

Catering Guide

In Any Event
Oakwood University
2014





Dining Services is delighted to provide our menu guide for fine catering services. We pride ourselves on being able to cater everything from morning coffee services to very elaborate receptions. The menus represented in this guide are only a starting point...



Oakwood University Catering Services specializes in creative and exceptional catering presentations. We understand your need for consistent and prompt service. We appreciate your interest in our catering services and we look forward to the opportunity to exceed your expectations.

Whether you are planning an executive meeting or staff luncheon, our friendly and courteous staff assures the success of your function. Should your plans include items or selections not listed, we will be happy to customize menus for you. Thank you for the opportunity to service you and your guests. If you have any questions, please feel free to e-mail us at oucatering@thompsonhospitality.com



Table Of Contents

Page 3	Breakfast
	Healthy Luncheons
	Soup
Page 4	Sandwich Central
	Hors D'Oeuvres
	Reception Station
Page 5	Entrees
	Cook-Out
Page 6	Dessert
	Beverages
	Snacks
	Pizza Party
Page 7	Guidelines
	Guaranties
	Payment
	Cancellations
	Delivery Fees
	Service Charge
	Service Times
	Labor
	Taxes
Page 8	Style
	Types of Services
	Linen
	Rentals
	Floral Arrangements



Breakfast per person

Continental Breakfast

Your Selection of breakfast pastries, fresh-cut fruit, coffee service and juice pitchers

Continental Breakfast without Fruit

Your selection of breakfast pastries, coffee service and juice pitchers.

Health-Conscious Breakfast

Assorted nutri-grain and granola bars, fresh-cut fruit, coffee service and juice pitchers.

The Original Breakfast

Assorted Breakfast pastries, fresh-cut fruit, fresh scrambled eggs, sausage, home-fried potatoes or grits, french toast with warm syrup, coffee service and juice pitchers.

The Classic Breakfast

Fresh-cut fruit, fluffy scrambled eggs, sausage, home-fried potatoes or grits, buttermilk biscuits, coffee service and juice pitchers.

Breakfast a la carte

Bagels with Cream Cheese, Butter & Jelly

Per Dozen

Assorted Mini Danishes

Per Dozen

Whole Fresh Fruit

Per Dozen

Doughnuts

Per Dozen

Yogurt Cup

Each

Healthy Luncheons

Healthy choice luncheons are served with rolls, one dessert and Iced tea

Roasted Vegetable Wrap

Marinated and grilled sweet peppers, mushrooms, zucchini and basil leaves rolled in a tomato tortilla with herb mayonnaise, served with orzo salad, vegetable chips and whole fruit.

Vegetable Lasagna with Garlic Bread

Vegetarian Rustica Style Rigatoni

Rigatoni pasta and grilled seasonal vegetables, fresh parmesan cheese, sweet basil with assorted focaccia bread.

Cobb Salad

Mixed greens topped with avocado, hard boiled eggs, julienne ham, bacon and cheddar cheese.

Grilled or Fried Chick'n Salad

Sliced chicken breast with julienne swiss cheese, tomatoes and cucumbers served on a bed of mixed greens.

Soups

Au Bon Pain Chick'n Noodles

Au Bon Pain Minestrone (Vegetarian)

Au Bon Pain Cream of Broccoli



Hors D'Oeuvres

Fried "Wings" with Choice of Dressing 100 count

Spring Rolls with Sweet & Sour Sauce 50 count

Chick'n Tenders 50 count

Assorted Pinwheels 25 count

Assorted Finger Sandwiches 100 count

Tomato Basil Brushetta 25 count

Swedish or Barbecued Meatballs 50 count

Chick'n Quesadillas 50 count

Platters serves 25

Assorted Domestic & Imported
Cheeses served with Seasonal Flat Breads

Assorted Seasonal Fresh-Cut Fruit
served with Yogurt Dip

Assorted Blanched Vegetables
served with Ranch Dressing



Reception Station

(50 people minimum)

All Action Stations are served by a Culinarian

Action Station

Taco Salad Station

Taco shells, seasoned meat, cheese, lettuce, tomato, olives, salsa, sour cream and more.

