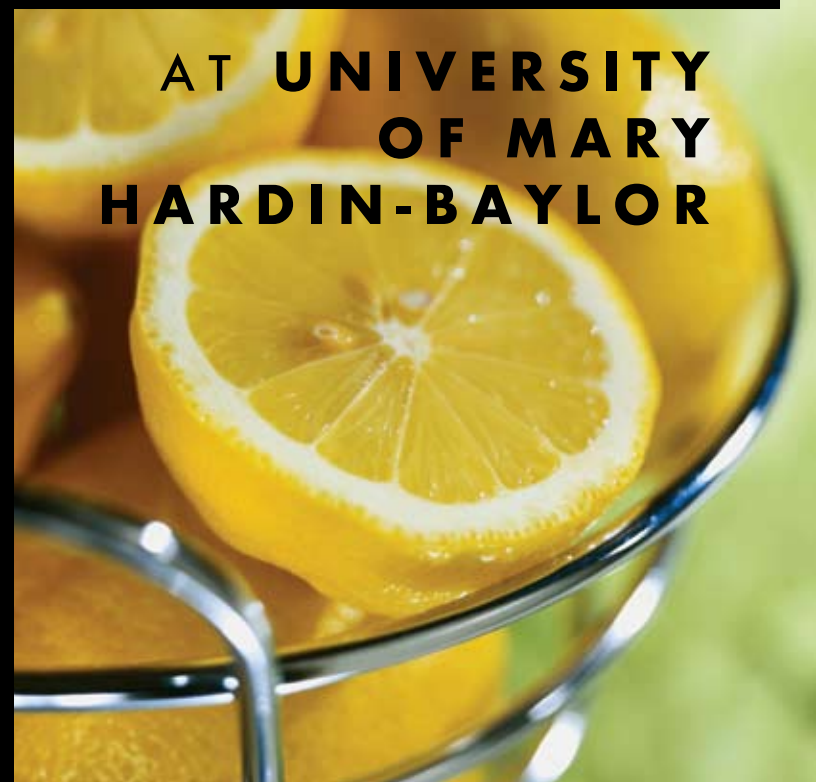




C A T E

R I N G



AT UNIVERSITY  
OF MARY  
HARDIN-BAYLOR





# Our Menu



WELCOME LETTER

MENU CHAPTERS:

A GREAT START/BREAK TIME

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HORS D'OEUVRES

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PLANNING YOUR EVENT

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.



# WELCOME

Welcome to Sodexo Catering Services. Our Catering Manager will work in close partnership with you to customize your program, providing the highest level of food quality and service to assure the success of your event.



Our Philosophy is to provide a meeting and dining environment specialized to not only meet, but also exceed your expectations. Our team is committed to providing service and menu flexibility so that your event will be uniquely your own.



Please keep in mind that the menu items and services included in this brochure are a sampling of what we can do for you. Should your event require special services or dietary considerations, we will tailor our offerings to meet your needs.

We appreciate your business and will do whatever we can to make your event memorable, from start to finish. If you have any questions regarding our services, please call Patty Cook at 254-295-5429 or email us at [catering@umhb.edu](mailto:catering@umhb.edu)



We look forward to serving you.



# A GREAT START

## SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. All set ups include freshly brewed coffee, decaf, hot tea and water

## EARLY RISER

Your choice of mini muffins, scones, popovers or cinnamon streusel bread, a bottled juice and an array of fresh seasonal sliced fruit.

## DAYBREAK DELIGHT

Fluffy scrambled eggs, your choice of bacon or sausage, home-style potatoes, biscuits and gravy or pancakes with syrup, and a bottle juice assortment of orange, apple and cranberry.

## COUNTRY BREAKFAST

Your choice of sausage kolaches or breakfast croissants, fresh muffins and seasonal sliced fruit with fresh orange juice.

## MORNING BREAKS A LA CARTE

Cereal with milk  
Seasonal fresh fruit salad  
Seasonal whole fresh fruit  
Seasonal fresh cut fruit

## ENTRÉES

- Huevos Rancheros
- Cereal with milk
- Yogurt with granola
- Assorted seasonal sliced fruit
- Scrambled eggs
- Bacon
- Sausage Patties
- Sausage links
- Turkey sausage
- French toast sticks
- Pancakes
- Home fried potatoes
- Hash browns
- Grits

## BAKERY A LA CARTE, SOLD PER PERSON

- Assorted bagels with condiments
- Mini croissants
- Danish
- Mini sticky rolls
- Cherry Popovers
- Cinnamon Streusel Cake
- Banana Bread
- Assorted muffins

Please see your Catering Director about our Famous Cooked to Order Omelet Bar or Create a Breakfast Buffet

# B R E A K F A S T



## B R E A K T I M E

A quick break during a lengthy meeting is just what your guests need to keep them awake and energized.

