

Chesapeake College Catering Menu

PLANNING YOUR EVENT

Contact Bruce Forgrave at **410-822-5400 x-2390** or **sodexo@chesapeake.edu** for the **catering order form**, which will be sent by email. Catering Order Forms should be confirmed by the manager approximately 10 days prior to your event. Large functions may require a planning appointment, which allows us time to sit down and discuss all the details of your event, helping you make all the necessary decisions to determine which of our services best suits your needs.

Our business office hours are Monday through Friday, 8:00 am – 3:00 p.m.

Rooms should be booked in advance by calling the Event Coordinator at **410-827-5813**.

GUARANTEES

To ensure proper service, we must have a final number guarantee no later than 3 business days prior to your event. Final guarantees for weekend functions should be emailed or called in with a confirmation response by the **prior Wednesday at noon**. The guaranteed number of guests represents the minimum billing. Should the number of guests in attendance exceed the number guaranteed, we will bill accordingly. If we are not contacted with a final count by the above stated times, we will prepare for the estimated number of guests and bill accordingly. Last-minute increases are not usually a problem.

BILLING PROCEDURE

College departments must include a Purchase Order Number when submitting a Catering Order Form. All catering associated with College Accounts will receive an Invoice from Sodexo at the end of the event week. The invoice must be received through "Goods and Services" receiving in Datatel. The invoice must be printed, stamped, signed and given to the Business office for processing. Invoices past 30 days are subject to interest penalties.

If your catered function will be paid for through personal or private funds, please call the Catering Director at 410-822-5400 x-2390 to make arrangements and be prepared to present a 50% deposit at least one week in advance of your event. If your non-college function is tax exempt, please forward a Tax Exemption Certification to the Food service office. The balance will be due before 4:00 p.m., the last business day before your function.

CANCELLATIONS

All cancellations must be made **no later than three business days prior to the event**. If you find it necessary to cancel a function, any expenses incurred by Sodexo become the responsibility of the patron. Weather-related cancellations will be given special consideration.

ALCOHOL POLICY

Organizations wishing to use or sell alcohol of any sort must first seek written permission from the College President. Sodexo will not serve any alcoholic beverages.

FLOWERS

For an additional fee we will be happy to order, receive and handle specific floral and decorative requests. Otherwise, an arrangement of silk flowers is usually provided on the Main Buffet Table.

LINEN AND CHINA

Tablecloths will be provided for all buffet tables at no additional cost. Linen for guest tables will be charged per tablecloth/napkin:

- 52" square tablecloth (Overlay)
- 85" square tablecloth (For Large Round)
- Banquet tablecloth (Classroom Style)
- Linen napkins

Quality paper products are included at no additional cost with every event. Upgraded plasticware is available for a small fee. China, glass and silverware are available for events at an additional charge of \$6 per person. Consult the Food Service Manager for further details.

DELIVERY FEES

Orders may be picked up at the catering office located in the Caroline Center. Orders above \$50.00 are available for campus delivery at no extra charge. There will be a \$20.00 delivery charge for all campus deliveries not meeting the \$50.00 minimum. For these smaller events, we encourage you to take advantage of our Voucher program in the Skipjack Cafe. See the Catering Director for more details.

EVENING AND WEEKEND CHARGES

Sodexo operates Monday through Friday. Catered events scheduled for weekends or nights will be subject to 15% surcharge, or a minimal fee in the case of smaller events to off-set overtime labor.

FOOD REMOVAL POLICY

Due to Health Regulations, it is our policy that excess food items from events cannot be removed from the event site. Items purchased for pick-up should be stored properly (cold food 41 degrees or below, and Hot Food 135 degrees or above) prior to the event and removed and disposed of by the host of the event.

EQUIPMENT AND SUPPLIES

As host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged equipment or supplies will be charged to your account, at replacement cost.

ATTENDANTS

If your event requires an attendant, such as chef or waitress, there is a \$50 per hour, per attendant charge for this service.

