Catering Guide

In Any Event

Coppin State University

2011-2012

CSU 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 contact us at (410) 951-1229 or e-mail us at coppincatering@thompsonhospitality.com

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...

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Breakfast per person

Continental Breakfast *7.45*
Your Selection of breakfast pastries, fresh-cut fruit, coffee service and juice pitchers

Continental Breakfast without Fruit *5.65*
Your selection of breakfast pastries, coffee service and juice pitchers.

Health-Conscious Breakfast *7.25*
Assorted nutri-grain and granola bars, fresh-cut fruit, coffee service and juice pitchers.

The Original Breakfast *9.50*
Assorted Breakfast pastries, fresh-cut fruit, fresh scrambled eggs, crisp bacon or sausage, home-fried potatoes or grits, french toast with warm syrup, coffee service and juice pitchers.

The Classic Breakfast *8.50*
Fresh-cut fruit, fluffy scrambled eggs, crisp bacon or sausage, home-fried potatoes or grits, buttermilk biscuits, coffee service and juice pitchers.

Breakfast *a la carte*

Bagels with Cream Cheese, Butter & Jelly *10.55*
Per Dozen

Assorted Mini Danishes *9.25*
Per Dozen

Whole Fresh Fruit *10.30*
Per Dozen

Doughnuts *10.50*
Per Dozen

Yogurt Cup *1.75*
Each

Healthy Luncheons

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

Roasted Vegetable Wrap *11.30*
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 *12.85*

Vegetarian Rustica Style Rigatoni *13.90*
Rigatoni pasta and grilled seasonal vegetables, fresh parmesan cheese, sweet basil with assorted focaccia bread.

Cobb Salad *11.85*
Mixed greens topped with avocado, hard boiled eggs, julienne ham, bacon and cheddar cheese.

Grilled or Fried Chicken Salad *11.85*
Sliced chicken breast with julienne swiss cheese, tomatoes and cucumbers served on a bed of mixed greens.

Soups

Au Bon Pain Chicken Noodles *3.00*

Au Bon Pain Minestrone (Vegetarian) *3.00*

Au Bon Pain Cream of Broccoli *3.00*

Sandwich Central

Sandwiches are served with potato chips, whole fruit, cookies and canned sodas.

Cold Pre-Made Sandwiches *9.00*

Meat Choices:
Chicken Salad
Grilled Vegetables
Italian Sub
Roast Beef
Tuna Salad
Turkey
Ham

Bread Choices:
Kaiser Rolls
Sub Rolls
Wheat
Tortilla Wrap

These Selections are also available as a standard box lunch 9.00
Maximum of two selections for parties of five or less

Little New York Deli *11.05*

Choice of three deli meats, American, provolone and Swiss cheese served with relish tray, leaf lettuce, tomatoes and pickles.

Hors D'Oeuvres

Fried Wings with Choice of Dressing *100 count*	*92.70*
Spring Rolls *with Sweet & Sour Sauce 50 count*	*57.65*
Chicken Tenders *50 count*	*92.70*
Assorted Pinwheels *25 count*	*74.15*
Assorted Finger Sandwiches *100 count*	*63.85*
Tomato Basil Brushetta *25 count*	*57.65*
Tidewater Crab Cakes *25 count*	*Market Price*
Swedish or Barbecued Meatballs *50 count*	*39.15*
Chicken Quesadillas *50 count*	*81.35*

Platters *serves 25*

Assorted Domestic & Imported Cheeses served with Seasonal Flat Breads	*60.75*
Assorted Seasonal Fresh-Cut Fruit served with Yogurt Dip	*60.75*
Assorted Blanched Vegetables served with Ranch Dressing	*60.75*

Reception Station

(50 people minimum)

Carving Station

Carved Beef	*11.35*
Carved Turkey Breast	*10.30*
Carved Ham	*10.30*

All Action Stations are served by a Culinarian

Action Station

Taco Salad Station *14.90*

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

Roman Pasta Station *14.90*

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 *14.90*

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

Entrees

The Water Side — *Market Price*
Seasoned lump crab cakes, pan-fried or broiled, served with classic remoulade sauce.

The Golden Catch — *15.50*
Fried or Baked fish fillet served with tartar sauce.

Broiled Salmon — *Market Price*
Broiled salmon served with lime beurre blanc sauce

Thompson Family Recipe — *14.65*
Crispy southern-fried or oven roasted chicken quarters.

Director's Special — *14.65*
Chicken breast parmesan.

Chef's Choice — *14.65*
Mediterranean Chicken.

Chicken Breast a la Florentine — *16.00*
Breast of chicken stuffed with spinach, sun-dried tomatoes and mushrooms, lightly tossed in herb breadcrumbs.

Beef Tenderloin — *Market Price*
Medallions of beef sautéed in a red wine sauce.

Peppercorn Steak — *Market Price*
Grilled marinated flank steak with peppercorn sauce.

BBQ Pork Ribs — *Market Price*
St. Louis style barbecued pork 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 — *13.65*
Chicken Breast
Hamburger
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)	*3.85*
Sara lee cakes or pie (by the slice)	*2.25*
Ice cream party (includes ice cream and toppings)	*7.25*
Half sheet cake (serves50)	*Market Price*
Full sheet cake (serves 100)	*Market Price*

Beverages

Bottled Soda	*1.70 each*
Milk	*1.15 each*
Bottle Water	*1.70 each*
Bottle Juice	*1.80 each*
Fruit, Citrus Punch or Iced Team (serves 10)	9.00 *per gallon*
Coffee Service (serves 16)	*10.55 per gallon*
Apple Cider (seasonal – serves 16)	*10.05 per gallon*
Sparkling Cider	*Market Price*
Canned Soda	*1.15 each*

Snacks

Otis Spunkmeyer Baked Cookies	*14.05 per dozen*
Sweet Streets Brownies	*18.00 per dozen*
Potato Chips	*1.15 per 1 oz bag*
Pretzels	*1.15 per 1 oz bag*
Mixed Nuts	*6.80 per pound*

Pizza Party

16” Pie

Cheese Pizza	*11.05*
Pepperoni Pizza	*12.05*
Specialty Pizza	*14.05*

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.

Guidelines

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:

Wait Staff:	*$22.00 per hour/per person for a minimum of four hours*
Culinary:	*$25.00 per hour/per person for a minimum of four hours*
Bar Tender:	*$25.00 per hour/per person for a minimum of four hours*

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 $22.00 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.

STYLE

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 20 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 $3.25. 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 $3.00 per person.

Notes:

Coppin State University

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THOMPSON HOSPITALITY