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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
minimum of 15 guests

Quick Break Breakfast per person **8.00**
fresh fruit medley, assorted breakfast pastries

**Hot Buffets**
minimum of 15 guests

Country Breakfast Buffet per person **11.50**
scrambled eggs, bacon, sausage patty, home fries, fresh fruit medley

Create Your Own Breakfast Bowl per person **9.50**
includes scrambled eggs, Cheddar cheese, sour cream, assorted vegetables, and your choice of bacon or sausage

### ENHANCEMENTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buttermilk Pancakes</td>
<td>2 ea</td>
<td><strong>3.00</strong></td>
</tr>
<tr>
<td>French Toast</td>
<td>2 ea</td>
<td><strong>3.00</strong></td>
</tr>
<tr>
<td>Spinach Quiche</td>
<td>per person</td>
<td><strong>3.50</strong></td>
</tr>
<tr>
<td>Breakfast Frittata</td>
<td>per person</td>
<td><strong>3.50</strong></td>
</tr>
</tbody>
</table>

### BAKERY SELECTIONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Muffins</td>
<td>1 ea</td>
<td><strong>2.75</strong></td>
</tr>
<tr>
<td>Donuts</td>
<td>1 doz</td>
<td><strong>19.00</strong></td>
</tr>
<tr>
<td>Granola Bar</td>
<td>1 ea</td>
<td><strong>2.25</strong></td>
</tr>
<tr>
<td>Assorted Quick Bread</td>
<td>1 ea</td>
<td><strong>2.75</strong></td>
</tr>
<tr>
<td>zucchini, orange glazed, banana chocolate chip, cinnamon streusel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### YOGURT

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruit and Yogurt Parfait Bar</td>
<td>per person</td>
<td><strong>4.25</strong></td>
</tr>
<tr>
<td>includes assorted fruit, yogurt and granola</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blueberry Yogurt Parfait</td>
<td>ea</td>
<td><strong>2.75</strong></td>
</tr>
<tr>
<td>Chobani Yogurt Cup</td>
<td>ea</td>
<td><strong>3.00</strong></td>
</tr>
</tbody>
</table>

### BREAKFAST BEVERAGE

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee Service</td>
<td>per person</td>
<td><strong>3.00</strong></td>
</tr>
<tr>
<td>includes regular coffee and hot tea; one 8oz portion per person decaf will be provided only if requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bottled Water</td>
<td>20 oz</td>
<td><strong>2.50</strong></td>
</tr>
<tr>
<td>Bottled Juice</td>
<td>15 oz</td>
<td><strong>3.70</strong></td>
</tr>
<tr>
<td>orange, apple, cranberry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juice</td>
<td>per person</td>
<td><strong>2.25</strong></td>
</tr>
<tr>
<td>orange, apple, cranberry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Iced Water</td>
<td>per person</td>
<td><strong>0.25</strong></td>
</tr>
</tbody>
</table>
DELI

Build Your Buffet
Pick two sandwiches or wraps. Includes two sides and your choice of cookies or brownies. Includes iced water and iced tea.  
minimum of 10 guests 16.00

SANDWICHES
- Tomato Basil Pesto on Ciabatta a la carte 9.00  
  ciabatta, fresh mozzarella, basil pesto, tomato, balsamic syrup
- Ham & Swiss on a Pretzel Bun a la carte 9.00  
  ham, swiss, dijon mustard on pretzel roll
- Turkey & Provolone on Ciabatta a la carte 9.50  
  sliced turkey, provolone, lettuce, tomato on ciabatta bread
- Italian on Focaccia a la carte 9.00  
  salami, ham, capicola, provolone, basil pesto on herbed focaccia bread
- Roast Beef on Focaccia a la carte 9.00  
  sliced roast beef and swiss on focaccia bread
- Chicken Salad Croissant a la carte 9.00  
  chicken salad, tomato, spring mix on croissant
- Tuna Salad Croissant a la carte 9.00  
  tuna salad, tomato and lettuce on croissant

