



CATERING GUIDE

Virginia State University
2009-2010

Dear Catering Customer:

Virginia State University (VSU) 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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VSU Dining 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 luncheons, 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 (804) 524-5265, or e-mail us at vsucatering@thompsonhospitality.com.

THE CATERING PROCESS

Booking an event at VSU is a painless process. Call the catering office at (804) 524-5265 to discuss your event. Our team will assist you in deciding on a style of service and the selection of food and beverage. We will support you in customizing and creating a memorable event.

BREAKFAST A LA CARTE

| | |
|---|-------------------|
| Bagels with Cream Cheese, Butter, and Jelly | \$10.75 per dozen |
| Assorted Mini Danishes | \$10.50 per dozen |
| Whole Fresh Fruit | \$ 9.75 per dozen |
| Doughnuts | \$10.25 per dozen |
| Yogurt Cup | \$1.55 per piece |

BREAKFAST

VSU's Continental Breakfast \$ 7.50 per person

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

Continental Breakfast \$ 6.50 per person

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

Health Conscious Breakfast \$ 7.50 per person

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

BREAKFAST BUFFET

The Classic Breakfast \$ 7.50 per person

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

The Original Breakfast \$ 9.75 per person

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 Breakfast Action Omelet Station \$15.00 per person

Fluffy omelets stuffed with minced green and red peppers, onions, your choice of cheese, crisp bacon or sausage, home fried potatoes or grits, buttermilk biscuits, and coffee service.

** Add meat in omelet for \$1.50*

HEALTHY CHOICE LUNCHEONS

*Healthy choice luncheons are served
with rolls with butter, one dessert, and iced tea*

Roasted Vegetable Wrap

\$11.00 per person

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 Sticks

\$12.25 per person

The Vegetarian- Vegetarian Rustica Style Rigatoni

\$13.25 per person

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

Cobb Salad

\$12.75 per person

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

Grilled or Fried Chicken Salad

\$12.75 per person

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

SOUPS

Au Bon Pain Chicken Noodle

\$ 3.00 per person

Au Bon Pain Minestrone (Vegetable)

\$ 3.00 per person

Au Bon Pain Cream of Broccoli

\$ 3.00 per person

SANDWICH CENTRAL

*Sandwiches are served with potato chips,
whole fruit, cookies and canned beverage*

Cold Pre-Made Sandwiches

\$12.25 per person

Meat Choices:

Chicken Salad
Grilled Vegetables
Ham
Italian Sub
Roast Beef
Turkey

Bread Choices:

Kaiser Buns
Sub Rolls
Wheat
Tortilla Wrap

*These selections are also available as standard box lunches.
Maximum of two selections for parties of five or less.*

Little New York Deli Tray

\$11.50 per person

(Available for guests of ten or more)

Choice of three deli meats, (choose from the above list) american, provolone, and swiss cheese served with relish tray, leaf lettuce, tomatoes and pickles

HORS D' OEUVRES

| | |
|--|--------------|
| Fried Wings with Choice of Dressing <i>100 count</i> | \$ 91.00 |
| Spring Rolls with Sweet & Sour Sauce <i>50 count</i> | \$ 54.00 |
| Chicken Tenders with Honey Mustard Sauce <i>50 count</i> | \$ 91.00 |
| Assorted Pinwheels <i>25 count</i> | \$ 70.00 |
| Assorted Finger Sandwiches <i>100 count</i> | \$ 60.00 |
| Tomato and Basil Bruschetta <i>25 count</i> | \$ 55.00 |
| Tidewater Crab Cakes served with Cocktail or Tartar Sauce <i>25 count</i> | Market Price |
| Swedish or Barbecued Meatballs <i>50 count</i> | \$ 38.00 |
| Chicken Quesadillas <i>50 count</i> | \$ 80.00 |

PLATTERS

| | |
|--|------------------------------|
| Assorted Domestic and Imported Cheeses served with Seasoned Flat Breads | \$ 60.00 <i>serves 25</i> |
| Assorted Seasonal Freshly-Cut Fruit served with Yogurt Dip | \$ 55.00 <i>serves 25</i> |
| Assorted Blanched Vegetables with Ranch Dressing | \$ 60.00 <i>serves 25</i> |

SEAFOOD

The Water Side

Seasoned lump crab cakes, pan fried or broiled and served with classic remoulade sauce Market Price

The Golden Catch

Fried or baked fish fillet served with tartar sauce \$14.50

Broiled Salmon

Broiled salmon served with lime beurre blanc sauce Market Price

POULTRY

Thompson Family Recipe

Crispy southern fried or oven roasted rotisserie style chicken quarters \$14.25

Director's Special

Chicken breast parmesan \$14.25

Chef's Choice

Chicken cacciatore \$14.25

Chicken Breast a la Florentine

Breast of chicken stuffed with spinach, sun-dried tomatoes, and mushrooms lightly tossed in herbed breadcrumbs \$16.00

BEEF AND PORK

Beef Tenderloin

Medallions of beef sautéed in a red wine sauce Market Price

VSU's Special

Grilled marinated flank steak with peppercorn sauce \$15.25

BBQ Pork Ribs

St. Louis style barbecued pork ribs Market Price

LUNCH AND DINNER MENUS

All entrees served with one vegetable, one potato or grain selection, one soup or salad, one dessert selection, one choice of 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 \$1.99 per person.

