



Chesapeake College Catering Menu

Planning Your Event

Contact Bruce Forgrave at 410-822-5400 x-2390 for **catering order form**, which will be sent by E-mail. Contact Bruce at sodexo@chesapeake.edu. 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 suit your need. 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 guarantee's for weekend functions should be e-mailed or called in with 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 Eileen Bishop I the Business office for processing. Invoices past 30 days are subject to interest penalties.

If your catered function will be paid 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 becomes 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 plastic-ware 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 can not 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 ALA CARTE

VIP Coffee Service

Freshly Brewed Coffee, Decaf,
Herbal and Regular Hot Teas

Assorted Beverages

Bottled Juices
Soft Drinks & Bottled Waters

Seasonal Fruit Platter

Arranged, Sliced Fresh Fruit

Sweets

Assorted Danish, Breakfast Breads
Muffins, Bagels, Cinnamon Streusel

Extended Hot Beverage Service

BREAKFAST SELECTIONS

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

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

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

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

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

*Tropical Fruit Salad will be served when fresh fruit is out of season, or poor quality

EXPRESS LUNCHEON SALADS

All Luncheon Salads Include Roll and Butter or Crackers, Cookies and Brownies,
Fresh Brewed Iced Tea & Ice Water.

Assorted Soda & Bottled Water – 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)

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

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

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

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

Greek Salad

Fresh Romaine Lettuce Tossed with Feta Cheese, Pepperoncini, Red Onion, Tomatoes
Fresh Peppers and Olives Served with Assorted Dressings

EXPRESS LUNCHEON SANDWICHES

All Express Lunches Include a Choice of Side Salad, Potato Chips, Cookies and Brownies,
Fresh Brewed Iced Tea and Ice Water

Assorted Soda & Bottled Water for additional cost.

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

Classic Croissant Club

Fresh Croissant Sandwich with Roast Turkey Breast or Deli Ham,
Crisp Strips of Bacon, and Cheese
Lettuce and Sliced Tomatoes

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

Boardroom Box Lunch

Choice of Ham and Turkey, or vegetarian Sandwich
Bag of Chips, Whole Fruit, Package of Cookies, and Soda

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.

HEALTHY LIVING BUFFETS

Each of the Healthy Option Entrées Includes 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 – Additional cost

Minimum 25

Grilled Chicken Breast

Grilled Breast of Chicken Marinated with Fresh Lemon and Herbs

141 Cal / 4 gm Fat / 25 gm Protein / 6 gm Carbohydrates / 70 mg Cholesterol

Pasta with Chunky Vegetable Sauce

Fresh Vegetables in a Chunky Tomato Sauce over Pasta Noodles

441 Cal / 6 gm Fat / 3 gm Protein / 5 gm Carbohydrates / 0 mg Cholesterol

Herb Marinated Steak

Grilled Flank Steak Marinated in Fresh Herbs, Garlic and Sliced Onions

159 Cal / 5 gm Fat / 23 gm Protein / 4 gm Carbohydrates / 59 mg Cholesterol

Above Entrees are Prepared Using Nutritional Culinary Techniques

THEME BUFFETS

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

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

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

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

Pizza Party

Fresh Baked Pizza with Choice of Toppings (Pepperoni, Sausage, Vegetarian)
Served with Tossed Salad and Dressing
Potato Chips, Cookies and Beverage

Panini Buffet

Assorted Deli Meat Panini's Served Warm
Assorted Chips, Side Salad of your Choice, Otis Spunkmeyer Cookies
Fresh Brewed Ice Tea & Ice Water

20 Person Maximum

\$15

Assorted Soda & Bottled Water – Additional Cost

CREATE YOUR OWN MENU

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

Assorted Soda & Bottled Water – Additional Cost

(Minimum 25 People)

BEEF

Bar-B-Que Top Round
Sliced Roast Beef Au Jus
Beef Lasagna
*Roasted Beef Tenderloin
*Prime Rib
*London Broil – Additional cost

