



westminster

CATERING



Welcome

Whether entertaining guests on campus or sharing a meal with colleagues, our familiarity with Westminster College best qualifies Westminster Catering to welcome your guests and make them feel at home.

This guide represents our most popular choices, but we pride ourselves in fulfilling our clients' needs by listening, envisioning and creating events that meet your personal style and budget.

It's all in the details! We provide you with helpful planning tips to ensure the success of your event. Allow us to help you with event planning; we are here to assist, and we will approach your event creatively to provide planning solutions!

To plan your event, or for further assistance, please contact our Catering Manager at 724.946.7853 or email us at catering@westminster.edu and visit our website: www.westminster.edu/student/dining/dining_catering.cfm.

Morning Fare



MORNING FARE

Our catering department provides an eco-friendlier service-ware as a standard for all of our events. High quality plastic service-ware and china are available.

EARLY BIRD

An Assortment of Danish and Assorted Muffins
Butter and Assorted Jellies
Chilled Bottled Orange Juice and Cranberry Juice
Freshly Brewed Aspreto Coffee, Decaffeinated Coffee and Numi Herbal
and Non-Herbal Teas to include Decaffeinated Tea

THE CLASSIC

An Assortment of Danish, Muffins and Sweet Rolls
Assortment of Bagels, Butter, Cream Cheese and Assorted Jellies
Butter, Cream Cheese and Assorted Jellies
Seasonal Sliced Fresh Fruit Tray
Chilled Bottled Orange Juice and Cranberry Juice
Freshly Brewed Aspreto Coffee, Decaffeinated Coffee and Numi Herbal
and Non-Herbal Teas to include Decaffeinated Tea

HEALTHY START

Seasonal Sliced Fresh Fruit Tray
Individual Yogurt Parfaits prepared with Homemade Low-Fat Granola
Well-Balanced Breakfast Cookie
Whole Wheat Bagels with Low-Fat Cream Cheese and Assorted Jellies
Chilled Orange Juice and Cranberry Juice
Freshly Brewed Aspreto Coffee, Decaffeinated Coffee and Numi Herbal
and Non-Herbal Teas to include Decaffeinated Tea

THE WESTMINSTER BUFFET

Seasonal Sliced Fresh Fruit Tray
Assorted Muffins, Croissants and Biscuits
Butter and Assorted Jellies
Skillet Fried Breakfast Potatoes
Turkey Sausage Links, Crisp Bacon or Sausage Patties
Fluffy Scrambled Eggs
French Toast with Warm Maple Syrup and Melted Butter
Chilled Bottled Orange Juice and Cranberry Juice
Freshly Brewed Aspreto Coffee, Decaffeinated Coffee and Numi Herbal
and Non-Herbal Teas to include Decaffeinated Tea



À la Carte Selections

À LA CARTE SELECTIONS

Our catering department provides an eco-friendlier service-ware as a standard for all of our events. High quality plastic service-ware and china are available.

BAKED GOODS

(Please Order by the Dozen)

ASSORTED FRESH BAKED MUFFINS

ASSORTED FRUIT AND CHEESE DANISH

ASSORTED BAKED BAGELS WITH CREAM CHEESE AND JELLY

YEAST AND CAKE DONUTS

MINI CROISSANTS

BLUEBERRY OR CINNAMON STREUSEL COFFEE CAKE

ICED CINNAMON BUNS

ASSORTED SCONES

MORNING STARTERS

(Please Order by the Each)

WHOLE FRESH FRUIT: BANANAS, APPLES AND ORANGES

INDIVIDUAL LOW FAT YOGURTS

LOW-FAT YOGURT PARFAITS WITH HOMEMADE GRANOLA

SEASONAL FRESH-CUT FRUIT TRAY (SMALL SERVES 25 - 50, MEDIUM 50 - 75, LARGE 75 - 100)

HOT OATMEAL BOWLS SERVED WITH BROWN SUGAR AND MILK, RAISINS AND CINNAMON SUGAR

Beverage Service



BEVERAGE SERVICE

HOT BEVERAGES

16 servings per gallon

Freshly Brewed Aspreto Coffee and Decaffeinated Coffee
Freshly Brewed Flavoured Aspreto Coffee and Decaffeinated Coffee
Numi Herbal and Non-Herbal Teas to include Decaffeinated Tea
Hot Cocoa Packets with Hot Water

COLD BEVERAGES

16 servings per gallon

Orange Juice
Cranberry Juice
Apple Juice
Freshly Brewed Iced Tea
Lemonade
Citrus Punch
Sparkling Cranberry Punch
Sparkling Citrus Punch
Iced Water Service with Fresh Quartered Citrus Fruits

CANNED AND BOTTLED BEVERAGES

Bottled Fruit Juice (Apple, Orange and Cranberry)
Canned Soft Drinks, Regular and Diet
Premium Bottled Beverages
Sparkling Waters
Bottled Water
Milk, Half Pint (Low-fat, Skim, Whole, Chocolate and Soy)



All Day On Campus

ALL DAY ON CAMPUS

Are you meeting on campus all day? Consider the below packages. The menus are presented buffet style. Our catering department provides an eco-friendlier service-ware as a standard for all of our events. High quality plastic service-ware and china are available. Minimum group size of 15 guests.