SIDES

Cold Salads (Choose One)

Caesar Salad
Mixed Green Salad
Pasta Salad
Red Bliss Potato Salad

Hot Vegetables (Choose One)

Fresh Broccoli
Green Bean Amandine
Vegetable Medley
Collard Greens

Potatoes and Grains (Choose One)

Candied Yams
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

***Gourmet pies, cakes, and cheesecake
are available upon request at market price.***

RECEPTION STATION

(50 people minimum)

Carving Station

| | |
|-----------------------|---------|
| Carved Beef | \$13.25 |
| Carved Turkey Breast | \$11.25 |
| Carved Smithfield Ham | \$11.25 |

All Action Stations are served by a Culinarian.

These selections can be an accompaniment to your event or may be served as a main course. If you wish to include sides or desserts with your main course, there will be an additional cost.

ACTION STATION

Taco Salad Station \$13.25

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

Roman Pasta Station \$12.25

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

Wok Seared Stir Fry \$13.25

Your choice of tender beef, chicken, or shrimp with seasonal vegetables in a teriyaki glaze accompanied by steamed rice

All Action Stations are served by a Culinarian.

These selections can be an accompaniment to your event or may be served as a main course. If you wish to include sides or desserts with your main course, there will be an additional cost.

THOMPSON HOSPITALITY'S COOK-OUT MENU

\$13.25

Guest Choice of Two Meats

Meats:

Chicken Breast
Hamburger
Hot Dogs

Sides (Choose three)

Mixed Green Salad
Pasta Salad
Red Bliss Potato Salad
Fresh Broccoli
Green Bean Amandine
Vegetable Medley
Collard Greens
Candied Yams
Mashed Potatoes
Rice Pilaf
Seasoned Wild Rice
Macaroni and Cheese

Desserts (Choose two)

(One per person)
Carrot Cake
Chocolate Cake
Coconut Cake
Apple Pie
Sweet Potato Pie
Peach Cobbler

***Gourmet pies, cakes, and cheesecake
are available upon request at market price.***

Beverages (choose one)

Punch
Canned Soda (one per person)
Iced Tea

DESSERTS

| | |
|---|--------------|
| Assorted Miniature Desserts (Two per person) | \$ 2.75 |
| Sara Lee Cakes and Pie (By the slice) | \$ 2.25 |
| Ice Cream Party (Includes ice cream and toppings) | \$ 6.50 |
| Half Sheet Cake (Serves 50) | Market Price |
| Full Sheet Cake (Serves 100) | Market Price |

BEVERAGES

| | |
|---|--------------------|
| Bottled Soda | \$1.65 each |
| Milk | \$1.10 each |
| Bottle Water | \$1.45 each |
| Bottle Juice | \$1.65 each |
| Fruit, Citrus Punch or Iced Tea (Serves 10) | \$10.50 per gallon |
| Coffee Service (Serves 16) | \$13.25 per gallon |
| Apple Cider (Seasonal – Serves 16) | \$10.50 per gallon |
| Sparkling Cider | Market Price |
| Canned Soda | \$1.15 each |

SNACKS

| | |
|-------------------------------|---------------------|
| Otis Spunkmeyer Baked Cookies | \$ 9.00 per dozen |
| Sweet Streets Brownies | \$16.75 per dozen |
| Potato Chips | \$1.15 per 1 oz bag |
| Pretzels | \$1.15 per 1 oz bag |
| Mixed Nuts | \$ 6.75 per pound |

PIZZA PARTY

| | |
|-----------------|---------|
| 16" Pie | |
| Cheese Pizza | \$10.50 |
| Pepperoni Pizza | \$12.00 |
| Specialty Pizza | \$14.00 |

GUARANTEES, PAYMENTS, AND CANCELLATIONS

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 the University Events Office 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**, VSU 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 VSU Dining Service’s Catering Office is effective.

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

- Completed copy of the VSU 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 VSU Catering Office at least 72 hours (three business days) prior to your event.

STAFF, DELIVERY, AND OTHER CHARGES

Delivery Fees

A delivery fee of \$50.00 will be applied to any event held away from the University 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 VSU.**

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 and basic linen for guest tables are included at no extra charge. Skirting and linen for buffet and carving tables are included at no extra charge. Skirting and/or linen for registration tables, display tables, and reception tables can be made available for an additional charge of \$10.00. 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 \$2.50 per person.

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: | \$21.00 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 \$20.00 per hour.

Taxes

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

MISCELLANEOUS

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.

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 twenty (20) 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 for an additional charge. This level of service necessitates a minimum of one waiter/waitress per forty (40) 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.

*We appreciate your interest in our catering services
and we look forward to the opportunity
to exceed your expectations*



Virginia State University

Dining Services

(804) 524-5265