

Catering



Alverno
COLLEGE

Policies & Guidelines

Please review the following policies and guidelines to ensure complete success of your planning.

This guide has been issued to assist you in planning your catered event with Food Services, Inc. The contents of this guide are a general selection and are in no way to be considered fixed. Menus can be changed, and we will be happy to discuss variations.

Placing a Catering Order

*Please follow the guidelines below when placing a catering order. Our staff can be contacted at (414)382-6051 or by visiting the Dining Services office in the LA Building.
Order.*

Guidelines

Please give us the time we need to prepare for your event. While we may be able to accommodate your needs with less time, we prefer the appropriate time to do our best for you.

Orders for smaller events can be placed 5 working days prior to the event. Orders for banquets and receptions of less than 100 should be placed no fewer than 10 working days prior to the event. The menu and counts must be finalized 2 working days prior to the function. Caterings of 100 people or more should be placed 3 weeks in advance. The menu and counts must be finalized 4 working days prior to the function.

Guarantees & Minimums

You will be billed on the basis of a guaranteed number or guest attendance in the case more guests attend. We will prepare for 5% over the guaranteed number. There is an order minimum of \$25 per contract. Minimum counts are stated within the guide.

Cancellation

All cancellations must be made at least 36 hours in advance to ensure that no charges will be made. The fee for late cancellation will be at the discretion of the Catering Director.

Staffing

Food Services, Inc. staffs each event according to its needs. As a standard, we estimate 1 server per 20 guests for all served meals, 1 server per 30 guests for all buffets, and 1 server per 50 guests for all continental breakfasts and receptions. Attendant charges are incurred with a minimum of 4 hours per attendant. Weekend events may be subject to an additional charge to cover any overtime that occurs.

*Each event is based on 1 1/2 hour service period. Additional charges will be incurred for additional hours requested.
China Service*

Policies & Guidelines

Alcohol Service

Food Services, Inc. can provide beer, wine, and liquor for all events on-site. Bartender fees are incurred with a minimum of 5 hours. If your event is an over/under-age program, an additional charge may be incurred for the cost of security personnel to check ID cards. All alcohol MUST be catered by Food Services, Inc. with the exception of donations of alcohol to an event, which then would incur a corking fee.

Table Covers

Table covers will be provided for buffet tables at Continentals, Receptions, and Buffets. Table covers will also be provided at the dining tables for dinners served on china. There will be a charge incurred for any linen tablecloths ordered for continentals, lunches, and receptions.

Flowers & Centerpieces

Food Services, Inc. has a limited supply of centerpieces available for use. We can provide those for customers at their request. Any fresh flowers requested will be at the expense of the customer.

Amenities

Additional needs for your event, such as overhead projectors, microphones, podiums, etc., are the responsibility of the customer. Please contact Alverno's IT department.

Billing Details

At the time of the initial booking, a cost will be given for your specific function. At that point, a 50% down payment is required. Two weeks prior to the date of the event, the final balance is due. A 17% Service Charge will be applied to all non-university events.

Prices quoted do not include sales tax. After the completion of your event, Food Services, Inc. will bill based on the guaranteed count or guest attendance in the case more guests attend.

About the Catering Guide

This catering guide is broken into specific sections—refreshments, breakfast, lunch, dinner, etc. Please see the Appropriate section for your event.

Each event is based on a 1 1/2 hour service period. We can provide a longer service for an additional charge.

This catering guide is simply an offering of menu ideas. We are not limited to these offerings because our mission is to cater to the needs of our customers. Please inquire if you are looking for something specific, and we will make every effort to prepare it for you.

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Refreshments

Refreshments (Non-Alcoholic)

<u>Per Gallon</u>			<u>Per Unit</u>	
Coffee	\$ 15.75		Bottled Juice	\$ 1.75
Hot Chocolate	\$ 10.25		12oz Soda & Water	\$ 1.10
Lemonade	\$ 10.00		20oz Bottled Soda & Water	\$ 1.75
Iced Tea	\$ 10.00		Milk (1/2 Pint) (Chocolate, 2%, Skim)	\$.95
Punch	\$ 10.00		Hot Tea	\$ 1.00
Juice	\$ 16.50			