WRAPS
- Tuscan Smoked Turkey a la carte 9.00  
  turkey, spinach, tomato, artichokes, roasted red peppers, onions, creamy Caesar dressing on spinach tortilla wrap
- Chicken Caesar a la carte 9.00  
  grilled chicken strips, romaine lettuce, parmesan cheese, croutons, creamy Caesar dressing on white tortilla wrap
- Tuna a la carte 9.00  
  tuna salad, tomato, lettuce on white tortilla wrap
- Mediterranean Vegetables a la carte 9.00  
  hummus, feta, romaine, tomato, chickpeas, black olives, lemon olive oil dressing on white tortilla wrap
- Portobello a la carte 9.00  
  grilled portobello, spinach, roasted red peppers, and hummus on tortilla wrap
- Blackened Salmon* a la carte 15.00  
  cajun salmon, spinach, capers, red onions, and lemon aioli on tortilla wrap
*additional upcharge to include wrap with deli buffet or boxed lunch

SIDES
- Garden Salad a la carte 4.00  
  iceberg/romaine mix, grape tomato, red onion, cucumber, green pepper
- Caesar Salad a la carte 4.00  
  romaine, croutons, parmesan cheese, Caesar dressing, pepper
- Greek Salad a la carte 4.00  
  chopped romaine, tomatoes, onion, cucumber, olives, avocado, chick peas, feta cheese, red wine vinaigrette dressing
- Asian Chopped Salad with Cashews a la carte 4.00  
  cabbage, edamame, carrots, celery, green onion, mandarin oranges, red peppers, cashews, chili ginger lime dressing
- Caprese Salad a la carte 4.00  
  tomato, mozzarella, balsamic vinaigrette
- Pasta Salad a la carte 1.50  
  rotini, tomatoes, peppers, broccoli, cauliflower, Italian dressing
- Potato Salad a la carte 1.50  
  red potatoes, hard-boiled egg, mayo dressing
- Broccoli Salad a la carte 1.50  
  broccoli, bacon, onion, mayo dressing
- Macaroni Salad a la carte 1.50  
  macaroni, onion, celery, mayo dressing
- Homemade Potato Chips a la carte 1.50  
  Choice of Ranch, BBQ, or Old Bay
- Fresh Fruit Salad a la carte 3.00  
- Small Bag of Chips a la carte 1.00  

ADD A SALAD PROTEIN
- Grilled Chicken Breast 4 oz 4.00  
- Fresh-Seared Atlantic Salmon 4 oz 7.00  
- Italian Baked Tofu 3 oz 2.50  

SOUP
minimum of 10 guests 12 oz per serving
- Soup du Jour a la carte 5.00  
  vegetarian and vegan options available

BOXED LUNCHES
Pick two sandwiches or wraps. Includes bagged chips, whole fruit, cookies, and bottled beverage. 16.00
## BUFFETS

### Hot Buffet Selections
Choice of one entrée, one vegetable, and one starch. Includes side salad, dinner roll, iced water, and iced tea. Additional entrée choices available. See menu for pricing.

**BEEF**
- **Beef Tenderloin**
  - 4 oz
  - $30.00
- **Carved Beef Brisket**
  - 4 oz
  - $19.00
- **London Broil**
  - 4 oz
  - $19.00

**PORK**
- **Herb-Crusted Pork**
  - 4 oz
  - $17.00
- **Maple-Glazed Ham**
  - 4 oz
  - $17.00
- **Beer-Brined Roast Pork**
  - 4 oz
  - $17.00

**SEAFOOD**
- **Herb-Roasted Salmon**
  - 4 oz
  - $25.00
- **Shrimp Scampi**
  - 6 oz
  - $20.00

**POULTRY**
- **Halal Grilled Citrus Herb Chicken**
  - 1 ea
  - $17.00
- **Barbecue Chicken**
  - 8 oz
  - $17.00
- **Chicken Bruschetta**
  - 4 oz
  - $17.00
- **Chicken Marsala**
  - 4 oz
  - $17.00
- **Chicken Piccata**
  - 4 oz
  - $17.00
- **Lemon Garlic Chicken Quarters**
  - 8 oz
  - $17.00

**VEGAN**
- **Quinoa Butternut Squash**
  - 6 oz
  - $17.00
- **Spinach with Walnuts**
  - 1 ea
  - $17.00
- **Mushroom Strudel**
  - 1 ea
  - $17.00
- **Crabless Cake Cajun Aioli**
  - 1 ea
  - $17.00