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### SOUTH OF THE BORDER BREAK

Crisp tri-color tortilla chips served w/ salsa, and cinnamon churros iced tea, water and coffee

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### SWEET TREATS

Fresh baked cookies and dessert bars, sliced fruit and coffee, iced tea and water.

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### HEALTH NUT

Mini pretzels, a variety of whole fruit including apples, oranges and bananas, fresh veggies served with iced tea, coffee and water

B R E A K T I M E



## LUNCH TIME

### EXPRESS LUNCHES: (10 GUEST MINIMUM)

Our signature specialty sandwiches can be prepared to suit your event. We package these individually to go with you or they can be pre-set with beverages and dessert to keep your program on time. All sandwiches are served with chips, fresh baked cookies and a 20oz bottled soda or water.

#### ALBUQUERQUE CHICKEN

Grilled chicken sandwich with roasted green chiles, melted pepper-jack cheese fresh tomato and lettuce topped with a chipotle mayo served on a kaiser roll and fresh fruit

#### BISTRO GRILL

Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on a crunchy baguette served with fresh fruit

#### GRILLED VEGETABLE BAGUETTE

Grilled vegetables with provolone cheese on a baguette served with fresh fruit

#### CALIFORNIA CLUB ON CIABATTA

Thinly sliced turkey and ham, crispy bacon, juicy tomato and fresh green leaf lettuce piled high on a fresh ciabatta roll served with fresh fruit.

#### CHEF SALAD WRAP

Julienne of turkey, ham with swiss and cheddar cheese, cucumbers, hardboiled egg and blue cheese dressing wrapped in a garlic herb tortilla and served with fresh fruit

#### CHICKEN CAESAR WRAP

Romaine lettuce, sliced chicken breast, Caesar dressing and parmesan cheese in a spinach herb tortilla served with fresh fruit

#### PICNIC LUNCH

Assorted deli sandwiches on a roll or choice of sliced bread, featuring roast beef and provolone, turkey breast and american or ham & swiss, served with fresh fruit.

EXPRESS LUNCHES



## LUNCHEON BUFFET SALAD

### LUNCHEON SALADS: (10 GUEST MINIMUM)

Our signature specialty salads can be prepared to suit your event. All luncheon salads include a dinner roll and butter, cookies, a choice of a 20oz. bottled Soda or water.

#### CHEF SALAD BOWL

A bed of mixed greens with julienne ham and turkey, cheddar cheese, hardboiled egg and your choice of dressing with a dinner roll and butter.

#### COBB SALAD BOWL

A bed of mixed greens with smoked turkey, avocado, egg, bacon and crumbled blue cheese served with blue cheese dressing, dinner roll

#### CAESAR SALAD BOWL

Fresh cut romaine lettuce with shredded parmesan cheese, focaccia croutons and Caesar dressing.

\* Add grilled balsamic chicken breast

\* Add beef strips

#### CHICKEN FAJITA BOWL

Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded cheddar cheese and fried tri-color tortilla chips served with ranch dressing.

#### TACO SALAD BOWL

A crisp tortilla shell filled with spicy chicken, beef or refried beans. All are topped with shredded lettuce, diced tomatoes, sliced olives, shredded cheddar cheese, guacamole, sour cream and salsa.

#### CHICKEN STRIP SALAD BOWL

Fresh mixed greens with cucumbers, hardboiled egg, tomato and your choice of grilled or crispy chicken tenders served with your choice of dressing and dinner roll and butter.

## SALAD BOWLS



## LUNCHEON SALADS

### LUNCHEON SALADS: (20 GUEST MINIMUM)

Our signature specialty salads can be prepared to suit your event. We can package these to go with you or they can be pre-set along with beverages and dessert to keep your program on time. If you're planning a more formal luncheon, let us serve you in style. All luncheon salads include a dinner roll and butter, cookies, a choice of a 20oz. bottled Soda or water.