Ask your Event Coordinator about our Flavored Water Stations

The Bake Shoppe

The Breakfast Bakery

Assorted Donuts	\$ 13.25	Miniature Scones	\$ 14.95
Texas Muffins	\$ 16.50	Strudel Bites	\$ 7.25
Cinnamon Rolls	\$ 15.75	Kringle	\$ 10.75
Bagels w/ Cream Cheese	\$ 15.00		

All Items are Sold per Dozen

Bars & Cookies

Brownies	\$ 9.95
Rice Crispy Bars	\$ 11.00
Lemon Bars	\$ 11.25
Gourmet Bars	\$ 14.95
Assorted Miniature Desserts	\$ 14.95
Assorted Cookies (Choc. Chip, M&M, Sugar, Oatmeal Raisin)	\$ 7.75
Gourmet Cookies	\$ 9.75

All Items are Sold per Dozen

See the Event Coordinator for Additional Suggestions

The Early Bird Buffet

The Continental \$5.50 per Person

Assorted Breakfast Pastries
Assorted Juices, Coffee, Ice Water

The Fresh Fruit Continental \$7.00 per Person

Fresh Fruit Tray, Assorted Breakfast Pastries
Assorted Juices, Coffee, Ice Water

The Health Break \$8.00 per Person

Fresh Fruit Tray, Assorted Breakfast Pastries, Yogurt, Healthy Cereal
Assorted Juices, Coffee, Ice Water

The Sunrise Special \$7.75 per Person

(Minimum of 25 people)

Scrambled Eggs
Choice of Bacon, Ham, or Sausage Links
Lyonnaise Red Potatoes
Assorted Juices, Coffee, Ice Water

Hot Tea Available Upon request with each buffet

All Buffets served on Disposable. China Available for an additional charge

Mid Morning Break

Yogurt, Granola & Fresh Berries (Seasonal)	\$3.00 ea
Health Bars	\$1.15 ea
Whole Fruit	\$1.00ea
Fresh Fruit Cups	\$2.95 ea
Breakfast Breads	\$8.00 Loaf
Coffee Cake	\$12.95 ea



See the Event Coordinator for Additional Suggestions

Let's Box it Up

The Traditional Boxed Lunch

\$ 8.95

Ham & Swiss, Turkey & Cheddar, or Veggie Sandwich on Whole Wheat with Lettuce and Tomato

The Croissant Sandwich Boxed Lunch

\$ 8.95

Chicken Salad, Tuna Salad or Egg Salad on a Croissant with Lettuce and Tomato

The Wrap Boxed Lunch

\$ 8.95

Chicken Caesar, Asiago Roast Beef or Mediterranean Vegetable Wraps



Boxed Lunches include Sandwich, Kettle Chips, Fresh Fruit, Cookies, Condiments, Soda/Bottled Water

Grilled Chicken Caesar Salad

\$ 8.95

Crisp Romaine Lettuce, Red Onion, Black Olives, Croutons, Caesar Dressing, Parmesan Cheese with a Dinner Roll and Cookies

Blackened Tenderloin Salad

\$ 12.50

Spring Mix Greens, Savory Strips of Blackened Tenderloin, Crumbled Bleu Cheese, Red Onion, Tomatoes, Red Pepper, with Sundried Tomato Vinaigrette

Backyard BBQ

Backyard Picnic

Hamburger, Chicken Breast, Bratwurst, Hot Dog, Veggie Burger

(Select 2 or 3 Meats)

Lettuce, Tomato, Onion, Pickle Tray

American Cheese

Condiments

Coleslaw, Potato Salad, or Fruit Salad

Baked Beans

Chips

Cookies

Ice Water & Lemonade

2 Meats \$ 7.95 per Person

3 Meats \$ 8.95 per Person



Pizza Pies

Cheese, Pepperoni, Sausage, Veggie, or Sausage, Mushroom, Onion Pizzas

\$12.50 per Cheese Pizza

\$1.00 per Additional Topping



Tossin' It Up

Caesar Salad **\$7.95**

Crisp Romaine Lettuce, Red Onion, Black Olives, Croutons, Caesar Dressing, Parmesan Cheese

****Can be prepared with Chicken****

Strawberry Field Greens Salad **\$8.00**

Spring Mix, Sectioned Oranges, Slices Fresh Strawberries, Julienne Red Onion, Candied Walnuts, Feta Cheese, Raspberry Vinaigrette Dressing

