chicken Fajitas w/Peppers & Onions  
Beef Tacos  
Nacho Chips w/Cheese Sauce  
Lettuce, Diced Tomatoes & Cheddar Cheese  
Sour Cream, Black Olives, Salsa, Jalapenos, Guacamole  
House Dessert  
Iced Tea & Coffee

### WSSU Tailgate Party.....\$11.25

Fried Chicken Served Hot or Cold  
Deli Meat Assortment of Roast Beef, Turkey & Ham  
Cheese Tray with American, Swiss & Provolone Cheeses  
Accompaniments: Lettuce, Tomatoes, Onions, Pickles  
Potato Salad or Potato Chips  
Cole Slaw  
Assorted Brownies or Cookies  
Iced Tea & Coffee

### American Picnic.....\$7.25

Barbecue Sandwich  
(Add Barbecue Chicken for an additional \$2.00 per person)  
Potato Salad or Potato Chips  
Cole Slaw  
Baked Beans  
Brownies or Cookies  
Iced Tea

### Sandwich Buffet..... \$8.50

Meats: Honey Smoked Turkey, Virginia Baked Ham, Roast Beef & Salami, (chicken salad or tuna salad may be substituted for one meat)  
Cheeses: Provolone, Swiss & Cheddar  
Choice of one: Pasta Salad, Wild Rice & Grape Salad,  
Minted Green Bean Salad, Tomato & Red Onion,  
Southwestern Black Bean Salad  
Served with Assorted Deli Breads & Rolls  
Accompaniments: Lettuce, Tomatoes, Onions, Pickles, Condiments,  
Potato Chips

# Presentations

## Show Presentations

Fresh Fruit Display.....	\$2.50 per person
Fresh Fruit & Cheese Display.....	\$3.00 per person
Poached Salmon Display.....	Market
<i>With traditional garnish - serves 75</i>	
Smoked Salmon Display.....	Market
<i>With traditional garnish - serves 75</i>	

## Carving Stations

*Carving Stations include an assortment of freshly baked petite rolls & complementing condiments*

Prime Rib of Beef.....	\$175.00
<i>Prepared and blackened or grilled - serves 75</i>	
Grilled London Broil Steak.....	\$13.00 per person
Roasted or Smoked Turkey Breast - serves 50.....	\$115.00
Beef Tenderloin.....	\$125.00
<i>Prepared blackened, grilled or roasted - serves 30</i>	
Grilled Marinated Pork Tenderloin - serves 15.....	\$30.00
Smoked Bone-in Ham - serves 100.....	\$200.00
Carved Steamship Round - serves 200.....	\$350.00
Inside Round - serves 100.....	\$225.00

## Ice Carvings

*Please contact the Catering Director for pricing information.*

## Display Cooking Stations

*Add flair and excitement to your event with a display cooking station. Our Catering Director will be happy to discuss menu options that are well suited to this special presentation.*

# Receptions

All prices are per person unless noted

## Hot Hors d'oeuvres

Mini Quiche.....	\$1.50
Sesame Chicken Satays.....	\$3.50
<i>with Thai Peanut Dipping Sauce</i>	
Crab Stuffed Mushroom Caps.....	\$2.50
Miniature Crab Cakes.....	\$3.00
Savory Tartlets.....	\$1.75
Bacon-Wrapped Scallops.....	\$2.50
Spanikopita.....	\$2.50
Baked Brie in Puff Pastry.....	\$1.65
Meatballs (Swedish, BBQ, Sweet & Sour).....	\$2.00
Chicken Wings or Drumettes.....	\$2.60
Chicken Tenderloins w/Dip.....	\$3.00
Louisiana Hot Wings w/Bleu Cheese.....	\$2.75
Eggplant Caponata served with Toast Points.....	\$2.25
Portabello Mushrooms Au Gratin on Toast Points.....	\$2.75
Mini Vegetable Egg Rolls.....	\$2.50
Chicken & Pineapple Brochettes.....	\$4.00
BBQ Cocktail Franks.....	\$2.00

## Cold Hors d'oeuvres

Stuffed Artichoke Hearts with Black Bean Salsa.....	\$2.00
Assorted Strudels.....	\$2.00
Vegetable Crudites Tray with Dip.....	\$50.00 med. \$60.00 lg.
Fresh Fruit Tray.....	\$60.00 med. \$75.00 lg.
Seasonal Melons wrapped with Proscuitto.....	\$2.25
Beef Tenderloin with assorted Aolis & Breads.....	\$4.25
<i>prepared blackened or grilled and sliced</i>	
Imported or Domestic Cheese Tray w/Crackers...\$50.00 med. \$100.00 lg.	
Wine Cheese Ball.....	\$7.95/lb.
Antipasto Display.....	\$2.50
Assorted Finger Sandwiches.....	\$4.95
Pate Maison w/Traditional Accompaniments.....	\$3.00
Sliced Turkey w/Assorted Aolis & Breads.....	\$3.50
<i>prepared roasted or smoked</i>	
Pinwheels Oles.....	\$5.00
Stuffed Cherry Tomatoes.....	\$2.50
Poached Jumbo Shrimp w/ Cocktail Sauce.....	Market
Dipped Strawberries (white or dark chocolate).....	\$3.50 per doz.