Early Riser A la Carte	Breakfast Selections
<p>VIP COFFEE SERVICE Freshly Brewed Coffee, Decaf, Herbal and Regular Hot Teas</p> <p>ASSORTED BEVERAGES Bottled Juices Soft Drinks & Bottled Waters</p> <p>SEASONAL FRUIT PLATTER Arranged, Sliced Fresh Fruit</p> <p>SWEETS Assorted Danish, Breakfast Breads Muffins, Bagels, Cinnamon Streusel</p> <p>EXTENDED HOT BEVERAGE SERVICE</p>	<p>HEALTHY START Freshly Brewed Coffee, Decaf and Hot Tea Choice of One: Chilled Orange Juice, or Apple Juice Mini Bagel, Fruit Salad (Seasonal)*, Yogurt & Granola Add Mixed Berries Add Assorted Bottled Juice & Water</p> <p>QUICK START Freshly Brewed Coffee, Decaf and Hot Tea Choice of One: Chilled Orange Juice or Apple Juice, Choice of Two Bakery Items: Assorted Muffins, Coffee Cake, Mini Bagels, or Assorted Danishes</p> <p>CONTINENTAL DELIGHT Freshly Brewed Coffee, Decaf and Hot Tea Choice of One: Chilled Orange Juice, Apple Juice, Fruit Salad (Seasonal)* Choice of Two Bakery Items: Assorted Muffins, Coffee Cake, Mini Bagels, or Assorted Danishes</p> <p>ASSORTED QUICHE Freshly Brewed Coffee, Decaf and Hot Tea Choice of One: Chilled Orange Juice, or Apple Juice, Fruit Salad (Seasonal)* Pastries Homemade Assorted Quiche</p> <p>EASTERN SHORE FAVORITE (MINIMUM 25 PEOPLE) Freshly Brewed Coffee, Decaf and Hot Tea Chilled Orange Juice Fruit Salad (Seasonal)* Scrambled Eggs Crisp Bacon, Sausage Links Golden Home Fried Potatoes French Toast, Maple Syrup Pastries <i>*Tropical Fruit Salad will be served when fresh fruit is out of season, or poor quality</i></p>

Express Luncheon Salads	Express Luncheon Sandwiches
<p>CLASSIC CHEF SALAD Sliced ham, turkey, cheddar, and swiss served on a bed of Mixed Greens and topped with Hard Cooked Eggs, Tomatoes, and shredded carrots. Served with a Choice of Salad Dressings</p> <p>ASIAN CHICKEN SALAD Boneless Breast of Chicken Marinated in Sesame Oil, Soy Sauce, Ginger, Garlic, and Crushed Red Peppers. Includes Water Chestnuts, Red Onions, Pepper Slices over a Bed of Fresh Mixed Greens, Served with a Choice of Salad Dressings & Chow Mein Noodles</p> <p>CHICKEN SALAD SUPREME Herb Roasted Chicken Breast, Toasted Almonds, Tomatoes, Hard Boiled Egg, Carrots and Seedless Grapes, Served with Assorted Dressings on a Bed of Fresh Mixed Greens</p> <p>GRILLED CHICKEN OR STEAK CAESAR SALAD Grilled Tender Strips of Chicken or Marinated Flank Steak on a Bed of Fresh Romaine, Served with hard Cooked Eggs, Tomatoes, & Carrots, Caesar Dressing, Parmesan Cheese and Crisp Croutons</p> <p>GREEK SALAD Fresh Romaine Lettuce Tossed with Feta Cheese, Pepperoncini, Red Onion, Tomatoes, Fresh Peppers and Olives Served with Assorted Dressings</p> <p>All Luncheon Salads Include: Roll and Butter or Crackers Cookies and Brownies Fresh Brewed Iced Tea & Ice Water Assorted soda & bottled water for additional cost. Served in Plastic hinged Salad Containers, or Buffet Style for larger groups. Side Salads may be added for an additional cost. (Minimum of 10 People)</p>	<p>SKIPJACK DELUXE Sandwiches may include: Roasted Turkey Breast, Roast Beef, Deli Style Ham, Vegetarian, Chicken Salad or Tuna Salad on your choice of White Bread, Whole Wheat Bread, Rye Bread, Pumpernickel Bread, Kaiser Roll This buffet can be presented "Tortilla Wraps" style if you wish, for additional cost. Add Soup for additional cost</p> <p>CLASSIC CROISSANT CLUB Fresh Croissant Sandwich with Roast Turkey Breast or Deli Ham, Crisp Strips of Bacon, and Cheese, Lettuce and Sliced Tomatoes</p> <p>HONEY DIJON CHICKEN DELUXE Grilled Chicken Breast Marinated in our Own Honey Dijon Sauce, Served Chilled with Provolone Cheese, Lettuce and Sliced Tomatoes on a Kaiser Roll</p> <p>BOARDROOM BOX LUNCH Choice of Ham and Turkey, or vegetarian Sandwich, Bag of Chips, Whole Fruit, Package of Cookies, and Soda</p> <p>EXECUTIVE BOX LUNCH Choice of Ham, Turkey, Roast Beef, Chicken, Tuna Salad, and Vegetarian, Served on your choice of Bread or Kaiser Roll, Large bag of Lays Chips, Whole Fruit or Choice of Potato, Pasta, or Cole Slaw Salads, Fresh Baked Otis Spunkmeyer Cookie, and Soda Croissant or Wraps Additional cost.</p> <p>All Express Lunches Include: Choice of Side Salad, Potato Chips, Cookies and Brownies Fresh Brewed Iced Tea and Ice Water Assorted soda & bottled water for additional cost.</p>