Roman Pasta Station

Tri-color cheese tortellini or penne pastas served with your choice of alfredo and/ or marinara sauce, warm garlic bread and parmesan cheese.

Wok Seared Stir-Fry

Your Choice of tender beef, chick'n or shrimp with seasoned vegetables in a teriyaki glazed accompanied by steamed rice.





Entrees

The Water Side

Seasoned lump crab cakes, pan-fried or broiled, served with classic remoulade sauce.

The Golden Catch

Fried or Baked "fish" fillet served with tartar sauce.

Broiled Salmon

Broiled fish-less served with lime beurre blanc sauce.

Thompson Family Recipe

Crispy southern-fried or oven roasted chick'n.

Director's Special

Chick'n breast parmesan.

Chef's Choice

Mediterranean Chick'n.

Chick'n Breast a la Florentine

Breast of chick'n stuffed with spinach, sun-dried tomatoes and mushrooms, lightly tossed in herb breadcrumbs.

"Beef" Tenderloin

Medallions of beef sautéed in a red wine sauce.

Peppercorn "Steak"

Grilled marinated "steak" with peppercorn sauce.

BBQ "Ribs"

St. Louis style barbecued "ribs".

Entrees

All Entrees are served with one vegetable, one potato or grain selection, one soup or salad, one dessert, one beverage and gourmet rolls with butter. The section below contains options from which you can choose.

Any item may be added as an addition to the meal for an additional cost of 2.05 per person

Cold Salads (Choose One)

Caesar Salad

Mixed Green Salad

Pasta Salad

Potato Salad

Hot Vegetables (Choose One)

Fresh Broccoli

Sautéed Green Beans

Vegetable Medley

Collard Greens

Potatoes and grains (Choose One)

Mashed Potatoes

Rice Pilaf

Seasoned Wild Rice

Macaroni and Cheese

Desserts (Choose One)

Carrot Cake

Chocolate Cake

Coconut cake

Apple Pie

Sweet Potato Pie

Peach Cobbler



Cook-Out Menu

Guest Choice of Two Meats

Chick'n Breast

Hamburger (Boca)

Hot Dog

Sides (Choose Three)

Mixed Green Salad

Pasta Salad

Potato Salad

Fresh Broccoli

Green Beans

Vegetable Medley

Collard Greens

Mashed Potatoes

Rice Pilaf

Macaroni and Cheese

Desserts (Choose Two)

Carrot Cake

Chocolate Cake

Coconut Cake

Apple Pie

Sweet Potato Pie

Peach Pie

Beverage (Choose One)

Punch

Canned Soda

Iced Tea



Dessert

Assorted miniature desserts (two per person)
 Sara lee cakes or pie (by the slice)
 Ice cream party (includes ice cream and toppings)
 Half sheet cake (serves 50)
 Full sheet cake (serves 100)

Beverages

Bottled Soda
 Milk
 Bottle Water
 Bottle Juice
 Fruit, Citrus Punch or Iced Tea (serves 10)
 Coffee Service (serves 16)
 Apple Cider (seasonal – serves 16)
 Sparkling Cider
 Canned Soda

 All items featured on this menu are vegetarian or vegan

Snacks

Otis Spunkmeyer Baked Cookies
 Sweet Streets Brownies
 Potato Chips
 Pretzels
 Mixed Nuts

Pizza Party

16" Pie
 Cheese Pizza
 Caprese Pizza
 Specialty Pizza



Unconsumed Food and Beverage

To protect you and your guests from food-borne related illness, any food not consumed during an event may not be removed from the serving location.

Equipment Pick-Up

In order to protect the assets that are delivered to the event location, the client is responsible for all equipment until the designated pick up time as indicated on the catering reservation form.

