



C A T E R I N G



AT **CENTRAL STATE**  
**UNIVERSITY**



# Our Menu

MENU CHAPTERS:



This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.



# Welcome

Welcome to Central State Catering Services. Our Catering Manager will work in close partnership with you to customize your program, providing the highest level of food quality and service to assure the success of your event.



Our Philosophy is to provide a meeting and dining environment specialized to not only meet, but also exceed your expectations. Our team is committed to providing service and menu flexibility so that your event will be uniquely your own.



This brochure provides you with fresh, contemporary menus. Please keep in mind that the menu items and services included in this brochure are a sampling of what we can do for you. Should your event require special services or dietary considerations, we will tailor our offerings to meet your needs. Our commitment is to customize and create whatever is required to provide your guests with an unforgettable experience.

We appreciate your business and will do whatever we can to make your event memorable, from start to finish. If you have any questions regarding our services, please call your Catering Department at 937.376.6488 or email us at [sodexo@centralstate.edu](mailto:sodexo@centralstate.edu).



We look forward to serving you.



# A GREAT START

## SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. All set ups include freshly brewed coffee, decaf and hot tea.

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### EARLY RISER

An assorted pastry basket of mini danish, donuts, or mini muffins, and a juice assortment of orange, apple and cranberry.

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### EYE OPENER

An assorted pastry basket of mini danish, donuts, or mini muffins, a juice assortment of orange, apple and cranberry and an assortment of fresh seasonal sliced fruit.

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### THE MAURADER FRESH START

An assortment of bagels and scones with accompaniments of fruit yogurt with granola, a juice assortment of orange, apple and cranberry and an assortment of fresh seasonal sliced fruit.

### CREATE YOUR BREAKFAST BUFFET

#### Smart Start – Choice One

Sliced Melon  
Grapefruit Half  
Fresh Fruit Salad  
Yogurt & Granola

#### Entrees and Sides – Choose Four

Scrambled Eggs  
French Toast  
Waffles  
Crispy Bacon  
Sausages Links and Patties  
Hickory Ham  
Hash Brown Potatoes

#### Accompaniments – Choose One

Muffins  
Danish  
Southern Style Biscuits

# B R E A K F A S T



## A GREAT START

The following items can be added on to any of the breakfast menus to create a custom menu for any occasion.

### MORNING BREAKS A LA CARTE

- Cereal with milk
- Fresh fruit salad
- Whole fresh fruit
- NutriGrain Bars

### BAKERY A LA CARTE

- Assorted Bagels with Condiments
- Danish
- Assorted Muffins
- Assorted Donuts
- Mini Croissants
- Assorted Mini Danish
- Assorted Scones
- Tea Breads
- Banana Bread sliced
- Cranberry Bread sliced
- Marble Pound Bread slices

### SPECIALITY TREATS

#### Southern Hospitality

Assorted Tea Sandwiches, Cheese Straws, and Bite-size Pecan Brownies

#### Putting on the Ritz

Carr's Water Crackers, Cheese Tray, and Seasonal Fresh Fruit

#### Afternoon Tea

Miniature Scones with Butter and Fruit Preserves, Assorted Tea Cookies, and Fresh Fruit

#### South of the Border

Nacho Chips & Salsa, Seven-Layer Dip, and Chili Con Queso

#### Snack Pack

Goldfish Crackers, Trail Mix. Sugar-Spiced Pecans, and Mixed Nuts

# BREAKFAST



## LUNCH TIME

### EXPRESS LUNCHES:

Our signature specialty sandwiches can be prepared to suit your event. We package these to go with you. Limited time for a lunch? They can be pre-set along with beverages and dessert to keep your program on time.

#### ALBUQUERQUE CHICKEN

Chicken sandwich with a Southwest flair served with side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

#### PESTO MAGIC CHICKEN

Pesto grilled chicken breast with provolone cheese, lettuce, tomato, and pesto mayonnaise on Kaiser roll. Served with side salad of the day, potato chips, large cookie, and a 20 oz bottled beverage or bottled water.