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### VEGETARIAN
- **minimum of 15 guests**
- **additional entrée 6.00 per person**
- **Mac & Cheese**
  - 6 oz
  - $17.00
- **Tikka Masala**
  - 4 oz
  - $17.00
- **Fried Rice Tofu**
  - 3 oz
  - $17.00
- **Bruschetta Spaghetti**
  - 4 oz
  - $17.00

### Choose Your Buffet Sides

#### SALAD
- **Includes Assorted Dressing**
- **additional salad 4.00 per person**
- **Garden Salad**
- **Caesar Salad**
- **Greek Salad**

#### STARCHES
- **additional starch 2.50 per person**
- **Fingerling Potatoes**
- **Buttered Parsley**
- **Red Potatoes**
- **Roasted Garlic**
- **Mashed Potatoes**
- **Basmati Rice**
- **Buttered Penne**

#### VEGETABLES
- **additional vegetable 2.25 per person**
- **Green Beans with Almonds**
- **Roasted Garlic**
- **Brussels Sprouts**
- **Honey Roasted Carrots**
- **Broccoli with Roasted Red Peppers**
- **Asparagus**
- **Seasonal Vegetable Medley**

#### BREADS
- **additional bread 1.50 per person**
- **Assorted Dinner Rolls**
- **Cornbread**
- **Focaccia**
Featured Buffets

priced per person
includes iced water
and iced tea or lemonade

PICNIC  17.00
Hamburger, Hot Dog, Sliced American Cheese, Burger Topping Bar, Potato Chips, Potato Salad, Fudge Brownie
minimum of 15 guests
veggie burger available upon request

FAR EAST FEAST  18.00
Vegetarian Egg Roll, Vegetable Lo Mein, General Tso’s Chicken, Jasmine Rice
minimum of 15 guests

BBQ BUFFET  15.00
BBQ Pulled Pork on Hawaiian Pretzel Roll, Mac & Cheese, Broccoli & Bacon Salad, Corn, and Jalapeno Corn Bread
minimum of 15 guests

FLAVORS OF INDIA  15.00
Butter Chicken, Paneer Tikka, Basmati Rice, Turmeric Roasted Carrots and Naan
minimum of 15 guests

CLASSIC CARIBBEAN  12.00
Grilled Jamaican Jerk Chicken, Caribbean Jerk Fried Tofu, Collard Greens with Bacon, Caribbean Fried Rice
minimum of 15 guests

BUILD YOUR SALAD  13.00
Spring Mix, Romaine Iceberg Mix, Assorted Toppings, Cheeses, and Dressing
minimum of 15 guests

ADD A SALAD PROTEIN

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grilled Chicken Breast</td>
<td>4 oz</td>
<td>4.00</td>
</tr>
<tr>
<td>Shrimp</td>
<td>4 oz</td>
<td>7.00</td>
</tr>
<tr>
<td>Italian Baked Tofu</td>
<td>3 oz</td>
<td>4.50</td>
</tr>
</tbody>
</table>

TACOS

minimum of 15 guests

<table>
<thead>
<tr>
<th>Item</th>
<th>per person</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef Walking Taco</td>
<td></td>
<td>9.00</td>
</tr>
<tr>
<td>Beef Taco</td>
<td></td>
<td>5.00</td>
</tr>
<tr>
<td>Chicken Taco</td>
<td></td>
<td>5.00</td>
</tr>
<tr>
<td>Vegetarian Taco Option</td>
<td></td>
<td>5.00</td>
</tr>
</tbody>
</table>

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

NACHO BAR

minimum of 15 guests

<table>
<thead>
<tr>
<th>Item</th>
<th>per person</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nacho Bar</td>
<td></td>
<td>8.00</td>
</tr>
<tr>
<td>choose beef taco meat or chicken, tortilla chips, salsa, nacho cheese, green onions, diced tomato, black olives, jalapeños, shredded lettuce, guacamole, sour cream, taco sauce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vegetarian Nacho Bar Option</td>
<td></td>
<td>8.00</td>
</tr>
</tbody>
</table>
# BUDGET FRIENDLY MEALS

priced per person
includes iced water

## SOUP AND SALAD

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soup of the Day</td>
<td></td>
</tr>
<tr>
<td>Garden Salad</td>
<td></td>
</tr>
<tr>
<td>Assorted Dinner Rolls</td>
<td></td>
</tr>
<tr>
<td>Assorted Cookies</td>
<td></td>
</tr>
</tbody>
</table>

