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Catering Services provides unparalleled quality catering to the Penn State campus community—from coffee breaks to buffets to multi-course meals to theme celebrations. We can tailor a menu to match your food service needs—and your budget.
**BREAKFAST**

**Continental**
includes starbucks coffee, teavana tea, ice water
- decaf available upon request

**Quick Break Breakfast**  
per person  **7.50**
fresh fruit medley, assorted breakfast bread, assorted muffins, assorted bagels with cream cheese, butter, jelly

**Hot Buffets**

**Country Breakfast Buffet**  
per person  **10.50**
scrambled eggs, bacon, sausage patty, home fries, fresh fruit medley

**Build Your Breakfast Buffet**

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donuts</td>
<td>1 doz</td>
<td>16.50</td>
</tr>
<tr>
<td>Granola Bar</td>
<td>1 ea</td>
<td>1.75</td>
</tr>
<tr>
<td>Buttermilk Pancakes</td>
<td>2 ea</td>
<td>2.75</td>
</tr>
<tr>
<td>Old Fashion French Toast</td>
<td>2 ea</td>
<td>2.75</td>
</tr>
<tr>
<td>Scrambled Eggs</td>
<td>per person</td>
<td>2.00</td>
</tr>
<tr>
<td>Omelets-to-Order</td>
<td>1 ea</td>
<td>7.00</td>
</tr>
<tr>
<td>Spinach Quiche</td>
<td>per person</td>
<td>3.00</td>
</tr>
<tr>
<td>Hard Cooked Eggs</td>
<td>1 ea</td>
<td>1.00</td>
</tr>
<tr>
<td>Fruit Medley</td>
<td>per person</td>
<td>2.00</td>
</tr>
<tr>
<td>Home Fries</td>
<td>per person</td>
<td>2.00</td>
</tr>
<tr>
<td>Hash Browned Patty</td>
<td>1 ea</td>
<td>2.00</td>
</tr>
<tr>
<td>Sliced Bacon</td>
<td>3 ea</td>
<td>2.00</td>
</tr>
<tr>
<td>Turkey Bacon</td>
<td>3 ea</td>
<td>2.00</td>
</tr>
<tr>
<td>Sausage Patty</td>
<td>1 ea</td>
<td>2.00</td>
</tr>
<tr>
<td>Turkey Sausage Patty</td>
<td>1 ea</td>
<td>2.00</td>
</tr>
<tr>
<td>Oatmeal</td>
<td>per person</td>
<td>2.00</td>
</tr>
</tbody>
</table>

oatmeal topping bar includes raisins, craisins, brown sugar, granola

**PASTRIES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Muffins</td>
<td>per person</td>
<td>2.00</td>
</tr>
<tr>
<td>Breakfast Pastries</td>
<td>per person</td>
<td>2.00</td>
</tr>
<tr>
<td>Large Croissant</td>
<td>per person</td>
<td>2.00</td>
</tr>
<tr>
<td>Mini Assorted Danish</td>
<td>per person</td>
<td>2.00</td>
</tr>
<tr>
<td>Assorted Quick Bread</td>
<td>per person</td>
<td>2.00</td>
</tr>
</tbody>
</table>
zucchini, orange glazed, banana chocolate chip

**YOGURT**

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruit and Yogurt Parfait Bar</td>
<td>per person</td>
<td>4.00</td>
</tr>
<tr>
<td>Blueberry Yogurt Parfait</td>
<td>ea</td>
<td>2.50</td>
</tr>
<tr>
<td>Chobani Yogurt Cup</td>
<td>ea</td>
<td>2.00</td>
</tr>
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</table>

**BREAKFAST BEVERAGE**

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee Service</td>
<td></td>
<td>2.75</td>
</tr>
<tr>
<td>includes regular coffee and hot tea; decaf will be provided only if requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bottled Water</td>
<td>20 oz</td>
<td>2.00</td>
</tr>
<tr>
<td>Bottled Juice</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>orange, apple, cranberry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juice</td>
<td>per person</td>
<td>1.75</td>
</tr>
<tr>
<td>orange, apple, cranberry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Iced Water</td>
<td>per person</td>
<td>0.25</td>
</tr>
</tbody>
</table>
DELI