#### GRILLED PORTOBELLO

Grilled marinated portobello mushroom, caramelized onions, provolone cheese, lettuce, tomatoes, and balsamic vinaigrette on focaccia bread. Served with side salad of the day, potato chips, large cookies, and a 20 oz bottled beverage or bottled water

#### GRILLED TERIYAKI BEEF

Grilled teriyaki marinated flank steak with caramelized onions, lettuce, tomato, and oriental dressing on focaccia bread. Served with side salad of the day, potato chips, large cookie, and a 20 oz bottled beverage or bottled water.

#### SWEET BEEF

Roast beef with caramelized onion and Dijon mayonnaise on a baguette served with side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

#### THE ITALIAN

Salami, ham, provolone, roasted red peppers on a French roll with garlic mayonnaise, condiments, potato chips, cookies or brownies, a 20 oz bottled beverage or bottled water.

#### TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream cheese on a flour tortilla, condiments, potato chips, cookies or brownies, a 20 oz bottled beverage or bottled water.

#### WRAP BUFFET

Choice of three wraps, featuring: turkey, ham, roast beef, chicken Caesar, or roasted garden vegetable. Served with side salad of the day, potato chips, cookies, and canned sodas or bottled waters.

#### PICNIC LUNCH

Assorted deli sandwiches on a roll or choice of sliced bread, featuring tuna, roast turkey breast, ham & swiss, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

# EXPRESS LUNCHES



## B O U N T I F U L B U F F E T S

### SPECIALTY BUFFETS DELIS AND SALADS: (15 GUEST MINIMUM)

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

#### SLICERS DELI BUFFET

Thinly Sliced Medium Roast Beef, Baked Ham, and Oven Roasted Turkey Breast, American and Swiss Cheeses, Lettuce, Tomatoes, Sliced Red Onion, Pickles, Condiments, and an Assortment of Breads and Rolls. Potato Chips, Pasta Salad, Assorted Cookies, and a 20 oz bottled beverage or bottled water.

#### AROUND THE WORLD SLICERS BUFFET

Thinly Sliced Black Forest Ham, Smoked Turkey, Prosciutto, Pastrami, Pepper Jack and Muenster Cheeses, Lettuce, Tomatoes, Sliced Red Onion, Pickles, Pesto Aioli, Dijon Mustard, and an Assortment of European Rolls and Breads. Potato Chips, German Potato Salad, Assorted Cookies, and a 20 oz bottled beverage or bottled water.

#### DELUXE SALAD BUFFET

Mixed Greens or Mesclun Greens with Julienne Strips of Beef and Curried Chicken, Tuna Salad, Exotic Chicken Salad, Pasta Salad, Sliced Boiled Eggs, Sliced Cucumbers, Tomato Wedges, Sliced Red Onion, Sliced Peppers, Home-style Croutons. Includes Choice of Three Salad Dressings (ranch, italian, french, Caesar, bleu cheese, balsamic vinaigrette, red wine vinaigrette, oil and vinegar) Fresh Baked Rolls and Butter, Assorted Cookies and Brownies, and a 20 oz bottled beverage or bottled water.

#### CAESAR SALAD BUFFET

Crisp Romaine Lettuce, Tomato Wedges, Sliced Peppers, Home-style Croutons. Choice of Julienne Strips of Beef or Chicken Breast, Shrimp or Salmon, Caesar Dressing. Fresh Baked Rolls and Butter, Assorted Cookies and Brownies, and Iced Tea and Lemonade.

#### COBB SALAD BUFFET

Mixed Greens or Chopped Iceberg Lettuce with Julienne Turkey Breast, Crisp Bacon, Tomato Wedges, Sliced Cucumbers, Sliced Red Onion, Sliced Boiled Eggs, Avocados, Crumbled Bleu Cheese. Includes Choice of Three Salad Dressings (ranch, italian, french, Caesar, bleu cheese, balsamic vinaigrette, red wine vinaigrette, oil and vinegar) Fresh Baked Rolls and Butter, Assorted Cookies and Brownies, and Iced Tea and Lemonade.