CONTINENTAL BREAKFAST

*An Assortment of Danish, Mini Scones and Muffins served with Butter and Jellies
Assorted Bottled Juices
Freshly Brewed Aspreto Coffee, Decaffeinated Coffee and Numi Herbal
and Non-Herbal Teas to Include Decaffeinated Tea
Ice Water Station*

MID-MORNING BREAK

*Freshly Brewed Aspreto Coffee, Decaffeinated Coffee and Numi Herbal and Non-Herbal Teas to Include
Decaffeinated Tea, Ice Water Station and Assorted Soda Products*

LUNCH BUFFET

*Select from One of Our Daily Menus to Include:
A Salad, Entrée Selection, Dessert and Beverage. Our Menu Offerings Change Daily
Ice Water Station*

AFTERNOON SNACK

*Choose Three Items from our Selection of Sweet and Salty Snack Menu Items
Freshly Brewed Aspreto Coffee, Decaffeinated Coffee and Numi Herbal and Non-Herbal Teas to Include
Decaffeinated Tea, Ice Water Station and Assorted Soda Products*



Grab and Go
Box Lunches

2006 Entertaining with Sodexo Appetizer &
Hors D'oeuvres Cookbook Winner, Chicken Salad

GRAB AND GO BOX LUNCHES

SALAD BOX LUNCHES

All Salads are Served with a Freshly Baked Roll, Butter, Two Freshly Home-Baked Cookies or a Brownie and a Bottled Water. Three guest minimum per menu selection.

GRILLED CHICKEN CAESAR

Julienne Grilled Breast of Chicken on a Bed of Romaine Lettuce Topped with Croutons, Grated Parmesan Cheese and Traditional Caesar Dressing

GRILLED STEAK CAESAR

Strips of Marinated Grilled Steak on a Bed of Romaine Lettuce Topped with Croutons, Grated Parmesan Cheese and Traditional Caesar Dressing

COBB SALAD

Strips of Turkey Breast, Diced Tomatoes, Chopped Hard Boiled Egg, Diced Celery, Red Onion and Bacon Crumbles Served over a Bed of Romaine Lettuce, with Bleu Cheese Dressing

CHEF'S SALAD

Julienne Buffet Ham, Breast of Turkey, Swiss and Cheddar Cheeses Served on a Bed of Mixed Greens with Tomato Wedges, Hard Boiled Egg and Ripe Olives, with Your Choice of Dressing

Our luncheon salads are also available for a preset or served meal.

**Grab and Go
Box Lunches**



GRAB AND GO BOX LUNCHES

All Box Lunches Include your choice of Seasonal Fresh Fruit Salad, Potato Salad, Cole Slaw or Pasta Salad, choice of Freshly Home-Baked Cookies or Brownie and a Bottled Water.

THE DELI

Deli Sandwich with Choice of Whole Wheat, Pumpernickel or Rye Bread, Choice of Provolone or Swiss Cheese, Leaf Lettuce, Sliced Tomato. The Deli is Stacked High with Choice of Breast of Turkey, Roast Beef or Buffet Ham and Appropriate Condiments of Mustard and Mayonnaise

TURKEY CHEDDAR WRAP

Turkey and Cheddar with Horseradish Cream Cheese, Lettuce and Tomato Wrapped in a Flour Tortilla

ALBUQUERQUE CHICKEN

Cilantro Grilled Chicken Breast on a Multi-Grain Bun with Salsa, Olives, Lettuce and Tomato

SWEET BEEF CROISSANT

Roast Beef, Caramelized Onions, Leaf Lettuce and Fresh Tomato Slices, Finished with a Dijon Mayonnaise and Stuffed into a Jumbo Croissant

GOURMET BOX LUNCHES

CHICKEN BLT SANDWICH WITH PESTO

Crisp Bacon, Lettuce, Tomato and Pesto Chicken Breast on Ciabatta

BARBECUED CHICKEN WRAP

Ginger Barbecued Fried Chicken Tenders with Caramelized Onions, Smoked Gouda and Leaf Lettuce, Wrapped in a Soft Tomato Tortilla

SLICED STEAK ON BAGUETTE WITH WATERCRESS

Balsamic Grilled Steak on a Baguette with Watercress, Plum Tomato and Tarragon-Tomato Aioli

VEGETARIAN BOX LUNCHES

GRILLED PORTOBELLO WITH PROVOLONE

Grilled Marinated Portobello Mushrooms on Focaccia with Provolone, Lettuce, Tomato and Pesto

ROASTED VEGGIE CLUB SANDWICH

Roasted Eggplant, Zucchini and Red Peppers on Ciabatta with Fresh Mozzarella and Artichoke Tapenade

Our luncheon sandwiches are also available for a preset or served meal.