Grilled Lemon Chicken Salad **\$8.95**

Spring Mix Greens, Julienne Lemon Pepper Chicken, Mandarin Oranges, Parmesan Cheese, Croutons, Italian Dressing

Blackened Tenderloin Salad **\$12.50**

Spring Mix Greens, Savory Strips of Blackened Tenderloin, Crumbled Bleu Cheese, Red Onion, Tomatoes, Red Pepper, with Sundried Tomato Vinaigrette

Grilled Salmon Salad **\$12.50**

Spring Mix Greens, Brown Sugar Salmon, Red Onion, Caramelized Walnuts, with Balsamic Vinaigrette

All salads are served with assorted breads & rolls. Coffee and ice water are included. Hot Tea is available upon request.

****Any Salad can be Made into a Boxed Lunch****



Signature Sandwiches

California Chicken Club

\$9.00

Grilled Chicken Breast served on a Kaiser Roll with Avocado, Monterey Jack Cheese, Bacon, Lettuce, Tomato

Club Sandwich

\$9.00

Ham, Turkey, Bacon, Colby Jack Cheese, Lettuce, Tomato, Red Onion, and Mayo on a Bomber Bun

Chicken n Bacon

\$9.00

Flavorful Smoked Bacon on top of a Grilled Chicken Breast with Monterey Jack Cheese, Lettuce, Tomato, and Ranch Dressing served on a Ciabatta Bun

Da Muffoletta

\$9.00

Asiago Foccocia Bread layered with Ham, Turkey, and Roast Beef with Greens, Tomatoes, with a special Olive Dressing

Twisted Chicken

\$9.00

Traditional Chicken Salad with Sweet Red Grapes and Toasted Walnuts, served on a Croissant

Primo Italiano

\$9.00

Ham, Salami, and Pepperoni on an Asiago Foccocia Bread, with Provolone, Greens, Red Onion, Sundried Tomatoes, with a Balsamic Vinaigrette

Mambo Italian Sub

\$9.00

Ham, Pepperoni, Salami, Provolone, Lettuce, Tomato, Red Onion, Golden Italian Dressing, with a dash of Oregano on a Bomber Bun



Let's Call it a Wrap

Jack of Clubs

\$8.75

Ham, Turkey, Bacon, Monterey Jack Cheese, Lettuce, Tomato and Mayo on a Tomato Basil Wrap

Asiago Roast Beef

\$9.50

Roast Beef, Asiago Cheese, Lettuce, Tomato, Red Onion with a Horseradish Sauce on a Tomato Basil Wrap

Queen of Clubs

\$8.75

Turkey, Bacon, Cheddar Cheese, Lettuce, Tomato and Mayo on a Tomato Basil Wrap

Italian Roasted Vegetable

\$8.75

Fresh Veggies nicely seasoned and roasted to perfection, Greens, Parmesan Cheese with a Creamy Basil Pesto on a Spinach Wrap

Hail Caesar

\$9.00

Julienne Chicken Breast, Romaine Lettuce, Red Onion, Black Olives, Parmesan Cheese all tossed in Caesar Dressing on a Honey Wheat Wrap

Mediterranean Roasted Vegetable

\$8.75

Fresh Veggies nicely seasoned and roasted to perfection, Greens, Feta Cheese with a Roasted Red Pepper Hummus on a Spinach Wrap

All Sandwiches & Wraps are served with Pasta Salad and a Pickle.
Coffee and ice water are included.

Build Your Own

The Delicatessen \$ 8.75

Assorted Breads and Rolls
Roast Beef, Turkey, and Ham
Assorted Cheeses
Lettuce, Tomato, Pickle (Onions available upon request)
Mayonnaise, Mustard, and Dijon Mustard
Pasta Salad, Chips, Cookies

Nature's Creation \$ 8.75

Iceberg, Romaine, and Spinach
Ham, Turkey, Tofu
Tomatoes, Cucumbers, Broccoli, Cauliflower, Black Olives, Mushrooms,
Green & Red Peppers, Red Onion, Boiled Eggs, Shredded Cheddar
Croutons, Sunflower Seeds, Bacon Bits
Choice of 3 Dressings
Assorted Breads and Dinner Rolls and Butter

Combine The Nature's Creation salad selection to your Delicatessen Buffet for an Additional \$ 1.00

Add a Choice of Soup to your Delicatessen or Nature's Creation for an Additional \$ 1.50

Soup Choices Include: Cheesy Broccoli, Minestrone, Country Vegetable, Chicken Noodle, Chicken & Wild Rice,
Beef Vegetable. Clam Chowder is available at an additional charge.