#### CHEF SALAD BUFFET

Mixed Greens or Crisp Romaine Lettuce, Julienne Turkey Breast and Ham, Cheddar and Swiss Cheeses, Tomato Wedges, Sliced Cucumber, Sliced Red Onion, Black Olives, Home-style Croutons. Includes Choice of Three Salad Dressings (ranch, italian, french, Caesar, bleu cheese, balsamic vinaigrette, red wine vinaigrette, oil and vinegar). Fresh Baked Rolls and Butter, Assorted Cookies and Brownies, and Iced Tea and Lemonade

#### BEEF TERIYAKI SALAD BUFFET

Crisp Romaine Lettuce, Tomato Wedges, Baby Corn, Sliced Red Onions, Teriyaki Beef Strips, Sliced Water Chestnuts, Chow Mein Noodles, Oriental Dressing and Balsamic Vinaigrette. Fresh Baked Rolls and Butter, Assorted Cookies and Brownies, and Iced Tea and Lemonade

## B U F F E T S



## MOVABLE FEASTS

### MOVABLE FEASTS: (15 GUEST MINIMUM)

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

#### BASIC BBQ

Hamburgers, hot dogs, veggie burgers, sliced cheese, choice of potato salad, macaroni salad, coleslaw, relish tray with lettuce, tomato, pickles and onions, condiments, potato chips, cookies, brownies, lemonade, iced tea and water.

#### TEXAS STYLE BBQ

Pulled BBQ pork, BBQ chicken breasts, with bacon, cheddar BBQ sauce, corn on the cob, baked beans, hamburgers, cheeseburgers, beef hot dogs, vegetable burgers, potato salad, cole slaw, macaroni salad, relish tray with lettuce, tomato, pickles, onion, condiments, cookies, brownies and lemonade, iced tea, and water.

#### WINGS AND THINGS

Buffalo wings, blue cheese dressing, celery sticks, carrot sticks, Select two: California vegetable pizza, cheese pizza, pepperoni pizza and Caesar salad with assorted 20 oz bottled beverage or bottled water

#### HOLIDAY DINNER

Tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with your choice of two dressings. Roast turkey, with whipped potatoes and giblet gravy, country stuffing, corn, cranberry sauce, rolls and butter, pumpkin pie. Served with coffee, decaffeinated coffee, hot tea or ice tea.

#### FAJITA BAR

Choice of chicken, beef, shrimp or vegetable fajitas warm flour tortillas accompanied with spanish rice and traditional toppings with lemonade, ice tea, 20 oz bottled beverages and New York style cheesecake.

#### TACO BAR

Choice of chicken or beef with “traditional” toppings—salsa, shredded cheese, guacamole, diced tomato, diced onion, shredded lettuce, and sour cream. Includes soft or crunchy taco shells, Spanish rice, refried or black beans, roasted corn, churros, and a 20 oz bottled beverage or bottled water.

#### SOUTHERN COMFORT

Tossed garden salad (choice of three dressings), southern fried chicken, fried catfish, collard greens or spinach, candied sweet potatoes or cheesy potato casserole, hush puppies or corn bread, apple cobbler, and a 20 oz bottled beverage or bottled water.

#### SOUTHEAST ASIA

Mixed green salad with oriental dressing, fresh fruit salad, teriyaki beef and broccoli, crispy orange chicken, stir fried tofu with veggies, white or fried rice, sautéed sugar snap peas with carrots, layer cake (choice of chocolate or white), and a 20 oz bottled beverage or bottled water.