**Served Luncheons
And Dinners**



*2008 Entertaining with Sodexo Entrées
Cookbook Winner, Zia's Nutty Chicken*

SERVED LUNCHEONS AND DINNERS

All events in McKelvey Campus Center are served on China. Other locations will include our standard disposable service. China or high quality plastic service can be substituted for a fee. These menus include a House Salad, Choice of 2 Accompaniments, Chef's Choice of Dessert, Freshly Brewed Aspetto Coffee, Decaffeinated Coffee, Numi Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water.

POULTRY

CHICKEN LISHA

Breast of Chicken with Italian Bread Crumbs, Stuffed with Sun-Dried Tomatoes and Gouda Cheese, Drizzled with a Creamy Saffron Sauce

APRICOT AND GOAT CHEESE CHICKEN BREAST

Lightly Breaded Breast of Chicken Rolled with Dried Apricots and Goat Cheese, Served with a Brown Sauce

CHICKEN SORRENTO

Golden Brown Chicken Breast Topped with Prosciutto Ham, Fresh Mozzarella Cheese, Tomato, Parmesan and Oregano

CHICKEN A LA PROVENCAL

Rosemary Chicken Breast in a Creamy Cognac Sauce, Served over Olive Cous Cous

ZIA'S NUTTY CHICKEN

Boneless Breast of Chicken Coated and Baked with Panko Bread Crumbs and Pistachios, Topped with Apple Compote

BEEF AND PORK

BEEF SHORT RIBS

Braised Short Ribs with Tarragon and Red Wine Sauce

FLANK STEAK ROULADE

Roller Flank Steak Stuffed with Fresh Spinach and Red Bell Peppers, Served with a Beef Sauce

GORGONZOLA ENCRUSTED FILET WITH CABERNET DRIZZLE

Gorgonzola Encrusted Filet with Cabernet Drizzle

SLOW ROASTED FRENCHED PORK TENDERLOIN

Sliced Tenderloins of Pork Dressed with a Savory Dijon Sauce

PAN-SEARED PORK TENDERLOIN WITH APPLES AND ONIONS

Pan-Seared Pork Tenderloin with Granny Smith Apples and Diced Red Onions

Served Luncheons
And Dinners



2008 Entertaining with Sodexo Entrées
Cookbook Winner, Smoked Gouda Farfalle

SERVED LUNCHEONS AND DINNERS

SEAFOOD

SALMON WITH LEEKS AND CAPER SAUCE

Grilled Salmon Fillet Topped with Fried Leeks and Caper Sauce

MOJO MARINATED SHRIMP WITH BLACK BEAN SALSA AND CILANTRO AIOLI

Light Shrimp Entrée with Caribbean Flare

HALIBUT SALTIMBOCCA

Halibut Topped with Shaved Pecorino Romano Cheese, and Wrapped with Prosciutto and Lightly Sautéed until Golden Brown

SEAFOOD AND SPINACH LASAGNA WITH ROASTED RED PEPPER COULIS

Layered Lasagna Noodle with Ricotta Cheese, Shrimp, Lobster, Crabmeat and Spinach Topped with a Red Pepper Coulis Sauce. Minimum 25 guest.

VEGETARIAN

SPAGHETTI SQUASH

Spaghetti Squash with Sofrito and Vegan Pinto Beans

PORTOBELLO MUSHROOM NAPOLEON

Portobello Mushroom Layered with Zucchini, Spinach, Roasted Red and Yellow Peppers, Polenta and Mozzarella on Roasted Tomato Coulis