#### CRISPY BBQ RANCH CHICKEN SALAD

Romaine lettuce with crispy chicken, tortilla strips, cheddar cheese, onion, tomato, black beans and corn served with a zesty bbq ranch dressing.

#### STRAWBERRY FIELDS FOREVER

Spring Mix Lettuce with fresh Strawberries, Red Onion, Gorgonzola, Candied Pecans and Raspberry Vinaigrette

#### AZTEC CHICKEN SALAD

Spicy Chicken Breast on a bed of Mixed Greens with celery, corn, black beans, pepper jack cheese with a Smoky Tomato Vinaigrette.

#### TRI-SALAD COMBO

A special mixture of fresh greens topped with a choice of chicken salad, egg salad, or tuna salad.

#### MEDITERRANEAN CHICKEN SALAD

Seared Chicken Breast, Roasted Zucchini, Roasted Eggplant, Cucumbers, Olives and Feta Cheese served with a Balsamic Vinaigrette.

## LUNCHEON SALADS



# DISTINCTIVE BUFFETS

## SPECIALTY BUFFETS: (15 GUEST MINIMUM)

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening. All buffets include assorted cookies, coffee, iced tea and water. Assorted bottled soda's can be added for \$1.00 more per person. Additional entrée selections are \$1.50 more per person.

### ASIAN BUFFET

Entrées (Choose 1)

#### Szechwan Beef

- Kung Pao Chicken
- Beef and Broccoli
- Sweet and Sour Chicken

Sides (Choose 2)

- Steamed Rice
- Asian Vegetables
- Egg Rolls
- Vegetable Lo Mein
- Broccoli with Ginger Sauce
- Fried Rice

### SOUTHERN BUFFET

Entrées (Choose 1)

- Fried Chicken
- Fried Catfish
- Chicken Fried steak
- Baked Ham

Sides (Choose 2)

- Macaroni and Cheese
- Mashed Potato
- Green Bean Casserole
- Tossed Green Salad
- Cornbread
- Potato Salad

### MEXICAN BUFFET

Entrées (Choose 1)

- Chicken Tortilla Casserole
- Enchiladas  
(Beef, Chicken or Cheese)
- Fajitas (Chicken and Beef)
- Grilled Chicken Verde

Sides (Choose 2)

- Salsa & Chips
- Mexican Fiesta Rice
- Refried Beans
- Charro Beans

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### ITALIAN BUFFET

Entrées (Choose 1)

- Eggplant Parmigiana
- Chicken Parmigiana
- Meat Lasagna
- Sausage and Peppers

Sides (Choose 2)

- Baked Ziti
- Garlic Bread
- Broccoli Sautéed with Garlic
- Caesar Salad
- Penne Alfredo

### LONE STAR BUFFET

Entrées (Choose 1)

- Pulled Texas Pork
- BBQ Chicken
- Smoked Brisket
- Home-style Meatloaf

Sides (Choose 2)

- Corn Cobettes
- Potato Salad
- Fried Okra
- Tossed Green Salad
- Baked Beans

# B U F F E T S



## MOVABLE FEASTS

### MOVABLE FEASTS: (15 GUEST MINIMUM)

The following feasts have been created for your event planning convenience.

All are available at lunch or in the evening.

#### PICNIC TIME

Hamburgers, hot dogs, sliced cheese, choice of potato salad, macaroni salad, or coleslaw, relish tray with lettuce, tomato, pickles and onions, condiments, potato chips, cookies, lemonade, iced tea and water.

#### SLICERS DELI BUFFET

Sliced roast beef, ham, turkey, American, Swiss and provolone accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, potato chips, cookies, brownies, iced tea and water.

#### BAKED POTATO BAR

Tossed green salad with choice of two dressing accompanies a hearty selection of baked potatoes with your choice of toppings: cheese, bacon bits, chili, julienne vegetables, steamed broccoli, sour cream and butter. Assorted cookies and iced tea and water finish the light lunch.

#### HOLIDAY DINNER

Your choice of roast turkey, or brown sugar glazed ham with whipped potatoes and giblet gravy, country stuffing, corn, and cranberry sauce, rolls and butter, pumpkin pie. Served with coffee, iced tea and water.