Positively Pasta \$ 10.25

Choice of Two Pastas: Spaghetti, Penne, Bowtie, or Fettuccine
Choice of Two Sauces: Marinara Sauce, Alfredo Sauce, or Cheese Sauce
Includes: Italian Meatballs, Italian Sausage, Roasted Peppers & Onions,
Garlic Bread, & Tossed Salad with 2 Dressings

The Italian \$ 10.00

(Minimum of 25 people)

Meat Lasagna
Vegetarian Lasagna (available upon request)
Garlic Bread & Tossed Salad with 2 Dressings

Mexican Fiesta \$ 9.75

Hard and Soft Shell Tacos,
Choice of Two: Taco Meat, Spicy Chicken, Refried Beans
Lettuce, Tomato, Onion, Shredded Cheddar, Black Olives, Jalapeno Peppers, Sour Cream Salsa, Guacamole
Spanish Rice

Coffee and Ice Water are included with each Buffet

Formal Dinners

Caprese Chicken \$15.95

Seared & Marinated Airline Chicken Breast topped with a roasted tomato compote laced with fresh basil and shaved parmesan accompanied by an herbed capellini and seasonal vegetables

Kettle Morraine Stuffed Chicken \$15.95

Buttery blend of apples, leeks, and smoked bacon stuffed in an airline chicken breast accompanied by lightly herbed roasted potatoes and seasonal vegetables

Medallions of Beef with a Red Wine & Caper Sauce \$22.95

Grilled Tenderloin, sliced, and drizzled with Capers & Red Wine Sauce accompanied by a garlic smashed potatoes and seasonal vegetables

Pork Tenderloin Medallions \$18.95

Medallions of Pork Tenderloin drizzled with a Bourbon maple glaze accompanied by a hazelnut cornbread stuffing and seasonal vegetables

Maple Glazed Salmon \$22.95

Grilled Salmon with a Spiced Maple Glaze accompanied by an herbed rice blend and seasonal vegetables

Garlic Encrusted Tilapia with a Light Crème Sauce \$18.95

Tilapia encrusted in a Garlic Breading served with a light Crème Sauce accompanied by duchess potatoes and seasonal vegetables

Marinated Portabella Mushroom \$15.50

Portabella Mushroom Cap marinated in Balsamic Vinaigrette and stuffed with Feta Cheese and Spinach served on a bed of wilted greens and seasonal vegetables

Sundried Tomato Cheese Ravioli \$14.95

Cheese Ravioli served on a bed of wilted greens and blanc legumes topped with a sundried tomato crème sauce and roasted grape tomatoes

Please ask us about Duet Plates. We can prepare any combination of entrees.

All Dinners are served with dinner rolls with flavored butters and choice of salad.

Classic House Salad, Classic Caesar Salad, or Fresh Spinach and Strawberry Salad (Select One)

Coffee and ice water with a lemon are included. All Formal Dinners are served on china.

Dinner Buffets

Options

One Entrée Buffet \$14.95

Includes 1 Starch, 1 Vegetable, 2 Salads, Dinner Rolls with Butter

Two Entrée Buffet \$17.95

Includes 2 Starches, 2 Vegetables, 3 Salads, Dinner Rolls with Butter

Three Entrée Buffet \$19.95

Includes 2 Starches, 2 Vegetables, 3 Salads, Dinner Rolls with Butter

Dinner Entrees

Chicken Parmigiano
Chicken Tarragon
Champagne Chicken
Fiesta Lime Chicken

Beef Burgundy
Roast Beef with a Demi Glace
Sesame Beef

Glazed Pit Ham
Roasted Pork Loin
Parmesan Encrusted Tilapia
Grilled Lemon Basil Salmon

Sundried Tomato Ravioli
Tri Color Tortellini
Mushroom Risotto

You can select from the formal dinner menu for additional charges.