## C L A S S I C S



# CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, hot tea, iced tea and choice of dessert.

## BEEF

### FILET MIGNON

Beef Tenderloin filet with your choice of sauce

### ROAST TOP ROUND OF BEEF

Sliced roast top sirloin of beef carved and served with au jus

### PRIME RIB

Perfectly prepared prime rib marinated in a bourbon and brown sugar sauce

### BEEF WELLINGTON

Tenderloin of beef wrapped in puff pastry with foie gras and cooked until golden brown

### STEAK AU POIVRE

Delicious beef tenderloin served with a classic brandy sauce with green peppercorns

## PORK

### SOUTHWESTERN GLAZED PORK LOIN

Carved and served with a zesty chipotle pepper sauce

### STUFFED PORK CHOP

Center cut pork chop stuffed with Cornbread and apple stuffing

### PORK TENDERLOIN

Sliced tenderloins of pork dressed with a savory Dijon sauce

## VEAL

### VEAL PICCATA

A classic! Scaloppini of veal sautéed and flavored with lemons and capers

### VEAL OSCAR

Veal cutlets topped with asparagus, lump crab and drizzled with hollandaise sauce

## VEAL

### CLASSIC VEAL CHOP

Char-broiled veal chop served on a bed of spinach with garlic and caramelized onions

## POULTRY CHICKEN PICCATA

Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers

### CHICKEN MARSALA

Pan seared chicken breast with marsala wine and mushroom sauce

### CARIBBEAN REEF CHICKEN

Boneless breast of chicken cooked to perfection with a Caribbean sauce

### STUFFED CHICKEN BREAST WITH WILD RICE

Boneless breast of chicken stuffed with wild rice

### CHICKEN CORDON BLEU

Boneless breast of chicken rolled with imported ham and swiss cheese

### CHICKEN SORRENTO

Boneless breast of chicken lightly breaded with prosciutto and eggplant topped with a light tomato sauce

### ITALIAN CHICKEN

Boneless breast of chicken seasoned with Italian marinade and grilled

# C L A S S I C S



# CULINARY CLASSICS

## LAMB

### LAMB CHOPS

Broiled lamb chops served with mint jelly

### ROAST LEG OF LAMB

Boneless roast leg of lamb served with lavender, rosemary and garlic

## SEAFOOD

### SHRIMP SCAMPI

Shrimp sautéed with fresh herbs and garlic served over basil orzo

### CHILEAN SEA BASS WITH SALSA

Tender and sweet sea bass grilled and topped with fresh tomato salsa

### BROILED SALMON WITH DILL BUTTER

Salmon fillet broiled to perfection served with dill butter

### AHI TUNA

Ahi Tuna grilled and served with a caonata relish

### MARYLAND CRAB CAKES

Mouthwatering Maryland lump crab cakes

### CAJUN CRAB CAKES

Crab cakes sautéed with cajun seasoning

### STUFFED RED SNAPPER

Red snapper cooked to perfection with stuffing

### ALMOND COCONUT TILAPIA

Baked tilapia fillet crusted with coconut, almonds and cuban seasonings

### GARLIC ORANGE CHILI SHRIMP

Shrimp stir-fried with Asian vegetables, ginger, garlic and green onions in garlic orange sauce

## VEGETARIAN VEGETABLE NAPOLEON

Vegan Napoleon with Portobello mushroom, eggplant, peppers, zucchini and yellow squash

### EGGPLANT ROLLARD

Eggplant rollard stuffed with wild mushrooms and tofu, with roasted plum tomato sauce and polenta

### CHEVRE, ORZO AND BASIL STUFFED PORTOBELLO

Portobello mushroom caps stuffed with chevre cheese, tri-colored orzo and fresh basil

### SPAGHETTI SQUASH

Spaghetti squash with sofrito and vegan pinto beans

### VEGETARIAN LASAGNA

Lasagna noodles layered with fresh ricotta, mozzarella, and parmigiana cheese topped with a marinara sauce

### CARIBBEAN VEGETABLE CURRY

Vegetables sautéed in a Caribbean curry

### INDIAN VEGETABLE CUTLET

Vegetables sautéed with Indian spices and sauces



## MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert.

### SALADS

#### TOSSED GARDEN SALAD

A fresh mix of lettuce with tomatoes, cucumbers, red onion and croutons and your choice of dressing