#### SALAD BUFFET

Your choice of two: chicken salad, tuna salad, egg salad or tossed garden salad all accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, and onion, condiments, potato chips, cookies, and iced tea and water



## CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, hot tea, iced tea and choice of dessert.

### BEEF

#### CHICKEN FRIED STEAK

The classic CRU favorite

#### ROAST TOP ROUND OF BEEF

Sliced roast top sirloin of beef carved and served with au jus

#### FILET MIGNON

Beef Tenderloin filet with your choice of sauce

### POULTRY

#### CHICKEN BREAST FLORENTINE

Crispy Sautéed Chicken Breast Topped with a Creamy Spinach Mixture and Mozzarella

#### CHICKEN PARMESEAN

Golden Fried Chicken Breast Topped with Marinara, Parmesan Cheese and Mozzarella

### POULTRY

#### CHICKEN FRIED CHICKEN

Lightly Battered Chicken Deep Fried to a Golden Brown served with our Pepper Gravy

#### CHICKEN PICCATA

Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers

#### CHICKEN CORDON BLEU

Boneless breast of chicken rolled with imported ham and swiss cheese

#### CHICKEN MARSALA

Sautéed Chicken Breasts in a Marsala Sauce with mushrooms

#### BASIL PESTO CHICKEN

Sautéed Chicken Breast served with a Basil Cream Sauce

#### PECAN CRUSTED CHICKEN

Pecan crusted chicken breasts served with a sweet and spicy cranberry chipotle sauce.

### PORK

#### SOUTHWESTERN GLAZED PORK LOIN

Carved and served with a zesty chipotle pepper sauce

#### HERB CRUSTED PORK LOIN

Lightly crusted center cut pork loin served with pan gravy

### VEAL

#### VEAL PICCATA

A classic! Scaloppini of veal sautéed and flavored with lemons and capers

#### CLASSIC VEAL CHOP

Char-broiled veal chop served on a bed of spinach with garlic and caramelized

C L A S S I C S



## CULINARY CLASSICS

### LAMB

#### LAMB CHOPS

Broiled lamb chops served with mint jelly

#### ROAST LEG OF LAMB

Boneless roast leg of lamb served with lavender, rosemary and garlic

### SEAFOOD

#### FRIED CATFISH

Catfish fillets coated w/ seasoned cornmeal and deep fried to a golden brown served with jalapeno cornbread.

#### SHRIMP SCAMPI

Shrimp sautéed with fresh herbs and garlic served over basil orzo

#### BROILED SALMON WITH DILL BUTTER

Salmon fillet broiled to perfection served with dill butter

#### ALMOND COCONUT TILAPIA

Baked tilapia fillet crusted with coconut, almonds and cuban seasonings

### VEGETARIAN EGGPLANT ROLLARD

Eggplant rollard stuffed with wild mushrooms and tofu, with roasted plum tomato sauce and polenta

#### RAVIOLI PORCINI MOREL

Ravioli stuffed with porcini and morels in a light plum tomato sauce

#### VEGETARIAN LASAGNA

Lasagna noodles layered with fresh ricotta, mozzarella, and parmesan cheese topped with a marinara sauce

### PASTA

#### BAKED PENNE RUSTICA

Penne Pasta with Marinara Sauce, Fresh Spinach and Sliced Chicken Topped with Mozzarella Cheese and Baked to a Golden Brown.

#### CHEESE TORTELLINI

Cheese Tortellini topped with your choice of marinara, alfredo or meat sauce.

C L A S S I C S



## SALAD ACCOMPANIMENTS

Menu accompaniments for CULINARY CLASSICS.

### **TOSSED GARDEN SALAD**

A fresh mix of lettuce with tomatoes, cucumbers, red onion and croutons and your choice of dressing

### **CAESAR SALAD**

Romaine lettuce with parmesan cheese, garlic croutons and creamy Caesar dressing

### **FRESH MESCLUN**

Spring Mix with balsamic vinaigrette

### **BUFFALO MOZZARELLA**

Tomato and fresh basil with garlic vinaigrette

### **SPINACH SALAD**

Fresh baby spinach, diced tomato tossed in a Warm bacon dressing.

### **WEDGE SALAD**

Iceberg Wedge salad served with bacon, fresh bleu cheese crumbles diced tomato and bleu cheese dressing.



## MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert. Below is a list of the accompaniments to the entree.

### ON THE SIDE - SELECT TWO

- Baked potato served with butter sour cream and chives
- Loaded mashed potatoes
- Baked sweet potatoes
- Scalloped potatoes
- Oven roasted rosemary potatoes
- Wild rice pilaf
- Spanish rice
- California Blend Vegetables
- Fried Okra
- Roasted Southwestern Vegetables
- Roasted Mediterranean Vegetable
- Fresh broccoli spears
- Asparagus spears (seasonal)
- Fresh zucchini with garlic and basil
- Green beans with bacon and onion
- Green beans with almonds
- Peas, mushroom bacon and onions
- Baby carrots

### DESSERTS

#### PIES AND COBBLERS

- Apple Crisp
- Blueberry crisp
- Peach cobbler
- Blackberry Cobbler
- Dutch apple pie
- Pumpkin pie
- Coconut Cream Pie
- Lemon meringue pie

### CAKES

- Chocolate cake
- Apple Strudel with Caramel Sauce
- German chocolate cake
- Red Velvet Cake
- Butter Pound Cake w/ fresh berries
- Cheesecake with strawberries
- Strawberry Shortcake
- Bundt cakes (chocolate, marble, lemon or Strawberry)
- Pineapple Upside Down Cake
- Praline Texas Pecan Cake
- Chocolate Mousse
- Tuxedo Truffle Mousse Cake

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### SPECIALTY

ADD \$3.00 PER GUEST

- Chocolate Lovin Spoon Cake
- Italian Cream Cake
- Tiramisu
- Pecan Turtle Cheesecake
- White Chocolate Raspberry Cheesecake



## FINISHING TOUCHES

### DESSERT BARS, BY THE DOZEN OR PER PERSON

Have your dessert bars cut into triangles, logs and squares to create an attractive platter

- Chocolate Fudge Brownies
- Cream Cheese Brownies
- Cheesecake Bars
- Oreo Seven layer bars
- Marshmallow krispies
- Raspberry ribbon brownies
- S'mores brownies
- Apricot Oat Bars
- Oreo dream bar
- Truffled Brownie Bites
- Turtle brownie bar
- Hollywood Squares
- Apple Cranberry Cobbler Bars

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### COOKIES, BY THE DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter
- Chocolate chocolate chip
- White Chocolate Macadamia
- Snickerdoodles

### ICE CREAM SUNDAE BAR, 25 GUEST MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla, chocolate or strawberry

Select two sauces from the following:

- Chocolate
- Hot fudge
- Butterscotch
- Strawberry

Select 3 from the following toppings:

- Crushed peanuts
- Sprinkles
- Crushed oreos
- Cherries
- Butterfinger
- Whipped topping
- M & M's

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### SNACKS, BY THE POUND

- Popcorn
- Potato chips
- Pretzels
- Chips and salsa
- Individual bag snacks
- Mixed nuts
- Granola bars
- Power bars
- Mini candy bars



## GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

### ASSORTED DIPS, SERVES 25 PEOPLE

- Spinach and artichoke dip
- French onion dip
- Black Bean and corn salsa
- Ranch dip
- Queso
- Pico de Gallo
- Seven layer dip with tortilla chips

### TRAYS AND DISPLAYS, SERVES 25 PEOPLE

- Vegetable crudite with dip
- Cheese and crackers
- Antipasto
- Fresh seasonal fruit
- Baked brie
- Silver dollar sandwiches with assorted fillings: (Select 2)  
tuna salad, egg salad,  
chicken salad, ham or turkey

### CARVING STATION, SERVES 50

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. \*

Carving station comes with your choice of:

- Roast turkey with giblet gravy
- Mustard and apricot glazed ham
- Roast pork loin
- Roast top round of beef with au jus
- Roast tenderloin of beef

\*We will provide a chef to carve your entrée at a rate of \$25.00 per hour. There is a two hour minimum

GOURMET DIPS  
TRAYS AND DISPLAYS  
CARVING STATIONS



# H O R S D ' O E U V R E S

PRICED PER 50

The following hors d'oeuvres can be served passed on trays or set up as stationary buffets depending on the style of your event.