Starch Options

Baby Red Bliss Potatoes
Red Skinned Garlic Smashed Potatoes
Cheese Garlic Mashed Potatoes
Buttered Noodles
Twice Baked Potato*

Au Gratin Potatoes
Baked Potato
Duchess Potatoes
Wild Rice Pilaf
Jasmine Rice*

*Additional Charges

Vegetable Options

Maple Glazed Carrots
Fresh Green Beans Almandine
Asparagus Spears with Julienne Red Peppers
Whole Kernel Corn

Fresh Broccoli Spears
Fresh Summer Blend
Caribbean Blend Vegetables
California Blend Vegetables

Salad Options

Tossed Garden Salad
Fresh Spinach Salad
Caesar Salad
Greek Salad
Cucumber, Tomato, Red Onion Salad

Fresh Fruit Tray
Fresh Vegetable Tray
Tortellini Pasta Salad
Oriental Broccoli Slaw
Taffy Apple Snicker Salad*

*Additional Charges

Each Buffet includes Ice Water with a Lemon and Coffee

The Cocktail Hour

We can provide a Cash or Host Bar depending on the needs of your event. All Host Bars are billed based on consumption. If you would rather charge per guest, we can do that as well. Any bar must have a bartender at each function. There is a \$100 bar sales minimum per hour per bartender. This will include set-up, service, and breakdown.

Call Liquor, Domestic Beer, House Wine, Soda, Juice, and Mixers are provided for all bars.

Our Call Liquor includes Absolut Vodka, Tanqueray Gin, Korbel Brandy, Jack Daniels, Captain Morgan, Bacardi Rum, Jose Cuervo

Premium Liquor, Premium Beers, Selective Wines are available upon request

Soda	\$ 1.00 per Glass
Juice	\$ 2.00 per Glass
Beer (MGD, Miller Lite, MGD Light)	\$ 4.00 per Bottle
Beer, Premium	\$ 4.50—\$8.00 per Bottle
Beer, Half Barrel	\$ 175.00—200.00 per Barrel
Wine (Chardonnay, White Zinfandel, Cabernet, Merlot)	\$ 6.00 per Glass
Mixed Drink, Call	\$ 7.00 per Glass

We also sell Wine and Champagne by the bottle.
If you have a wine donation, a corking fee is incurred.



Appetizers & Platters

When ordering Appetizers, a good guide on how many to order would be:

Mid-Afternoon: 6—8 Pieces

Evening (Dinner): 8—10 Pieces

Before Dinner: 4—6 Pieces

Late Evening: 4—6 Pieces

All Appetizers are per 25 pieces

Get It While It's Hot



Chicken or Veggie Quesadillas	\$ 29.95
Chicken, Beef, or Shrimp Skewers	\$ 42.50
Chicken Tempura w/ Asian Sauce	\$ 34.95
Chicken Wings w/ Ranch, BBQ, Buffalo	\$ 28.95
Sliders—BBQ Chicken, Beef or Pork	\$ 45.00
Mini Crab Cakes w/ Aioli Sauce	\$ 55.00
Coconut Shrimp	\$ 55.00



Cucumber & Chicken Salad Canapé	\$ 25.50
Pesto & Red Pepper Baguettes	\$ 23.50
Antipasto Skewers	\$ 40.95
Shrimp Cocktail	\$ 42.95

Meatballs (BBQ, Swedish, or Marinara)	\$ 24.50
Mini Beef Wellington	\$ 50.00
Bacon Wrapped Waterchestnuts or Pineapple	\$ 33.00
Beef Tenderloin Satay	\$ 40.00
Stuffed Mushrooms (Seafood, Sausage, or Spinach & Feta)	\$ 35.00
Spanikopita	\$ 32.00
Brie & Raspberry Phyllo	\$ 49.00

Just Chillin'

Bruschetta	\$ 29.95
Fresh Mozzarella, Pesto, Sundried Tomato Baguette	\$ 33.95
Brie, Apricot, Strawberry Baguette	\$ 31.50
Smoked Salmon (serves 50)	Market

Party Platters

Fruit Tray	\$ 52.50
Cheese & Cracker Tray	\$ 44.50
Cheese, Sausage, and Cracker Tray	\$ 52.50
Gourmet Cheese Assortment	\$ 85.00
Fresh Vegetable Crudité w/ Dip	\$ 40.00
Silver Dollar Sandwiches	\$ 25.95
Petite Pretzel Roll Sandwiches	\$ 43.00