SMOKED GOUDA FARFALLE

Bow Tie Pasta Baked with Smoked Gouda Cheese and Spinach

Entrée Accompagniments



2007 Entertaining with Sodexo Salads & Soups Cookbook
Winner, Fresh Mozzarella and Tomato Stack

ENTRÉE ACCOMPANIMENTS

SALADS AND STARTERS

Choice of One

House Salad

Fresh Field Greens

Caesar Salad with Homemade Croutons

Pear and Spinach Salad with Westminster's
Warm Bacon Dressing

Fresh Mozzarella and Tomato Stack

VEGETABLE

Choice of One Included with Entrée

Artichoke, Zucchini, Bell Peppers and Tomato Tian

Marmalade Carrots

Marinated Green Beans and Roasted Red Peppers

Green Beans with Almonds

Roasted Seasonal Vegetables

STARCH

Choice of One Included with Entrée

Wild Rice with Pecans and Cranberries

Risotto with Mushrooms

Herbed Rice Pilaf

Country Mashed New Potatoes

Oven Roasted Potatoes

DESSERT

Old Fashion Chocolate Layer Cake

Iced Carrot Cake

Cinnamon Crusted Apple or Blueberry Pie

Homemade Chocolate Cream Pie

Chef's Choice

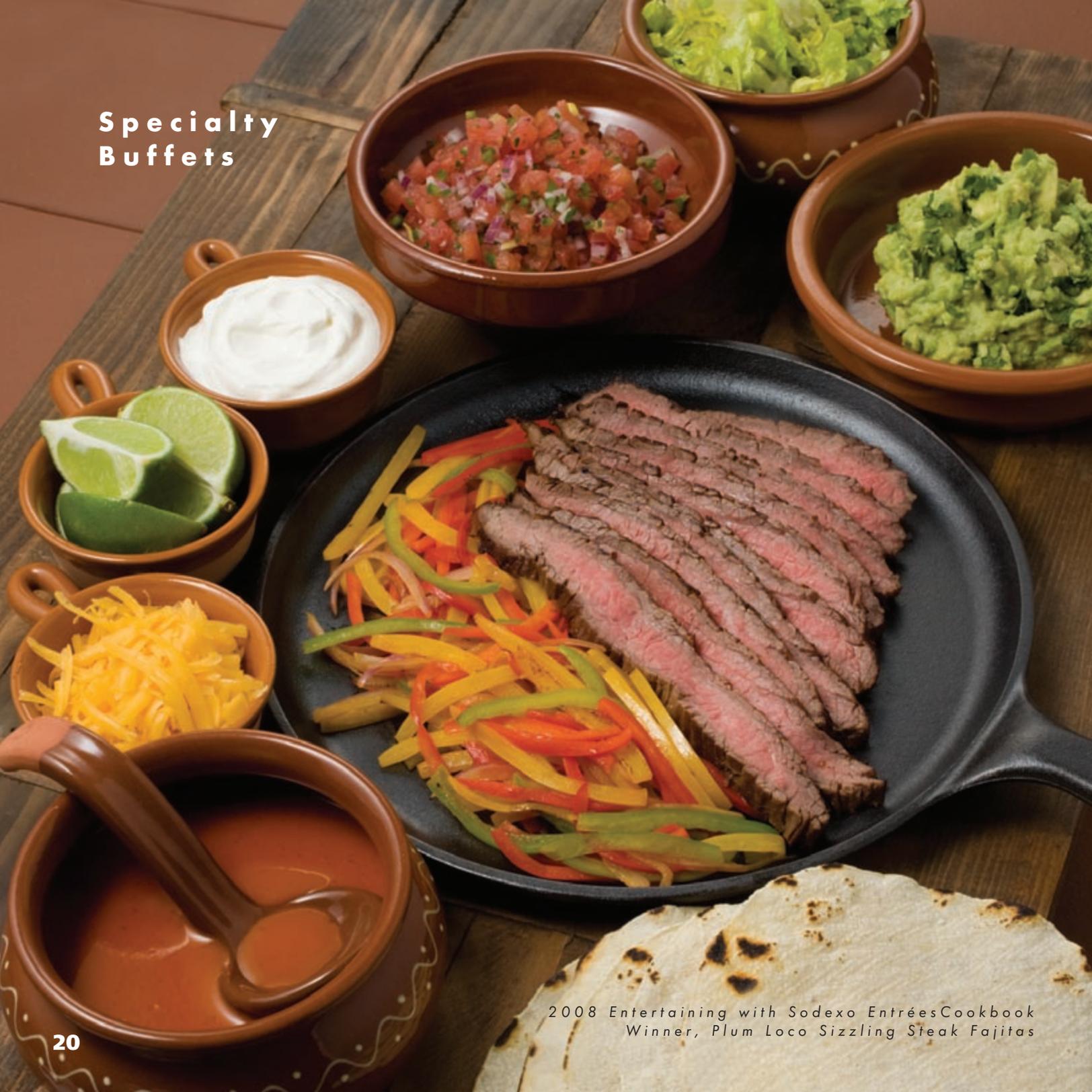
*Apple Dumplings with Crème Anglaise

*Assorted Fancy Cheesecakes

*Seasonal Fruit Tarts

**Desserts are offered at additional charge*

**Specialty
Buffets**



2008 Entertaining with Sodexo Entrées Cookbook
Winner, Plum Loco Sizzling Steak Fajitas

SPECIALTY BUFFETS

All buffet luncheons and dinners in McKelvey Campus Center are served on China. Other locations will include our standard eco-friendly disposable service. China or high quality plastic can be substituted for a fee. All buffets include your choice of Chilled Lemonade, Freshly Brewed Iced Tea or Coffee Service.