Build Your Buffet
Pick three sandwiches, wraps, or salads; two sides; and your choice of cookies, or brownies. Includes iced water and iced tea. 12.75

SANDWICHES
Tomato Basil Pesto Baguette a la carte 5.00
baguette, fresh mozzarella, basil pesto, tomato, balsamic syrup
Ham & Swiss on a Pretzel Bun a la carte 7.00
ham, swiss, dijonaisse on pretzel roll
Turkey on Multigrain a la carte 7.00
sliced turkey, provolone, lettuce, tomato on multigrain bread
Italian on Focaccia a la carte 7.00
salami, ham, capicola, provolone, basil pesto on herbed focaccia bread
Roast Beef on Onion Roll a la carte 7.00
sliced roast beef and swiss on onion roll
California Chicken Salad a la carte 7.00
chicken salad, avocado, tomato, spring mix on croissant

WRAPS
Tuscan Smoked Turkey a la carte 7.25
smoked turkey, spinach, tomato, artichokes, roasted red peppers, onions, creamy caesar on spinach tortilla
Chicken Caesar a la carte 7.25
grilled chicken strips, romaine lettuce, parmesan cheese, croutons, creamy caesar on white tortilla wrap
Tuna a la carte 7.25
tuna salad, tomato, lettuce on white tortilla wrap
Mediterranean Vegetable a la carte 6.00
hummus, cous cous, feta, romaine, tomato, chick peas, black olives, lemon olive oil dressing on tomato tortilla wrap

SALAD
Garden Salad a la carte 3.00
 iceberg/romaine mix, grape tomato, red onion, cucumber, green pepper
Caesar Salad a la carte 3.50
romaine, croutons, parmesan, caesar dressing, pepper
Strawberry & Spinach
Salad with Almonds 3.50
baby spinach, sliced almonds, red onion, strawberries, cucumber dressing
Kale and Spinach with Walnuts 3.50
kale, baby spinach, dried cranberries, red onion, feta, carrots, candied walnuts, bacon, cider vinaigrette
Fruit Medley a la carte 2.00

ADD A SALAD PROTEIN
Grilled Chicken Breast 4oz 4.00
Fresh Seared Atlantic Salmon 4oz 6.00
Italian Baked Tofu 3oz 3.50

SIDES
Cider Apple Cabbage Slaw a la carte 1.50
cabbage, red apple, granny smith, carrots, chives, cider vinegar, sugar, salt, pepper
Pasta Salad a la carte 1.50
rotini, peppers, zucchini, chickpeas, vinaigrette
Potato Salad a la carte 1.50
red potatoes, hard-boiled egg, mayo dressing
Garlic Rosemary Potato Chips a la carte 1.50
Fresh Fruit Medley a la carte 2.00
Mediterranean Cous Cous Salad with Almond 1.50
cous cous, cucumber, tomato, feta, olives, raisins, garlic, almonds, lemon, green onion, mint, parsley, olive oil
Small Bag Chips a la carte 1.00

SOUP
Soup du Jour a la carte 3.50
vegetarian and vegan options available

BREADS
Assorted Dinner Rolls per person 1.00
Cornbread per person 1.00
**BUFFETS**

**Build Your Buffet Entrees**
choice of one main course entrée, one vegetable, and one starch or grain side dish. Includes side salad, dinner roll, iced water, and iced tea.