#### FIELD GREENS SALAD

Field greens garnished with fresh berries served with strawberry vinaigrette

#### SPICY JICAMA SALAD

Jicama garnished with mandarin oranges served with citrus vinaigrette

#### CAESAR SALAD

Romaine lettuce with parmesan cheese, garlic croutons and creamy caesar dressing

#### FRESH MESCLUN

Baby vegetables with balsamic vinaigrette

#### BUFFALO MOZZARELLA

Tomato and fresh basil with garlic vinaigrette

#### SPINACH SALAD WITH WARM BACON DRESSING

#### ARUGULA WITH ROASTED PEPPER VINAIGRETTE

#### THAI CUCUMBER SALAD

#### ORZO

Sautéed spinach and feta

#### THAI PASTA SALAD WITH SNOW PEAS

#### ICEBERG WEDGE WITH MAYTAG BLEU CHEESE

#### PEAR AND TOASTED WALNUT SPRING SALAD



## MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert. Below is a list of the accompaniments to the entree.

### ON THE SIDE - SELECT TWO

- Baked potato served with butter sour cream and chives
- Country mashed potatoes
- Baked sweet potatoes
- Potatoes Anna
- Oven roasted garlic potatoes
- Rice pilaf
- Basmati rice pilaf
- Basmati rice
- Long grain and wild rice
- Whipped sweet potatoes
- Olive couscous
- Basil orzo
- Risotto with mushrooms
- Fresh broccoli spears
- Asparagus spears (seasonal)
- Fresh zucchini with garlic and basil
- Green beans with almonds
- Carrots vichy
- Baby carrots
- Baby squash

### DESSERTS

#### PIES AND COBBLERS

- Dutch apple pie
- Blueberry crisp
- Peach cobbler
- Boston cream pie
- Pumpkin pie
- Key Lime pie

### CAKES

- Chocolate cake
- Carrot cake
- Black forest cake
- German chocolate cake
- Carmel granny apple
- Raspberry white chocolate cheese Brûlé
- Angel food cake with seasonal berries
- Cheesecake with strawberries
- Carrot cake with cream cheese frosting
- Bread pudding

### SPECIALTY

- Sorbet
- Parfaits
- Tiramisu
- Crème Brûlé

## DESSERTS

### Cookies

- Chocolate chip
- Oatmeal raisin
- Sugar
- Peanut butter
- Chocolate chocolate chip
- Brownies
- Tea Cookies
- Lemon Bars
- Marshmallow Krispies
- Macarons
- Assorted biscotti
- Blondie with Walnuts
- Scones
- Petit Fours
- Mini French Pastries
- Mini Cannoli
- Mini Assorted Cheesecakes
- Chocolate Covered Strawberries
- 9' Round Cake
- Full Sheet Cookies

## SWEET TREATS

### Candy Shop

Miniature candy bars, cracker jacks, pop-corn, and gummy bears

### Sundae Bar

Vanilla and chocolate ice cream, caramel and chocolate topping, M&M pieces, rainbow sprinkles, nut topping, whipped cream and cherries

### Ice Cream Social

Vanilla and chocolate ice cream, served with chocolate sauce, caramel sauce, strawberry topping, sprinkles, chopped nuts, cherries, whipped cream, served with lemonade, iced tea, or coffee

### Chocoholic

Chocolate Dip served with seasonal fruit (strawberries, pineapple, melon), angel food cake, pretzel rods, pound cake, with iced tea and coffee

## SNACKS

- Potato Chips
- Tortilla Chips
- Pretzels
- Gold Fish Crackers
- Mixed Nuts
- Salsa, per pint
- Chip Dip, per pint



## TRAYS AND DISPLAYS / CARVING STATIONS

### DISPLAYS

#### International Cheese Display

A variety of imported cheeses with gourmet breads and crackers.

#### Antipasto Display

Traditional Italian meats, olives, peppers, cheeses and accompaniments. Served with freshly baked Italian bread.

#### Mediterranean Station

Grand display of Mediterranean favorites, including hummus, tabbouleh, Kalamata olives and feta cheese.