9.00 per person

Minimum of 15 guests

## SIMPLE ITALIAN

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penne with Marinara</td>
<td></td>
</tr>
<tr>
<td>Caesar Salad with Dressing</td>
<td></td>
</tr>
<tr>
<td>Cheesy Breadsticks</td>
<td></td>
</tr>
<tr>
<td>Assorted Cookies</td>
<td></td>
</tr>
</tbody>
</table>

9.00 per person

Minimum of 15 guests

## MACARONI AND CHEESE

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macaroni and Cheese</td>
<td></td>
</tr>
<tr>
<td>Garden Salad with Dressing</td>
<td></td>
</tr>
<tr>
<td>Assorted Dinner Rolls</td>
<td></td>
</tr>
<tr>
<td>Assorted Cookies</td>
<td></td>
</tr>
</tbody>
</table>

10.00 per person

Minimum of 15 guests

## MASHED POTATO BOWL

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>includes corn, mashed potatoes, chicken, gravy, bacon pieces and cheddar cheese</td>
<td></td>
</tr>
</tbody>
</table>

9.00 per person

Minimum of 15 guests

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# PIZZA & SUBS

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

## PIZZA

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese Pizza</td>
<td>17.00</td>
</tr>
<tr>
<td>Pepperoni Pizza</td>
<td>20.00</td>
</tr>
<tr>
<td>Veggie Lover's Pizza</td>
<td>22.00</td>
</tr>
<tr>
<td>Deluxe Specialty Pizza</td>
<td>22.00</td>
</tr>
</tbody>
</table>

## SUBS

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roast Beef Sub Platter</td>
<td>1 ea</td>
</tr>
<tr>
<td>Italian Sub Platter</td>
<td>1 ea</td>
</tr>
<tr>
<td>Turkey Sub Platter</td>
<td>1 ea</td>
</tr>
<tr>
<td>Veggie Sub Platter</td>
<td>1 ea</td>
</tr>
</tbody>
</table>

serves 5 people/2 full subs/ 10 pieces

22.00 per person
### LIGHT FARE

#### CHIPS & DIP

<table>
<thead>
<tr>
<th>Item</th>
<th>Price per person</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potato Chips</td>
<td>1.00</td>
<td>individual potato chip bags</td>
</tr>
<tr>
<td>Nacho Cheese Sauce</td>
<td>2.50</td>
<td>includes tortilla chips minimum of 25 guests</td>
</tr>
<tr>
<td>Hot Spinach Artichoke Dip</td>
<td>3.00</td>
<td>includes pita chips minimum of 25 guests</td>
</tr>
<tr>
<td>Buffalo Chicken Dip</td>
<td>4.00</td>
<td>includes chips and veggies minimum of 25 guests</td>
</tr>
<tr>
<td>Roasted Garlic Hummus</td>
<td>3.00</td>
<td>choice of one: everything bagel, roasted red pepper, or traditional includes chips and veggies minimum of 25 guests</td>
</tr>
<tr>
<td>Salsa</td>
<td>2.50</td>
<td>includes tortilla chips</td>
</tr>
</tbody>
</table>

#### FINGER FOOD

<table>
<thead>
<tr>
<th>Item</th>
<th>Price per</th>
<th>Unit</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boneless Chicken Wings</td>
<td>15.00</td>
<td>lb</td>
<td>buffalo, barbecue, or sweet Thai chili sauce includes celery and blue cheese or ranch serves 3-4 people/5-6 oz per person</td>
</tr>
<tr>
<td>Bone-In Chicken Wings</td>
<td>15.00</td>
<td>doz</td>
<td>buffalo, barbecue, or sweet Thai chili sauce includes celery and blue cheese or ranch</td>
</tr>
<tr>
<td>Chicken Tenders</td>
<td>22.00</td>
<td>doz</td>
<td>includes dipping sauce</td>
</tr>
<tr>
<td>Mozzarella Sticks</td>
<td>14.00</td>
<td>doz</td>
<td>includes milano sauce</td>
</tr>
<tr>
<td>Pretzel Stick</td>
<td>3.25</td>
<td>ea</td>
<td>includes nacho cheese</td>
</tr>
<tr>
<td>Mac &amp; Cheese Bites</td>
<td>25.00</td>
<td>25 per order</td>
<td>25 per order</td>
</tr>
</tbody>
</table>
APP&S & ADDS