### BEEF

<table>
<thead>
<tr>
<th>Item</th>
<th>a la carte</th>
<th>buffet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef Strip Loin</td>
<td>10.00</td>
<td>17.50</td>
</tr>
<tr>
<td>6 oz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>London Broil</td>
<td>7.00</td>
<td>14.50</td>
</tr>
<tr>
<td>4 oz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carved Beef Brisket</td>
<td>7.00</td>
<td>14.50</td>
</tr>
<tr>
<td>4 oz</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PORK

<table>
<thead>
<tr>
<th>Item</th>
<th>a la carte</th>
<th>buffet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herb Crusted Pork</td>
<td>5.00</td>
<td>12.50</td>
</tr>
<tr>
<td>4 oz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maple Glazed Ham</td>
<td>5.00</td>
<td>12.50</td>
</tr>
<tr>
<td>4 oz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beer-Brined Roast Pork</td>
<td>5.00</td>
<td>12.50</td>
</tr>
<tr>
<td>4 oz</td>
<td></td>
<td></td>
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</table>

### POULTRY

<table>
<thead>
<tr>
<th>Item</th>
<th>a la carte</th>
<th>buffet</th>
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</thead>
<tbody>
<tr>
<td>Grilled Citrus Herb Chicken</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>1 ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barbecue Chicken</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>8 oz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicken Bruschetta</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>4 oz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cedar-Brined Smoked Turkey</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>4 oz</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SEAFOOD

<table>
<thead>
<tr>
<th>Item</th>
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<th>buffet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herb Roasted Salmon</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>4 oz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shrimp Scampi</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>6 oz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parma Cod</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>6 oz</td>
<td></td>
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</tbody>
</table>

### VEGAN

<table>
<thead>
<tr>
<th>Item</th>
<th>per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quinoa Butternut</td>
<td>4.00</td>
</tr>
<tr>
<td>Squash Spinach with Walnuts</td>
<td></td>
</tr>
<tr>
<td>Garden Shepherds Pie</td>
<td>2.25</td>
</tr>
<tr>
<td>Crabless Cake Cajun Aioli</td>
<td>3.50</td>
</tr>
</tbody>
</table>
Build Your Buffet Sides

SALAD

<table>
<thead>
<tr>
<th>Salad</th>
<th>per person</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden Salad</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Caesar Salad</td>
<td></td>
<td>3.50</td>
</tr>
<tr>
<td>Strawberry &amp; Spinach Salad w/Almonds</td>
<td></td>
<td>3.50</td>
</tr>
<tr>
<td>Salad Kale Spinach &amp; Walnuts</td>
<td></td>
<td>3.50</td>
</tr>
<tr>
<td>Includes dressing: caesar, ranch, blue cheese, italian, balsamic, french</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BREADS

<table>
<thead>
<tr>
<th>Bread</th>
<th>per person</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Dinner Rolls</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>Cornbread</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>Focaccia</td>
<td></td>
<td>1.00</td>
</tr>
</tbody>
</table>

STARCHES

<table>
<thead>
<tr>
<th>Starch</th>
<th>per person</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baked Potato</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Buttered Parsley</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Red Potatoes</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Roasted Garlic</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Mashed Potatoes</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Six Herb Rice</td>
<td></td>
<td>1.50</td>
</tr>
<tr>
<td>Turmeric Basmati Rice</td>
<td></td>
<td>1.50</td>
</tr>
<tr>
<td>Gemelli Pasta</td>
<td></td>
<td>1.50</td>
</tr>
</tbody>
</table>

GRAINS

<table>
<thead>
<tr>
<th>Grain</th>
<th>per person</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Triple Grain Pilaf</td>
<td></td>
<td>1.50</td>
</tr>
<tr>
<td>barley, brown rice, bulghur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Israeli Cous Cous and Mushroom Pilaf</td>
<td></td>
<td>1.50</td>
</tr>
<tr>
<td>Quinoa &amp; Vegetables</td>
<td></td>
<td>1.50</td>
</tr>
</tbody>
</table>

VEGETABLES

<table>
<thead>
<tr>
<th>Vegetable</th>
<th>per person</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balsamic Roasted Green Beans</td>
<td></td>
<td>1.75</td>
</tr>
<tr>
<td>Roasted Garlic</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Brussels Sprouts</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>Honey Ginger Carrots</td>
<td></td>
<td>1.75</td>
</tr>
<tr>
<td>Broccoli with Roasted Red Peppers</td>
<td></td>
<td>1.75</td>
</tr>
</tbody>
</table>