Healthy Living Buffets	Theme Buffets
<p>GRILLED CHICKEN BREAST Grilled Breast of Chicken Marinated with Fresh Lemon and Herbs</p> <p>141 Cal / 4 gm Fat / 25 gm Protein / 6 gm Carbohydrates / 70 mg Cholesterol</p> <p>PASTA WITH CHUNKY VEGETABLE SAUCE Fresh Vegetables in a Chunky Tomato Sauce over Pasta Noodles</p> <p>441 Cal / 6 gm Fat / 3 gm Protein / 5 gm Carbohydrates / 0 mg Cholesterol</p> <p>HERB MARINATED STEAK Grilled Flank Steak Marinated in Fresh Herbs, Garlic and Sliced Onions</p> <p>159 Cal / 5 gm Fat / 23 gm Protein / 4 gm Carbohydrates / 59 mg Cholesterol</p> <p>All Healthy Option Entrees Include: a Mixed Green Salad with a Variety of Low-Cal Dressings; Choice of Rice, Pasta or Red Bliss Potatoes, Steamed Vegetable; Rolls, Brownies & Cookies Fresh Brewed Iced Tea & Ice Water Assorted soda & bottled water for additional cost.</p>	<p>THE PICNIC (Minimum 25) Hamburgers and All Beef Hot Dogs Tray of Fresh Shredded Lettuce, Sliced Tomatoes, Sliced Onions and Pickles Ranch Style Baked Beans, Sliced Cheese Tray, Creamy Cole Slaw Potato Chips & Assorted Cookies Fresh Brewed Iced Tea & Ice Water</p> <p>COUNTRY BARBECUE (Minimum 25) Barbecue Chicken, Sliced Barbecue Beef Old Fashioned Potato Salad, Buttered Corn Ranch Style Baked Beans, Rolls & Butter, Cookies Fresh Brewed Iced Tea & Ice Water</p> <p>CHICKEN NICOISE Baked Chicken Breast on a Bed of Wild Greens with Roasted Veggie Salad, Tomato Wedges, Hard Boiled Eggs, Herbed New Potato Salad and Olives Served with Assorted Dressing, Assorted Rolls & Butter Assorted Fresh Baked Cookies or Brownies Fresh Brewed Iced Tea & Ice Water</p> <p>TACO BUFFET Southwestern flavored Chicken & Beef Served with Flour Tortilla, Tortilla Chips, Cheddar Cheese, Shredded Lettuce, Diced Tomatoes, Jalapenos, Salsa, and Sour Cream; Choice of Side Salad Assorted Fresh Baked Cookies and Brownies Fresh Brewed Iced Tea & Ice Water</p>
<p>Minimum 25 People</p>	<p>PIZZA PARTY Fresh Baked Pizza with Choice of Toppings (Pepperoni, Sausage, Vegetarian); Served with Tossed Salad and Dressing, Potato Chips, Cookies and Beverage</p> <p>PANINI BUFFET (Maximum 20) Assorted Deli Meat Paninis, Served Warm; Assorted Chips, Side Salad of your Choice, Otis Spunkmeyer Cookies; Fresh Brewed Ice Tea & Ice Water</p> <p>Assorted soda & bottled water for additional cost.</p>