Guarantees

In arranging catered events, attendance must be guaranteed five business days in advance of the event. This guarantee will allow for the proper planning of your event and will be your commitment to pay for the guaranteed number or the actual number of attendees, whichever is greater. For weekend events, the count must be guaranteed on the Monday before the event so as to allow ample time for the ordering process.

Payments

Payment for a scheduled event should be made to Thompson Hospitality and is due three (3) business days prior to the event. This payment will place the event in what is known as “confirmed status” If the event is not in confirmed status, Dining Services cannot guarantee that the service will be rendered. Therefore, it is crucial that the communication between you, the customer, the approving official office, and the Dining Service’s Catering Office is effective.

As applicable, please provide one of the following forms of payment to the Catering Office:

- *Completed copy of the purchase order form with all authorized signatures.*
- *Foundation or Fund Certification Form*
- *Credit Card*
- *Cash*
- *Certified Check*
- *Money Order*

Cancellations

To avoid any pro-rated charges, all cancellations must be submitted in writing to the Catering Office at least 72 hours (three business days) prior to your event.

Delivery Fees

A delivery fee of \$80.00 will be applied to any event held away from the campus. This fee is for the transport of food, service equipment, china, flatware and linen.

Service Charges

A \$20.00 service fee will be applied to catering invoices totaling less than \$30.00. A 20% service charge will be added to the total invoice for all on and off premise events that are not initiated and funded by the school.

Labor

For events that are delivered an attendant will ensure that all items are to your satisfaction. If an attendant is requested, or required based on the style of service provided, additional charges will be applied as follows:

<i>Wait Staff:</i>	<i>\$20.00 per hour/per person for a minimum of four hours</i>
<i>Culinary:</i>	<i>\$25.00 per hour/per person for a minimum of four hours</i>
<i>Bar Tender:</i>	<i>\$25.00 per hour/per person for a minimum of four hours</i>

Service Times

All events will include a two-hour service time. Events requiring serving time beyond what is mutually agreed upon will be assessed an additional charge of \$20.00 per hour.

Taxes

For non-university sponsored events, state sales tax will be charged unless a tax exempt certificate is received prior to the start of your event.

Types of Service

Plated and Served

This type of event has your guests seated and served for the entire meal. This service includes house linen, china and glassware, set-up, table service, event breakdown, and clean-up. This level of service necessitates a minimum of one waiter/waitress per fifteen (15) guests. A 15 person minimum is required for this service.

Buffet Service

At your discretion and depending on your budget, buffet service can be self served or the entrée can be served by one of our professional wait staff at an additional charge. This level of service necessitates a minimum of one waiter/waitress per thirty (30) guests.

Drop-Off Service

Drop-off service includes house linen tablecloths for buffet, high-quality disposable ware, flower centerpiece, set-up, breakdown, and clean up. Wait staff is not required for this service. Upon delivery of your event, our professional staff will ensure that all items ordered are received and verified by your authorized representative prior to our departure. A five person minimum is required for this service.

Floral Arrangements

Silk flower arrangements on buffets and carving stations are standard. You can easily add a special touch to your event by letting us handle all your fresh floral needs. In order for us to meet our commitment to you, we ask that you give us at least five days notice to place the order and secure the floral arrangements. Prices will vary according to your selection.

Linen

Skirting for buffet and carving tables are included at no extra charge. Skirting and/or linen for guests tables, registration tables, display tables, and receptions tables can be made available for an additional charge of \$7.00. We can also provide specialty linens in an array of colors, prints and sizes to add to the elegance of your event for an additional yet reasonable charge.

Rentals

In the event that special equipment, china, or tables are required, we will charge for the required items and add the rental charge to your final bill. You will be apprised of the cost of the rental items when the arrangements for your event are finalized.

The use of the house china and glassware is \$4.50 per person.

EVENTS

Notes:

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