SOUPS

<table>
<thead>
<tr>
<th>Soup</th>
<th>per person</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soup Du Jour</td>
<td></td>
<td>3.50</td>
</tr>
</tbody>
</table>

vegetarian and vegan options available

Featured Buffets

priced per person includes iced water and iced tea or lemonade

PICNIC  11.50
Hamburger (5 oz), Hot Dog, Sliced American Cheese, Burger Topping Bar, Potato Chips, Macaroni Salad, Fudge Brownie

EAST ASIAN FLAVORS  16.00
Vegetarian Egg Roll, Miso Shiitake Mushroom Salad w/ Cashews, General Tso’s Chicken, Jasmine Rice, Steamed Bun, Sugar Cookie

BUILD YOUR SALAD  12.50
Spring Mix, Romaine Iceberg Mix, Chicken, Salmon, Flank Steak, French Fries, Feta, Assorted Vegetables, Assorted Toppings
# PIZZA & SUBS

## PIZZA
16” pizza - choice of eight or sixteen slices per pie.

<table>
<thead>
<tr>
<th>Pizza</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese Pizza</td>
<td>14.00</td>
</tr>
<tr>
<td>Pepperoni Pizza</td>
<td>16.00</td>
</tr>
<tr>
<td>Veggie Lover’s Pizza</td>
<td>17.00</td>
</tr>
<tr>
<td>Deluxe Specialty Pizza</td>
<td>19.00</td>
</tr>
</tbody>
</table>

## SUBS

<table>
<thead>
<tr>
<th>Sub</th>
<th>Per Person</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roast Beef Sub Platter</td>
<td>1 ea</td>
<td>16.50</td>
<td></td>
</tr>
<tr>
<td>Italian Sub Platter</td>
<td>1 ea</td>
<td>16.50</td>
<td></td>
</tr>
<tr>
<td>Turkey Sub Platter</td>
<td>1 ea</td>
<td>16.50</td>
<td></td>
</tr>
<tr>
<td>Tuna Sub Platter</td>
<td>1 ea</td>
<td>16.50</td>
<td></td>
</tr>
</tbody>
</table>

## LIGHT FADE

### MUNCHIES
- **Potato Chips** per person $1.00
- **Pretzels Twists** per person $1.00
- **Pita Chips** per person $1.00
- **Tortilla Chips** per person $1.00

### DIPS
- **Nacho Cheese Sauce** per person $1.00
- **Queso Blanco** per person $2.00
- **Southwestern Ranch Dip** per person $1.00
- **Hot Spinach Artichoke Dip** includes chips per person $2.50
- **Buffalo Chicken Dip** includes chips and veggies per person $3.50
- **Roasted Garlic Hummus** includes chips and veggies per person $2.50
- **Salsa** includes chips per person $1.75
FINGER FOOD

Boneless Chicken Wings  dz  14.00
buffalo, barbecue, or sweet thai chili sauce
includes celery and blue cheese or ranch

Chicken Tenders  dz  20.00
includes dipping sauce

Mozzarella Sticks  dz  7.00
includes milano sauce

Funnel Cake Fries  per person  2.00
cajun seasoning, cheese sauce, bacon, green onion, jalapeno, ranch (toppings on side)

Pretzel Stick  ea  1.50

Loaded French Fries  per person  5.25
includes dipping sauce

BUDGET FRIENDLY MEALS

priced per person includes iced water

SOUP AND SALAD  8.50
Soup of the Day
Garden Salad
Assorted Dinner Rolls
Assorted Cookies

SIMPLE ITALIAN  9.00
Penne with Marinara
Penne Pasta w Milano Sauce Meatballs
Caesar Salad
Baguette
Assorted Cookies

MACARONI AND CHEESE  7.50
Macaroni and Cheese
Garden Salad
Assorted Dinner Rolls
Assorted Cookies

PIZZA PARTY  9.00
2 slices per person
Cheese Pizza
Pepperoni Pizza
Caesar Salad
Assorted Cookies

TACOS

Beef Walking Taco  per person  6.00
includes topping bar

Beef Taco  per person  4.00
includes topping bar

Chicken Taco  per person  4.00

Taco Bar Toppings: shredded lettuce, diced tomato, shredded cheddar, sour cream, green onions, black olives, guacamole, jalapenos, taco sauce