<p style="text-align: center;">Create Your Own Menu MINIMUM 25</p>	<p style="text-align: center;">Menu Accompaniments PICK ONE FROM EACH SECTION</p>
<p>BEEF (Additional charge for Carver) Bar-B-Que Top Round Sliced Roast Beef Au Jus Beef Lasagna Roasted Beef Tenderloin* Prime Rib* London Broil*</p> <p>PORK Roast Pork loin w/ Mushroom Sauce Pork Tenderloin* Italian Sausage & Peppers (hot or mild)</p> <p>POULTRY Fried Chicken Baked Chicken-Whole Pieces Marinated Breast of Chicken Chicken Parmesan Sweet & Sour Chicken Breast Chicken Stir Fry Chicken Normandy (Apple stuffing w/ Apricot glaze) * Sliced Turkey & Gravy</p> <p>SEAFOOD Baked Cod Tilapia Flounder Almandine Seafood Linguine* Shrimp Scampi* Crab Cakes* Fresh Salmon Filet*</p> <p>VEGETARIAN Vegetable Lasagna Stir Fried Rice w/ Fresh Veggies Grilled Vegetables Au Gratin Stuffed Shells w/ Marinara Baked Ziti Marinara Pasta with Chunky Roasted Vegetable Sauce</p> <p>Each Buffet Includes: Choice of Two Entrees, Salad, Starch, Vegetable (found on the following page) Rolls & Butter, Brownies & Cookies Fresh Brewed Iced Tea & Ice Water Bottled Water & Soda*</p> <p>*Additional Cost</p>	<p>SALADS Tossed Green Salad with Choice of Dressing Old Fashioned Potato Salad Mixed Field Greens with Choice of Dressing* Dilled New Potato Salad Romaine Salad with Creamy Caesar Dressing Creamy Coleslaw Greek Salad Marinated Vegetable Salad Seasonal Fresh Fruit Salad (Seasonal) Mexican Salad</p> <p>VEGETABLES Roasted Turmeric Cauliflower Sweet Peas Steamed Broccoli Florets Baked Herb Tomato* Cauliflower Florets Seasonal Sautéed Vegetables Glazed Baby Carrots Steamed Vegetable Medley Green Beans Almandine Sweet Corn Spaghetti Squash</p> <p>STARCH Mashed New Potatoes Wild Rice Parsley New Potatoes Saffron Rice* Rosemary Roasted Potatoes Savory Rice Pilaf Twice Baked Potatoes* Scalloped or Au Gratin Potatoes</p> <p>DESSERT* PIES: Apple Pie, Pecan Pie, Key Lime Pie, Lemon Meringue Pie, Chocolate Cream Pie, CAKES: Coconut Layer Cake, Lemon Cake, Black Forest Cake, German Chocolate Cake, Chocolate Layer Cake Fudge Brownies Hot Apple Crisp Cheesecake Assorted Gourmet Cookies</p> <p>*Additional Cost</p>

Snack Time Favorites	Break Packages MINIMUM 25
<p>FRESH CRUDITÉS TRAY W/ DIP Display of seasonal vegetables served with ranch dip</p> <p>CHEESE AND CRACKER TRAY Assorted Domestic cheeses served with crackers and garnished with seasonal fruit</p> <p>FRESH FRUIT TRAY Seasonal Melons, Pineapple, Strawberries and Grapes, artfully displayed</p> <p>ROASTED VEGETABLES Vegetables roasted to perfection, then served chilled</p> <p>COMBINATION PLATTER Fresh seasonal fruit, assortment of domestic cheeses, served with crackers</p> <p>MINI SOFT PRETZELS Vegetable Lasagna</p> <p>SNACK BREAK Assorted Bagged chips, Cookies, Sodas, and bottled water</p> <p>HIGH ENERGY BREAK Snack mix, Whole Fresh Fruit, Granola Bar, Bottled water, and Juice</p> <p>Add Hot Beverage Service (Coffee & Tea) to your Break</p> <p>*Please consult Food Service Manager for Custom Hot Food Receptions</p>	<p>SWEETS & TREATS Assorted varieties of fresh baked cookies (including chocolate chip, peanut butter, double chocolate chunk, sugar, and oatmeal raisin) Whole Fresh Fruit Fresh Brewed Coffee & Decaf Assorted Hot Teas Bottled Water, Sodas and Bottled Juices</p> <p>THE HEALTHY CHOICE Granola Whole Fresh Fruit Yogurts Whole Grain Bars Bottled Water and Fruit Juices</p> <p>THE SEVENTH INNING STRETCH Mini Cocktail Franks in Puff Pastry Mini Soft Pretzel Bites Nacho chips with Salsa and Nacho Cheese Fresh Brewed Coffee & Decaf Assorted Hot Teas Bottled Water, Sodas and Bottled Juices</p> <p>A LA CARTE* Fresh Cookies, Brownies, Whole Fruit(per dozen) Punch, Iced Tea, or Lemonade (per gallon) Hot Beverage Service (per guest) Coffee Refresh (per refill) Milk, Sodas, Bottled Water & Juice (per guest)</p> <p>PIZZA 16" Cheese 16" Toppings</p> <p>Choose two toppings: pepperoni, sausage, diced or bbq chicken, ham, onions, peppers, olives, pineapple or mushrooms.</p>