DELUXE SANDWICH BOARD

Seasonal Fresh Fruit, Pasta Salad and Cole Slaw
Potato Chips
Assorted Sliced Breads and Rolls
Leaf Lettuce, Sliced Tomatoes, Onions and Pickles
Swiss, American and Provolone Cheeses
Sliced Breast of Turkey, Roast Beef and Buffet Ham
Dijon and Yellow Mustard and Plain and Herbed
Mayonnaise
Assorted Cookies and Brownies
* Add soup for an additional cost

OLD-FASHIONED BARBECUE

Seasonal Fresh Fruit Salad, Pasta Primavera Salad
and Old Fashioned Potato Salad
Homemade Cornbread and Country Biscuits
with Butter
Southern Style Green Beans
Ranch Style Baked Beans
Westminster Dry Rub Ribs
Quartered Barbecued Chicken
Hot Apple Crisp

FAJITA AND TACO FIESTA

Fiesta Fruit Salad
Crisp Tortilla Chips
Taco Beef and Grilled Fajita Beef or Chicken Strips
Served with Soft Flour Tortillas and Crisp Corn
Taco Shells
Refried Beans
Shredded Cheddar, Lettuce, Diced Tomatoes,
Onions, Sliced Jalapenos, and Black Olives
Sour Cream, Guacamole and Salsa
Churros with Cinnamon Sugar

BACKYARD BUFFET

Tossed Green Salad with choice of 2 Dressings:
Ranch, Italian, Balsamic Vinaigrette and Fat Free
Ranch Dressing
Cole Slaw
Potato Chips
Ranch Style Baked Beans
Grilled Hamburgers
Grilled All Beef Hotdogs
Veggie Burgers
Hamburger and Hot Dog Buns
Shredded Lettuce, Sliced Tomatoes, Pickles,
Relish and Onions
Ketchup, Mustard and Mayonnaise
Freshly Baked Cookies and Brownies

LITTLE ITALY

Antipasto Platter
Traditional Caesar Salad
Sliced Italian Bread with Butter
Fresh Zucchini Toss
Pasta Bar with Spaghetti and Penne Pasta
Marinara Sauce and Meat Sauce
Grated Parmesan Cheese
Baked Vegetable Lasagna
Quartered Chicken Cacciatore or
Homestyle Meatballs
Tiramisu

Build Your Own Buffet



*2008 Entertaining with Sodexo Entrées Cookbook Winner,
Lemon Parmesan Chicken with White Wine Chive Sauce*

BUILD YOUR OWN BUFFET

The Following Menu Items are A la Carte, So You Can Create Your Own Buffet. Please Choose from each section. All buffets include your choice of Chilled Lemonade, Freshly Brewed Iced Tea or Coffee Service. All buffet luncheons and dinners in McKelvey Campus Center are served on China. Other locations will include our standard eco-friendly disposable service. China or high quality plastic service can be substituted for a fee. Minimum group size of 30 guests.

ENTRÉES

Choose Two From the Following:

POULTRY

Chicken Breast with a Creamy White Sauce
Chicken Piccata
Rosemary Chicken
Lemon Parmesan Chicken with White Wine
Chive Sauce

BEEF AND PORK

Beef Stroganoff
London Broil with Mushroom Sauce
Caramelized Onion Meatloaf
Roasted Pork Loin with Dijon Sauce
Grilled Italian Sausage with Peppers and Onions

VEGETARIAN

Eggplant Parmesan
Pasta Primavera
Vegetarian Lasagna

ACCOMPANIMENTS

Choose One Starch From the Following:

Cornbread Dressing
Herb Rice Pilaf
Wild Rice Blend
Oven Roasted Potatoes
Horseradish Mashed New Potatoes
Traditional Mashed Potatoes

Choose One Vegetable From the Following:

Southern Style Green Beans
Vegetable Medley
Steamed Broccoli with Lemon
Steamed Squash with Onions
Honey Glazed Baby Carrots
Seasonal Variety

SALADS

Mixed Green Salad with Two Assorted Dressings:
Ranch, Italian, Balsamic Vinaigrette and Fat Free
Ranch Dressing.

Choose One:

Caesar Salad, Italian Pasta Salad, Seasonal Fresh
Fruit Salad or Potato Salad
Fresh Baked Dinner Rolls with Butter

DESSERTS

Choose Two Desserts From the Following:

Iced Carrot Cake
Old Fashion Chocolate Cake
Fruit Pies
Gourmet Cookie Bars
Individual Chocolate Mousse

Hot Hors D'oeuvres



2006 Entertaining with Sodexo Appetizer &
Hors D'oeuvres Cookbook Winner, Maple Glazed Apple Rumaki

HOT HORS D'OEUVRES

Our catering department provides an eco-friendlier service-ware as a standard for all of our events. High quality plastic service-ware and china are available. Ask about Butler Service for your reception. Please order by the dozen.