NACHO BAR

Nacho Bar  per person  6.00
choose beef taco meat or chicken, tortilla chips, salsa, nacho cheese, green onions, diced tomato, black olives, jalapenos, shredded lettuce, guacamole, sour cream, taco sauce
APP&S ADDS

Hot
25 servings per order

- Mini Crab Cakes with Remoulade 65.00
- Spinach & Feta Stuffed Mushrooms 45.00
- Italian Meatballs 20.00
- Fried Coconut Chicken Strips 35.00
- Thai Chili Barbecue Shrimp Skewers 50.00
- Chicken Satay with Three Sauces 50.00
- Beef Satay with Three Sauces 65.00
- Mushroom & Goat Cheese Flatbread Pizza 30.00
- Margherita Flatbread Pizza 15.00
- Mac & Cheese Bites 15.00
- Cheese Quesadilla 25.00
- Samosas with Tahini Yogurt Sauce 25.00
- Pakora with Tahini Yogurt Sauce 25.00
- Pork Potstickers with Ponzu Sauce 25.00
- Vegetable Potstickers with Ponzu Sauce 30.00
- Spring Rolls 25.00

Cold
25 servings per order unless noted

- Vegetables with Dip 20 oz 2.00
  carrots, broccoli, cauliflower, celery, grape tomato,
  cucumber, green pepper, red pepper, ranch, blue cheese
  per person 2.50 platter 50.00

- Cheese & Crackers
  swiss, colby, monterey, dijon mustard, assorted crackers
  per person 3.50 platter 85.00

- Fresh Fruit
  grapes, honeydew, cantaloupe, pineapple, strawberries,
  cream cheese honey fruit dip
  per person 3.50 platter 85.00

- Shrimp Cocktail platter 100.00
- Deviled Eggs platter 25.00
- Bruschetta with Baguettes 12 servings 30.00

BEVERAGES

Hot Beverages
Coffee Service per person 2.75
includes regular coffee and hot tea;
decaf will be provided only if requested
Hot Chocolate per person 2.75

Cold Beverages

BOTTLED

- Water 20 oz 2.00
- Juice 2.00
  orange, apple, cranberry
- Assorted Pepsi Beverages 20 oz 2.00
- Lipton Tea 18.5 oz 2.00

CANS
- Assorted Pepsi Beverages 12 oz 1.50

COLD BEVERAGE DISPENSERS
- Lemonade per person 1.25
- Unsweetened Iced Tea per person 1.25
- Sweetened Iced Tea per person 1.25
- Orange Juice per person 1.75
- Apple Juice per person 1.75
- Cranberry Juice per person 1.75
- Apple Cider per person 1.75

WATER PITCHER
- Iced Water Pitchers per person 0.25
  no charge if other beverages purchased

INFUSED WATERS
- Cucumber Iced Water per person 0.50
- Orange Iced Water per person 0.50
DESSERTS

Penn State Bakery

BROWNIES  each  1.50
Traditional, Brookie Square, Mississippi Mud, Iced
Chocolate, Cheesecake Swirl

CAKES  slice  3.50
Chocolate Mousse, Carrot, Old Fashioned Chocolate,
Red Velvet, Chocolate Peanut Butter Crunch,
Pumpkin Roll (seasonal)

CAKES  slice  3.50
Chocolate Mousse, Carrot, Old Fashioned Chocolate,
Red Velvet, Chocolate Peanut Butter Crunch,
Pumpkin Roll (seasonal)

Blue Swirl Cupcakes  dozen  21.00
Mini Cupcakes  dozen  9.00

PIES  slice  3.00
Cookies & Cream, Peanut Butter Mousse

CHEESECAKES  slice  3.50
New York, Cookies & Cream Marble, Turtle,
Pumpkin (seasonal)

WHOOPIE PIES  dozen  21.00
Chocolate, Chocolate Chip, Confetti

COOKIES
Large Chocolate Chip  dozen  18.00
Small  dozen  9.00
Chocolate Chip, Sugar, Candy Coated Pieces
Peanut Butter No Bake, Chocolate No Bake