All Trays serve 25 people

Baked Hot Artichoke Dip	\$ 35.00
Spinach Dip	\$ 41.00
Baked Brie	\$ 41.95

Let's Take a Dip

Taco Dip	\$ 40.00
Gorgonzola, Craisin, Walnut Spread	\$ 39.00

All Dips served with your choice of Tortilla Chips, Pita Chips, Crackers, or Baguettes

Snacks

Gardettos	\$ 10.00
Mini Pretzels	\$ 5.00
Kettle Chips & Dip	\$ 8.95
Homemade Lime Chips w/ Salsa	\$ 11.25
Wasabi Peas	\$ 15.50

All Snacks are served by the pound—Serves 25 people

See the Event Coordinator for Additional Suggestions

Specialty Food Stations

Martini Bars

(Minimum of 50 ppl)

Mashed Potato Martini Bar

Garlic Smashed, Wasabi, & Curry Potatoes

Shrimp, Chicken, Bacon,

Mushrooms, Onions, Scallions, Tomatoes, Black Olives,

Shredded Cheddar, Sour Cream, Salsa

Blend of Spices to create your own sensation

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\$8.95 per Person or \$4.50 per Person w/ Hors d' oeuvres

Pasta Bar

Penne, Bowtie, and Rigatoni Pastas

Shrimp, Chicken, Meatballs,

Mushrooms, Onions, Green & Red Peppers, Tomatoes,

Black

Olives,

Shredded Parmesan

Blend of Spices to create your own sensation

\$6.95 per Person or \$3.50 per Person w/ Hors d' oeuvres

Stir Fry Bar

Chicken, Beef & Tofu

Carrots, Broccoli, Cauliflower, Onions, Green & Red Peppers, Pea Pods, Waterchestnuts

Served over White or Fried Rice

Blend of Spices to create your own sensation

\$6.95 per Person or \$3.50 per Person w/ Hors d' oeuvres

Mashed Potato, Pasta, and Stir Fry Bars are served in Martini Glasses

Carving Station

Chef Carved Brisket, Turkey, or Ham (Select 2) **\$8.95 per Person or \$3 per Person w/ Hors d' oeuvres**

Chef Carved Tenderloin, Pork Tenderloin, or Lamb (Select 2) **\$12.95 per Person or \$5 per Person w/ Hors d' oeuvres**

Served with Dinner Rolls and selected condiments

(Minimum of 50 ppl)

Seafood Station

Shrimp, Crab Claws, Smoked Salmon

Accompanied with Dips and Crackers

(Minimum of 50 ppl)

\$12.95 per Person or \$8.00 per Person w/ Hors d' oeuvres

Chocolate Fountain

Fountain of Smooth, Creamy Chocolate to dip

Strawberries, Pineapple, Wafers, Marshmallows, Pretzel Sticks

(Minimum of 50 ppl)

\$6.95 per Person or \$3.50 per Person w/ Hors d' oeuvres

The Final Course

Ice Cream Social \$3.50

Build your own Sundae Bar
Cones and Bowls

(Minimum of 30 people)

Ice Cream Flavors

Vanilla, Chocolate, Strawberry

Toppings

Chocolate Syrup

Sprinkles

M&M Topping

Strawberry

Crushed Oreos

Chopped Nuts

Whipped Topping

Pineapple

Snickers Topping

Cherries

A Piece of the Pie \$2.95

Dutch Apple

Fruits of the Forest

Key Lime

Cheesecake— A Little Slice of Heaven \$3.95

Plain with Fruit Topping

Suzu's Cheesecakes (ask the Event Coordinator)

Who Doesn't Like Cake? \$2.95—\$4.95

German Chocolate

Carrot Cake

Chocolate Lovin' Spoon

Tiramisu



Mousse Cups \$3.25

Chocolate Mousse Parfait with Fresh Raspberries and Whipped Cream

Raspberry Mousse with Fresh Strawberry and Whipped Cream



Decorated Cakes

Choice of:

Marble, Yellow, Chocolate

Whipped Cream or Buttercream Frosting

All Cakes include Decoration and Salutation

Half Sheet \$46.95 or Full Sheet \$76.95

See the Event Coordinator for Additional Suggestions.

Food Services, Inc 3901 S. 39th Street 414-382-6051