CHICKEN

Spicy Cajun Chicken Bites
Sesame Chicken Bites with Apricot Marmalade
Chicken Diablo Empanadas with Chipolte Dipping Sauce
Coconut Chicken with Orange Dipping Sauce
Chicken Pot Stickers with Garlic Soy Sauce

BEEF

Mini Cocktail Meatballs
Choice of Swedish, Barbecue or Sweet & Sour
Beef Saté with Sweet and Spicy Sauce
Ancho Flank Steak Empanadas
Grilled Mini Reuben Sandwiches

PORK

Pork Pot Stickers with Garlic Soy Sauce
Mini Ham Biscuits with Mustard Sauce
Sausage Bites with White Wine Dijon Mustard
Maple-Glazed Apple Rumaki
Ham and Cheese Puffs
Mini Sausage and Pepperoni Calzone
with Marinara Sauce

VEGETARIAN

Spanakopita
Vegetable Spring Rolls with Plum Sauce
Mini Spinach Quiche
Brie and Brown Sugar Bites with Pecans
Cheddar Cheese Straws
Vegetable Quesadillas, Guacamole
Jalapeno and Cheese Stuffed Pretzel Bites

SEAFOOD

Crab Risotto Balls with 3 Mustard Sauces
Mini Corn Blini with Smoked Salmon and Chive Butter
Jumbo Bacon Wrapped Scallops
Crab Rangoon with Oriental Dipping Sauce
Mini Crab Cakes with Cajun Remoulade

Cold Hors D'oeuvres



*2006 Entertaining with Sodexo Appetizer &
Hors D'oeuvres Cookbook Winner, Cool Salmon Canapés*

COLD HORS D'OEUVRES

Our catering department provides an eco-friendlier service-ware as a standard for all of our events. High quality plastic service-ware and china are available. Ask about Butler Service for your reception. Please order by the dozen.

ASSORTED FINGER SANDWICHES

Choice of White or Wheat Bread

Ham Salad, Chicken Salad, Cucumber and Cream Cheese,
Herb Cream Cheese, Tuna Salad, and Egg Salad

MINI STUFFED CREAM PUFFS

Chicken Salad, Ham Salad, Tuna Salad

PROSCIUTTO WRAPPED ASPARAGUS

ARTICHOKE CROWNS STUFFED WITH FETA CHEESE

COOL SALMON CANAPÈS

CUCUMBER ROUNDS WITH BOURSIN CHEESE AND MANGO GARNISH

ROASTED GARLIC HUMMUS AND SMOKED SALMON BRUSCHETTA

TUSCAN BRUSCHETTA

INDIVIDUAL CRUDITE SHOTS

CROSTINI WITH SHRIMP AND MANGO SALSA

STUFFED NEW POTATOES

Filled with Sour Cream and Topped with Choice of Walnuts, Bacon or Cheddar Cheese



Gourmet Dips,
Displays and Carving Stations

GOURMET DIPS, DISPLAYS AND CARVING STATIONS

Our catering department provides an eco-friendlier service-ware as a standard for all of our events. High quality plastic service-ware and china are available.

HOT DIPS AND CHEESES *Minimum 15 guests.*

Warm Parmesan Artichoke Dip with Bagel or Pita Chips

Hot Creamy Spinach Dip Served in a Bread Bowl

Chili Con Queso with Tortilla Chips

COLD DIPS *Minimum 15 guests.*

Hummus with Pita Chips

Cucumber Yogurt Dip with Pita Chips

Tortilla Chips with Salsa and Roberto's Guacamole

Savory Pesto and Sun Dried Tomato Cheese Cake with Crackers (serves 50-75 guests)

COLD DISPLAYS - SMALL (15-25), MEDIUM (25 - 50) AND LARGE (50-75)

Fresh Vegetables with Ranch Dip

Seasonal Cubed Fresh Fruit Display

Domestic Cheeses with Crackers

Artisanal Fancy International and Domestic Cheeses with Crackers

Poached Salmon Platter with Traditional Garnishes and Toast Points

CARVING STATIONS

Consider adding a carving station to any event.