Assorted Decorated Cut Out Cookies  each  1.75
Granola Bar  each  1.25

Penn State Berkey Creamery

BUILD YOUR ICE CREAM BAR
3 Gallon Tub  each  55.00
Half Gallon  each  9.00
Topping Bar  5.00
chocolate syrup, caramel syrup, rainbow sprinkles, cherries,
whipped cream

Creamery Dixie Cups  each  2.00
GUIDELINES

Room Reservations

Before contacting Campus Catering please make sure you have confirmed your room reservation in 25Live by CollegeNet and a Work Order has been placed with Maintenance and Operations. Campus Catering does not provide tables and chairs for setup.

Catering Orders

Please provide Campus Catering a two-week notice for your event. This will help plan and schedule accordingly. If you provide less than a two-week notice, we will make every attempt to cater your event; however, your initial food and beverage selection cannot be guaranteed.

For university events a budget number is required when placing the order. Please make sure you provide the department and the budget administrator.

For non-university events we accept major credit cards and checks. Please work with your Catering Manager on finalizing these payment details.

Important details to include with your catering order:

- NAME OF YOUR EVENT
- DATE
- START TIME AND END TIME
  * Please make any notes regarding meetings/events before or after yours. We make every attempt to be on time for clean up, but other activities during the day could delay us.
  * Standard setup is complete 15 minutes before Event Start Time; large events may require more setup time.
  * A service fee could be charged for any event outside of our normal operating hours.
- LOCATION OF EVENT
  * Please provide any important details regarding the setup that might be helpful for us to know prior to arriving to the event location.
- MENU
  * We would be happy to assist in customizing a menu.
  * Please share any known guest dietary needs or food allergies.
- ESTIMATED NUMBER OF GUESTS
- CHOICE OF CHINA OR DISPOSABLE TABLE SERVICE
  * Additional charges may be required for china service.
- LINEN NEEDS
  * If you require linen for any other tables besides food and beverage, please see Linen section of the guidelines.

Policies

Guests are not permitted to take leftover food, beverages, condiments or paper products from the premises of any catered event. This policy is driven by food safety concerns and is not negotiable.

The client is responsible for ensuring that all property belonging to Food Services is promptly returned. Items may not be stored in departments for future use. Clients may be assessed a fee for any items that are not returned.

FINAL COUNTS & CANCELLATIONS

Final counts are due to the Catering Manager at least 72 hours before the scheduled event. If the client does not provide the final count within this time frame the client will be billed 100% of the guaranteed number of guests.
Once the final count is received an updated Sales Confirmation will be sent to the client. It is the responsibility of the client to review to make sure all details are correct for their event.

To provide a quality catering event, Campus Catering agrees to provide 5% above the guaranteed number. Quantities of food prepared will adequately serve the number of guaranteed guests, but this does not imply all-you-care-to-eat.

If an event begins more than 30 minutes after the scheduled starting time, Food Services cannot be held responsible for the overall quality of the meal. The client will be responsible for any additional labor costs incurred, which will be applied to the catering bill.

Catering charges will be based on the guaranteed number of guests or the actual number of guests in attendance, whichever is higher.

In the event of a cancellation less than 48 hours before the scheduled event, 50% of the non-recoverable costs incurred by Food Services will be charged to the appropriate group or department.

Product availability and pricing is subject to change without notice. If an unusual or uncontrollable circumstance arises and Campus Catering must make changes, substitute items of comparable quality will be served. When possible, clients will be notified of any changes.

**STAFFING CHARGES**

If an attendant fee is requested or required there will be additional charges based on the event needs.

All events are set up as a buffet service with disposable serving products. Linens are provided for food and beverage tables. Campus Catering can provide customized linens, china service, and attendants for an additional cost. Arrangements for these services must be made at least two weeks before the scheduled event.

**DELIVERY SERVICE**

A minimum order of $25.00 is required for delivery. Catered events can be delivered to any location on campus. Delivery times are available during normal business hours. Any delivery before or after these times may incur an additional charge depending on time, guest count and location.