Additional charge for Carver

PORK

Roast Pork loin w/ Mushroom Sauce
*Pork Tenderloin
Italian Sausage & Peppers (hot or mild)

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) Additional cost
Sliced Turkey & Gravy

SEAFOOD

Baked Cod
Tilapia
Flounder Almandine
*Seafood Linguine
*Shrimp Scampi
*Crab Cakes
*Fresh Salmon Filet

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

*** Additional Cost**

MENU ACCOMPANIMENTS

Menu Accompaniments for Create Your Own Buffet
All Meals Include One Salad, One Vegetable, One Starch and One
Dessert

Salads

Tossed Green Salad with Choice of Dressing
Mixed Field Greens with Choice of Dressing*
Romaine Salad with Creamy Caesar Dressing
Greek Salad
Seasonal Fresh Fruit Salad (Seasonal)

Old Fashioned Potato Salad
Dilled New Potato Salad
Creamy Coleslaw
Marinated Vegetable Salad
Mexican Salad

Vegetables

Roasted Turmeric Cauliflower
Steamed Broccoli Florets
Cauliflower Florets
Glazed Baby Carrots
Green Beans Almandine
Spaghetti Squash

Sweet Peas
Baked Herb Tomato *
Seasonal Sautéed Vegetables
Steamed Vegetable Medley
Sweet Corn

Starch

Mashed New Potatoes
Wild Rice
Saffron Rice*
Savory Rice Pilaf
Scalloped Potatoes
Au Gratin Potatoes

Parsley New Potatoes
Rosemary Roasted Potatoes
Twice Baked Potatoes *

* Additional Cost

Desserts (All additional cost)

Apple Pie
Pecan Pie
Key Lime Pie
Lemon Meringue Pie
Chocolate Cream Pie
Chocolate Layer Cake
Cheesecake

Coconut Layer Cake
Lemon Cake
Black Forest Cake
German Chocolate Cake
Fudge Brownies
Hot Apple Crisp
Assorted Gourmet Cookies

SNACK TIME FAVORITES

Fresh Crudité; Tray w/ Dip:

Display of seasonal vegetables served with ranch dip

Cheese and Cracker Tray:

Assorted Domestic cheeses served with crackers and garnished with seasonal fruit

Fresh Fruit Trays:

Seasonal Melons, Pineapple, Strawberries and Grapes artfully displayed.

Roasted Vegetables:

Vegetables roasted to perfection, then served chilled

Combination Platter

Fresh seasonal fruit, assortment of domestic cheeses, served with crackers

Mini Soft Pretzels:

Snack Break

Assorted Bagged chips, Cookies, Sodas, and bottled water

High Energy Break

Snack mix, Whole Fresh Fruit, Granola Bar, Bottled water, and Juice

Add Hot Beverage Service (Coffee & Tea) to your Break

** Please consult Food Service Manager for Custom Hot Food Receptions*

BREAK PACKAGES

When you know you're going to need a substantial Break from that long conference or meeting, we have just what you need.

Minimum 25

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

Assorted Sodas and Bottled Juices

The Healthy Choice

Granola

Whole Fresh Fruit

Yogurts

Whole Grain Bars

Bottled Water

Fruit Juices

The Seventh Inning Stretch

Minimum 25

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

Assorted Sodas and Bottled Juices

Ala Carte

Fresh Cookies Priced per dozen

Brownies Priced per dozen

Whole Fruit Priced per Dozen

Punch, Iced Tea, or Lemonade Priced per Gallon

Hot Beverage Service Priced per guest

Coffee Refresh Priced per refill

Sodas & Bottled Water Priced per guest

Bottled juice Priced per guest

Milk Priced per guest

Pizza

16" Cheese

16" Toppings

Choose two toppings: Pepperoni, sausage, diced or bbq chicken, ham, onions, peppers, olives, pineapple or mushrooms.