### Dips with Appropriate Chips or Breads..... \$2.50 per pt

Black Bean	Salsa	Mexican Cheese & Chilies
Hummus	Artichoke & Feta	Black Bean Salsa Spinach
Ranch Dip	Carolina Crab	Mexican Layered Dip
Yogurt Dip	Onion Dip	Cream Cheese & Herb

# Desserts & Baked Goods

Prices for a la carte desserts

## House Desserts..... \$2.50 each

Any Flavor Pound Cake	Key Lime Pie
Yellow Cake	Sweet Potato Pie
Chocolate Cake	Apple Pie
Lemon Cake	Peach Cobbler
Carrot Cake	

## Specialty Desserts.....\$3.00 each

Cheesecake w/Assorted Top- pings:	Assorted Fruit Tarts
Strawberry, Cherry, Chocolate, Seasonal Berries	Assorted Sorbets
Red Velvet Cake	Assorted Mousses in Cups: Lemon, Chocolate, Mocha or Vanilla
German Chocolate Cake	Assorted Ice Cream
White Chocolate Cake	Fresh Fruit Cup
w/Mini Chocolate Chips	Creme Caramel
Chocolate Meringue Pie	Bread Pudding w/Bourbon Butter
Pecan Pie	

## From the Bakery/Pickup

Buttermilk Biscuits, Bagels, Muffins & Croissants.....	\$8.50/dozen
Assorted Danish, Cinnamon Rolls.....	\$8.50/dozen
Assorted Mini Danish or Mini Muffins.....	\$7.80/dozen
Breakfast Biscuits (Sausage or Ham).....	\$12.50/dozen
Mini Breakfast Biscuits.....	\$6.50/dozen
Otis Spunkmeyer Cookies.....	\$6.00/dozen
Jumbo Cookies.....	\$9.00/dozen
<i>chocolate chip, oatmeal raisin, macadamia nut</i>	
Fresh Baked Dessert Bars.....	\$9.50/dozen
<i>brownies, blondies, fudge-nut bars, lemon squares, pecan turtles</i>	

## Decorated Cakes

Full Sheet Cake.....	\$45.00/serves 100
1/2 Sheet Cake.....	\$25.00/serves 50
12" Decorative Specialty Cake ( <i>special order</i> ).....	\$22.00/serves 20
9" Round Cake.....	\$15.00 serves 16

# *Beverages & Snacks*

## *Beverages*

Coffee (regular or decaffeinated).....	\$9.00/gal.
Gourmet Flavored Coffee.....	\$11.25/gal.
Hot Tea.....	\$6.00/gal.
Herbal Tea.....	\$7.00/gal.
Hot Chocolate.....	\$9.00/gal.
Hot Spiced Cider.....	\$9.25/gal.
Iced Tea.....	\$6.00/gal.
Lemonade.....	\$9.00/gal.
Hawaiian Punch.....	\$6.25/gal.
Pineapple Fruit Punch.....	\$9.00/gal.
Cranberry Fruit Punch.....	\$9.00/gal.
Sparkling Grape Juice.....	\$5.00/bottle
Fruit Juice (apple, grape, orange, or cranberry).....	\$1.50 ea.
Canned Soft Drinks.....	\$1.00 ea.
Bottled Water (RAM Water).....	\$1.25 ea.
1/2 Pints of Milk.....	\$.75 ea.

## *Snacks*

Potato Chips.....	\$4.25/lb.
Tortilla Chips.....	\$4.00/lb.
Pretzels.....	\$2.75/lb.
Soft Pretzels.....	\$7.50/lb.
Variety Snack Mix.....	\$6.75/lb.
Dry Roasted Peanuts.....	\$5.00/lb.
Mixed Nuts.....	\$9.00/lb.
Onion Dip.....	\$6.00/qt.
Sour Cream & Ranch.....	\$6.00/qt.
Jalapeno Cheese Sauce.....	\$8.50/qt.
Salsa.....	\$6.00/qt.
Butter Mints.....	\$3.00/lb.

# *Customer Checklist*

- Choose the date, time and location of the event.
- Check availability of desired location and confirm reservations.
- Choose and reserve rain location if event is outdoors.
- Determine the food budget.
- Will the event be formal or informal?
- Determine what type of service best suits your needs.
- Choose and order invitations.
- Address and mail invitations at least two weeks prior to the event.
- Choose color scheme and linen for the event.
- Make arrangements for decorations (flowers, candles, etc.).
- Will you need a podium or audiovisual equipment?
- Will there be a head table?
- Table arrangements for other guests? Number of guests per table?
- Will you use name tags? Do you need tablecloths or skirts on the tables?
- Do you need a special table for awards or gifts? Where will it be located?
- Have you arranged for someone to greet the guests?
- How much time have you allowed for the meal? For the program?
- Do you plan to have a blessing? Have you asked someone to be responsible?
- Are your guests familiar with the location? Will they need maps?
- Will you need directional signs?
- Choose a menu at least two weeks in advance.
- Confirm final guest count with Catering Services 3 business days before the event.
- Who is financially responsible for the event?