Roast Breast of Turkey with Cranberry and Orange Mayonnaise

Roasted Beef Tenderloin with Horseradish Aiolo and Stone Ground Mustard

Glazed Ham with Honey Mustard

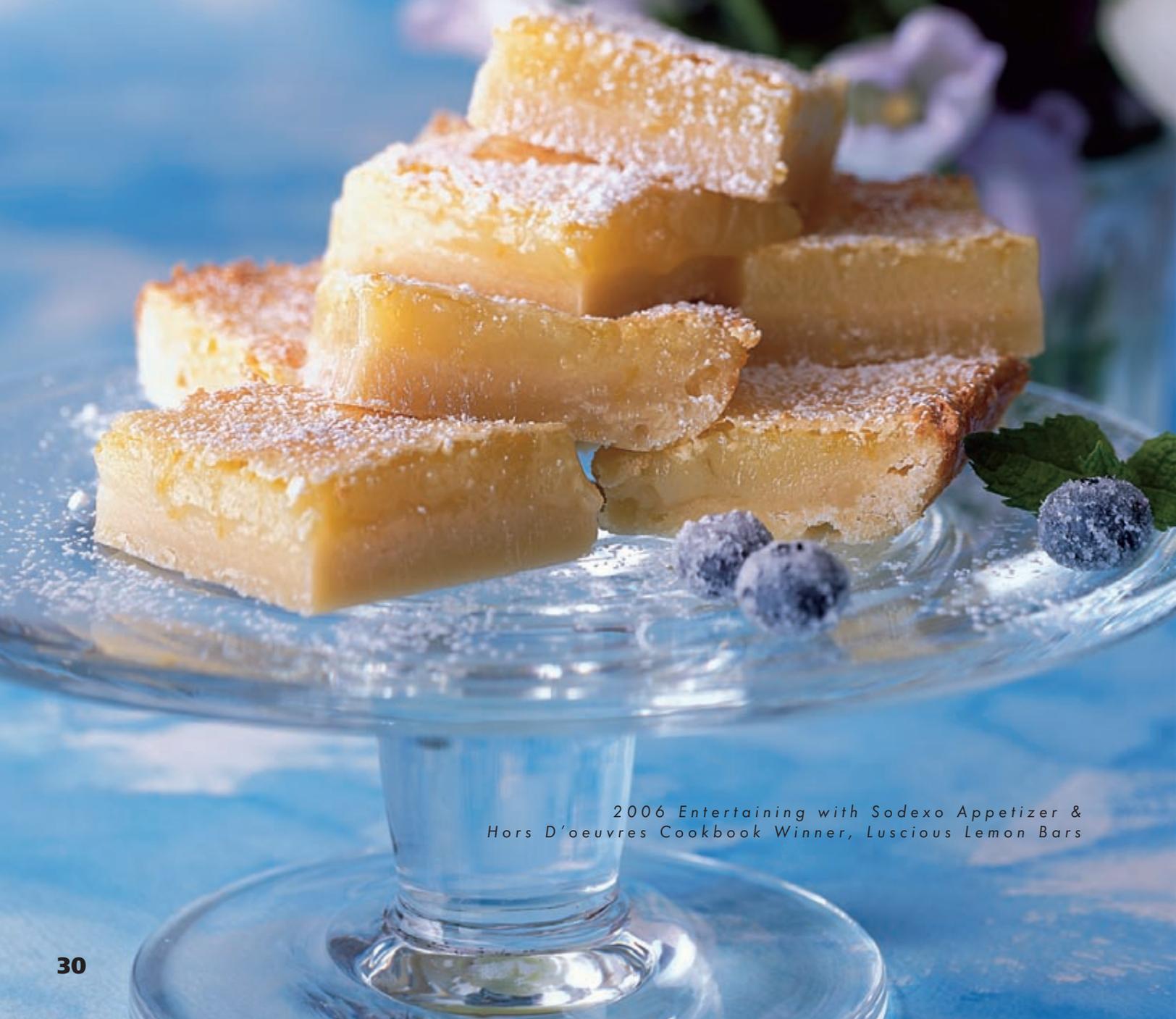
Roast Prime Rib of Beef with Horseradish Sauce and Au Jus

Roast Pork Loin with Chipolte Mayonnaise

Roast Top Round of Beef with Horseradish Sauce and Au Jus

All selections served with Assorted Miniature Rolls.

Sweet and Salty



2006 Entertaining with Sodexo Appetizer & Hors D'oeuvres Cookbook Winner, Luscious Lemon Bars

SWEET AND SALTY

Our catering department provides an eco-friendlier service-ware as a standard for all of our events. High quality plastic service-ware and china are available. Please order by the dozen.

ASSORTED HOME STYLE COOKIES

Chocolate Chip, Sugar, Oatmeal Raisin, M&M's®, Double Chocolate Chip

FRESH BAKED BROWNIES

Blonde, Oreo Cookie, M&M's, Cream Cheese, Plain, Iced Fudge

GOURMET DESSERT BARS

Luscious Lemon Bars, Lemon Toffee, Cream Cheese, Rocky Road, Cranberry Orange, Chocolate Chip, Raspberry Oatmeal and Apricot Oatmeal

ASSORTED MINI PETIT FOURS

DECORATED SHEET CAKES

Full, Half or Quartered

ASSORTED MINI CANDY BARS

MULTI-GRAIN BARS AND GRANOLA BARS

INDIVIDUAL BAGS OF PRETZELS AND POTATO CHIPS

ICE CREAM SUNDAE BAR

25 guest minimum

Choice of Ice Cream Flavours: Chocolate, Vanilla, Strawberry or Mint Chocolate Chip

Choice of Two Sauces: Chocolate, Strawberry or Butterscotch. Choice of Four Toppings: Sprinkles, Cookie Crumbs, M&M's®, Maraschino Cherries and Whipped Cream.