Hot

25 pieces per order

Mini Crab Cakes with Remoulade  100.00
Spinach & Feta Stuffed Mushrooms  75.00
Italian Meatballs  30.00
Fried Coconut Chicken Strips  50.00
Thai Chili Barbecue Shrimp Skewers  65.00
Chicken Satay with Two Sauces  60.00
Caprese Skewers  40.00
Chef's Choice of Crostini  35.00
Deviled Eggs  25.00
Margherita Flatbread Pizza  25.00
Buffalo Chicken Flatbread  32.00
Samosas with Tahini Yogurt Sauce  40.00
Pakora with Tahini Yogurt Sauce  40.00
Pork Potstickers with Ponzu Sauce  35.00
Vegetable Potstickers with Ponzu Sauce  40.00
Spring Rolls  35.00

Cold

Vegetables with Dip
carrots, brocoli, cauliflower, celery, grape tomato, cucumber,
green pepper, red pepper, ranch
serves 8-10 guests  35.00  serves 25 guests  65.00

Cheese & Crackers
swiss, colby, monterey, dijon mustard, assorted crackers
serves 8-10 guests  50.00  serves 25 guests  90.00

Fresh Fruit
grapes, honeydew, cantaloupe, pineapple, strawberries,
cream cheese honey fruit dip
serves 8-10 guests  50.00  serves 25 guests  90.00

Shrimp Cocktail
platter  110.00

Bruschetta with Baguettes
12 servings  43.00

BEVERAGES

Hot Beverages

Coffee Service  per person  3.00
includes regular coffee and hot tea; one 8oz portion per person
decaf will be provided only if requested

Hot Chocolate  per person  3.00

Cold Beverages

BOTTLED

Water  20 oz  2.50
Juice  15 oz  3.70
orange, apple, cranberry
Assorted Pepsi Beverages  20 oz  2.50
Lipton Tea  18.5 oz  2.50

CANS

Assorted Pepsi Beverages  12 oz  1.50

COLD BEVERAGE DISPENSERS

Lemonade  per person  1.50
Unsweetened Iced Tea  per person  1.50
Sweetened Iced Tea  per person  1.50
Cranberry Juice  per person  2.25
Apple Juice  per person  2.25

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**
- Traditional
- Brookie Square
- Mississippi Mud
- Iced Chocolate
- Cheesecake Swirl  
  ea 1.50

**CAKES**
- Chocolate Mousse
- Carrot
- Old Fashioned Chocolate
- Red Velvet
- Chocolate Peanut Butter Crunch
- Pumpkin Roll (seasonal)  
  slice 4.00

**Blue Swirl Cupcakes**  doz 22.50
**Assorted Cupcakes**  doz 22.50
**Mini Cupcakes**  doz 12.00

**PIES**
- Cookies & Cream
- Peanut Butter Mousse  
  slice 3.50

**CHEESECAKES**
- New York
- Cookies & Cream Marble
- Turtle
- Pumpkin (seasonal)  
  slice 4.00

**WHOOPIE PIES**  doz 24.00
- Chocolate
- Chocolate Chip
- Confetti

#### Penn State Berkey Creamery

**ASSORTED DESSERT SHOOTERS**  ea 3.95  
*minimum 2 weeks notice*

**COOKIES**
- Large Chocolate Chip  doz 21.00
- Small Chocolate Chip, Sugar, Candy Coated Pieces  doz 9.00
- Peanut Butter No Bake, Chocolate No Bake

**BUILD YOUR ICE CREAM BAR**
- 3 Gallon Tub  ea 75.00  
  serves approx. 45 guests
- Half Gallon  ea 15.00
- Topping Bar  per tub 15.00  
  chocolate syrup, caramel syrup, rainbow sprinkles, cherries, whipped cream

**Penn State Creamery Dixie Cups**  ea 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.