#### Pasta Perfect Display Station

Your choice of two pastas (penne, rigatoni, linguine, or bowtie), three sauces (alfredo, sun-dried tomato, meat sauce, pesto, or roasted garlic sauce) and assorted toppings.

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### CARVING STATION

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef.

Carving station comes with your choice of:

- Roast tenderloin of beef
- Prime rib
- Turkey breast
- Roast pork loin
- Ham

### TRAYS

#### Sliced Cold Tenderloin Platter

Served with Rolls and Accompaniments

#### Jumbo Shrimp Platter

Served with Cocktail Sauce

#### Southwestern Pinwheel Platter

Served with Salsa

#### Grilled Marinated Vegetable Tray with Dip

#### Imported Cheese Tray

Served with Assorted Crackers

#### Antipasto Platter

#### Hummus with Pita Chips

#### Domestic Cheese Tray

Served with Assorted Crackers

#### Seasonal Fresh Fruit Tray

#### Mexican Seven-Layer Dip

Served with Tortilla Chips

#### Fresh Vegetable Tray with Dip

T R A Y S   A N D   D I P S L A Y S  
C A R V I N G   S T A T I O N S



# H O R S D ' O E U V R E S

## PRICED BY THE DOZEN

The following hors d'oeuvres can be served passed on trays or set up as stationary buffets depending on the style of your event.

### HOT

- Maryland Crab Cakes with Spicy Remoulade
- Caramelized Pecan-Topped Brie
- Bite-Size Beef Wellington
- Beef Tenderloin Crostini
- Bay Scallops Wrapped in Bacon
- Skewered Asian Beef
- Assorted Mini Quiche
- Mini Southwestern Black Bean Rolls
- Seafood Stuffed Mushroom Caps
- Crab Rangoon
- Sesame Skewered Chicken Tenders
- Grilled Vegetable Coronets
- Spanakopita
- Coconut Chicken Strips
- Mini Veggie Quesadillas with Salsa and Sour Cream
- Vegetable Spring Rolls
- Bacon Wrapped Water Chestnuts
- Traditional Italian or Swedish Meatballs
- Crab and Brie Wrapped in Phyllo
- Cajun Grilled Chicken Bites
- Crispy Buffalo Chicken Bites
- Honey Drizzled Chicken Drumettes
- Smoked Salmon Canapes
- Mozzarella Cheese Sticks with Marinara
- Pot Stickers with Teriyaki Sauce
- Cheese Puffs
- Jalapeno Poppers
- Beef Sate with Peanut or Teriyaki Sauce
- Chicken Sate with Peanut Sauce

### COLD

- Cream Cheese, Sun-Dried Tomato & Pesto Torte
- Pickled Shrimp
- Shrimp Wrapped in Snow Pea Pods
- Seared Beef Tenderloin Crustade
- Antipasto Skewers
- Fresh Melon Wrapped in Prosciutto
- Tomato-Basil Crostini
- Chicken Salad Tarlet
- Black Pepper Biscuits
- Deviled Eggs
- Smoked Salmon Mousse
- Spinach with Cocktail Rye
- California Rolls
- Assorted Finger Sandwiches
- Mini Hye Rollers
- Tortilla Pinwheels
- Tippy Roll Pinwheels
- Jumbo Shrimp Cocktail



# BEVERAGES

## HOT

- Brewed Regular and Decaf Coffee
- Hot Tea
- Hot Chocolate
- Hot Apple Cider (seasonal)

## COLD

- Orange, Cranberry or Apple Juice
- Southern Iced Tea Punch
- Lemonade
- Fruit Punch
- Citrus Punch
- Fruit Juice
- Sparkling Cider
- Canned Soda
- Bottled Soda
- Bottled Juices
- Bottled Ice Tea
- Milk
- Bottled Water
- Sparkling Water
- CSU Water



# Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

## **Arranging and Reserving Dates**

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. You may contact the catering department at 937.376.6488 as well as through our

e-mail or website at [sodexo@centralstate.edu](mailto:sodexo@centralstate.edu) and [www.centralstate.edu/services/dining/](http://www.centralstate.edu/services/dining/) or stop by the catering office located in Mercer Dining Hall. Some arrangements can be made by phone or e-mail, others require an appointment with the Catering Manager. Office hours vary, please call 937.376.6488 to speak with our team.