A collage of various catered dishes. In the top left, a charcuterie board features rolled salami, cheese slices, and lettuce. In the top right, a large loaf of bread sits next to salt and pepper shakers. In the center right, a glass bowl contains a colorful pasta salad with green and yellow pasta, tomatoes, and herbs. In the bottom left, a white platter holds a variety of fresh fruits including strawberries, lemons, and blueberries. In the bottom right, a white dish contains roasted chicken pieces. A silver butter server is also visible in the middle left.

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

EVENT PLANNING AND PROCEDURES

The catering staff of Westminster College Dining Service looks forward to working with you on your special event. Proper planning and good communication are the keys to every successful function. Please follow these important steps to ensure that every aspect of your event is covered.

Step One

Contact the Student Affairs Office at 724.946.7110 or stop in for Room Reservation for events in McKelvey Campus Center. Room availability is limited, so we recommend you do this as soon as you know the date of your event.

Step Two

Once your room is booked and confirmed, it's time to contact the catering office to begin discussing your event. Even if the date or guest count of your event is only tentative, please notify our catering office of your event so that we can make preliminary plans to ensure a memorable occasion. Our catering specialists are here to assist you with your event details. Please contact us at 724.946.7853.

You will find many suggestions in this Catering Guide. Please remember that these are just suggestions. Our Chefs and Event Planners will be pleased to work with you to design a customized menu to suit your specific event.

At this time, we will need the following information:

- Department or Group Name.
- Name of the person hosting the event, along with their phone number and address.
- Type of event you are planning.
- Estimated guest count.
- Time the event will begin and end.
- Department budget number to be billed.
- Please let us know if a student group is planning to use the "Dine Dollar exchange".

Step Three

Confirm your event. Once your event has been booked, we will send you a copy of your event form. Please review this carefully. This is the form that the catering department will use when executing your function on the event date. Please review for date, times, menu items, special instructions. Contact us with any changes or corrections as soon as possible.

Next in the process, non-college groups and events are expected to provide a 75% deposit two weeks prior to the event with the balance due the day of the event. Westminster departments will be billed through the business office.

Step Four

Supply us with your final count and any other last minute changes no less than three business days prior to your event. Your bill will be based on a "final guarantee count".

Step Five

Now, time to set all your worries aside and enjoy your event! Let us take care of the rest while you enjoy your guests and your special day!

OTHER THINGS YOU SHOULD KNOW...

Guarantee Count

The Guarantee Count is your firm number of guests which will be attending your event. This is used for billing purposes. We understand that it can be hard to get an exact count when dealing with large groups, hence we offer you a guarantee allowance. We will produce five percent over what your guarantee count is to accommodate any guest who failed to respond in a timely fashion.

Delivery Charges

Additional costs are incurred when an event is scheduled to take place out of the McKelvey Campus Center. To cover this cost, it is necessary to include a delivery fee when your event takes place in another area of campus. Delivery fees are dependant on how many menu items, what location and if china is being used for the event.

China Charges

China service is included when your event takes place in the McKelvey Campus Center for full meals. In order to lessen our carbon footprint and lead the way in sustainable products, Continental Breakfasts, Coffee Services, Meeting Breaks and Receptions are served on high quality paper products. This enables us to leave a lasting impact on our environment by using as many compostable and biodegradable products as we can.

Events served outside the McKelvey Campus Center are always served on the compostable paper ware. In the event that you would prefer to have your function served on china in a location outside the Campus Center, there will be an additional charge for china, silverware and glassware.

Linen Charges

All orders will come complete with a clothed food table. Please discuss your color choices with the Catering Manager when planning your event. Events for full serve meals will also include linens on the guest tables.

Linen charges for guest tables during a Continental Breakfast, Meeting Break and Receptions are charged on a per piece billing scale. Registration Tables, Gift Tables, Award Tables are also billed on a per piece billing scale.

Student Meal Plan Credit

Westminster College Students may trade Dine Dollars towards the cost of a catered function. A maximum of \$2.50 may be used by a student per event.

A roster of student names and ID numbers must be delivered to the Food Services Office in McGinness Dining Room no later than noon the business day prior to the event.

Cancellations

Changes occur and sometimes events will be re-scheduled or even canceled. We ask that you inform us as soon as possible when re-scheduling or canceling your event, should this happen. Any event canceled with less than one week notice may still be charged for costs already incurred for that event.

Billing and Payments

Westminster College event billing will be processed through the Business Office using current procedures.

Other groups will receive a receipt at the end of the event which will list the final cost, less your deposit amount. This will be your final payment and is due at that time, unless other arrangements have been approved with the General Manger or the Catering Manager.

Checks should be made payable to:

**Sodexo
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