Catering arrangements and menu selections should be confirmed at least:

- 5 business days in advance for groups under 100 guests
- 2 weeks in advance for groups of 100 guests or more



While we can sometimes accommodate your needs with less lead time, sufficient notice allows us to schedule production and staffing needs, and eliminate any late charges to you.

After we have finalized all the details of your event, you will receive a function sheet form to confirm with a signature. Please carefully review all information on this function sheet form for accuracy and completeness before signing. Make any necessary changes, sign and return three (3) business days in advance via fax to 937.376.6667.





# Planning Your Special Event

## **Reserving the Room**

On campus or off, the location needs to be reserved before we deliver. The Catering Department cannot make any room reservations on campus. All room reservations must be made with Central State University through The Office of Student Leadership & Development.



## **Set Up**

It is the client's responsibility to ensure that the facility and rooms(s) are available and ready for set-up at the agreed upon time requested.

## **Changes/Guarantees/Cancellations**

All cancellations and/or changes referring to the menu, guest count, and event arrangements must be confirmed with the Catering Department three (3) business days prior to the event. Functions cancelled with less than three (3) business days notice will incur a charge. If you do not contact us with a final count within three (3) business days prior to the event, we will prepare for the estimated number and charge accordingly. If the Central State University is closed due to inclement weather, all catered events will be automatically cancelled.



## **Operations**

Services and prices are for normal business days in accordance with the Central State University calendar. Events scheduled on University holidays or shut down periods may incur additional labor charges.





# Planning Your Special Event

## **Payment**

All catered functions must have a secured payment before they occur. Visa, MasterCard, American Express, cash, checks, or Purchase Orders are all valid payment methods. Non-University groups are required to make a deposit of 75% one week prior with the balance due two (2) business days prior to the event. Non-University groups are subject to 18% service charge and sales tax for all food events. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.



## **Minimum Charges**

There will be a minimum charge of \$50.00 for beverage orders and \$50.00 for food orders. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours.



## **China**

Our Catering Department provides high quality plastic products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge of \$3.25 per person.





# Planning Your Special Event

## **Linen**

As a standard, we provide tablecloths and table skirting for all food and beverage tables at no additional cost. Linen for guests tables are only included with full service plated breakfast, lunch, dinner and buffets. Linens for guest tables at receptions, continental breakfast breaks, and boxed lunches can be provided at an additional charge of \$5.00 per tablecloth. The same applies to registration tables, nametags, head tables and any additional tables that will not be directly used for food and beverage set up. We can also provide linen napkins to match your color scheme for an additional charge of \$0.50 per napkin.



Specialty linens are also available for your food and guest tables for an additional cost, please set up an appointment to view the linens.

## **Attendants**

To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first two (2) hours of services. If additional time is needed, a fee of \$120 per hour, per attendant, will apply. Servers for receptions & coffee services are at an additional charge. Server fee of \$25 per hour, per server, plus one hour before and after the event, for set up and clean up will apply, minimum of three (3) hours. To ensure that your event is a success, attendants are required for all functions over 75 guests (excluding coffee services) and all china events.





# Planning Your Special Event

## **Late Charges**

If you contact the catering office less than 24 hours in advance and we are able to book your event, a surcharge of \$75 will apply. This surcharge is necessary due to the additional cost of planning for last minute events.



## **Catering Equipment**

As the host of the catering event, you are responsible for the equipment we have provided for the service of your catered event. Any missing, or damaged, catering equipment or supplies will be charged to your account at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



## **Floral Charges**

We will be happy to order, receive and handle specific floral and decorative requests for an additional fee determined in accordance with your specific needs.

## **Food Removal Policy**

Due to health regulations, it is the policy of Sodexo Campus Services that excess food items cannot be removed from the food site. Items purchased for pick-up should be properly stored for the event and removed and disposed of by the event host.