## HOT

- Spanakopita
- Honey drizzled chicken drumettes
- Fried chicken tenders
- Coconut shrimp
- Mini chicken wellington
- Sausage bites with champagne mustard
- Eggrolls
- Vegetable spring rolls
- Spinach and Cheese Stuffed Mushrooms
- Potstickers
- Spicy meatballs in Apricot sauce
- Santa Fe Egg Rolls
- Beef empanadas
- Chicken & mushroom quesadilla tapas
- Beef Satay w/ sweet and spicy sauce
- Jalapeno Poppers
- Chicken Flautas
- Honey ginger chicken satay
- Crab cakes
- Chicken Chimichanga
- Chipotle Beef on Mini Tortillas
- Mini quiche

## COLD

- Ham and Cheese Puffs
- Woktails
- Shrimp cocktail
- Cantaloupe wrapped with prosciutto
- Herbed cheese straws
- Tortilla pinwheels
- Tomato, mozzarella and basil crostini
- Asparagus rollups
- Tuscan bruschetta

H O R S D ' O E U V R E S



## BEVERAGES

### HOT, SOLD BY THE GALLON:

#### 16 SERVINGS PER GALLON

- Brewed regular and decaf coffee
- Hot Lipton tea
- Herb Tazo - celestial tea
- Hot cocoa (seasonal)

### COLD

- Bottled soda (20 ounce)
- Bottled waters
- Bottled juices
- Milk (pint)
- Sports drinks
- Bottled teas

### BULK BEVERAGES,

#### 10-12 servings per gallon

- Lemonade
- Sparkling Fruit Punch
- Cranberry punch
- Sweet Tea
- Iced tea
- Orange Juice

BEVERAGES



# Planning Your Special Event

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



## **Arranging and Reserving a Date**

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. You may contact the catering department at 254-295-5429 or contact us on our website at [catering@umhb.edu](mailto:catering@umhb.edu) or email us at [www.umhbdining.com](http://www.umhbdining.com). You can also stop by the catering office located upstairs in Hardy Hall. Some arrangements can be made by phone or e-mail while others require an appointment with the catering manager. The office hours are Monday - Friday from 9:00-4:00.



Catering arrangements and menu selections should be confirmed at least 10 days in advance. Sufficient notice allows us to schedule production and staffing needs and eliminate any late charges that could be incurred.

## **Reserving a Location**

Whether the event is to take place on campus or off, the location reservation needs to be confirmed before we will deliver. Event Services can reserve rooms here on campus. Tables, chairs, and other equipment will need to be arranged by calling Event Services at 254-295-5004. When making the reservation, please include tables and trash cans needed that Sodexo will be using. When reserving the time please allow three hours for set up and two hours for cleanup..





# Planning Your Special Event

## **Late Charges**

If you contact the catering office less than seven (7) business days in advance and we are able to book your event a surcharge of 25% but not less than \$25.00 will apply. This surcharge is necessary due to the additional cost of planning for last minute events.



## **Event Confirmation and Guarantees**

A guarantee is required 5 business days before your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled, you are responsible for contacting the Catering Department and canceling the event. You will be liable for 25% of your food bill for any event that is not cancelled within 48 hours, and confirmed in writing by the customer. If UMHB is closed due to inclement weather, all catering events will be automatically cancelled.



## **Delivery Fees**

There is no delivery fee for catering services held on campus. Deliveries outside the building will be subject to a 100.00 delivery fee.





# Planning Your Special Event

## **Payment**

All catered functions must have a secured payment before they occur. Visa, MasterCard, American Express, Cash, Check, and Purchase Orders, are all valid payment methods. Non-University related groups are required to make a deposit of 50% one week prior with the balance due at the conclusion of the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.



## **Attendants**

To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first two hours of service. If additional time is needed, a fee of \$20.00 per hour per attendant will be applied. We recommend that you have an attendant for all receptions and breaks for every 50 guests.



## **Floral Charges**

We will be happy to order, receive and handle specific floral arrangements for you. For decorative requests an additional fee will be determined in accordance with your specific needs.





# Planning Your Special Event

## **Catering Equipment**

As the 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 catering equipment or supplies will be charged to your account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



## **China Charges**

Our catering department provides high-quality plastic products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge.

Full Meal Service and Silverware	\$1.75 pp
Coffee or Beverage China Service	\$1.50 pp
Reception China and Silverware	\$1.50 pp

These prices above are charged per person.





# Planning Your Special Event

## **Linens and Skirting**

We will provide linens and skirting for food and beverage tables at no charge. If you would like linen to be placed on guest's tables for receptions, breaks, meeting tables and boxed lunches there will be a \$6.00 fee for each tablecloth. Linen for registration tables, name tag, or head tables can be supplied at an additional fee of \$6.00 per cloth and \$15.00 for skirts. We can also provide napkins to meet your color scheme. Specialty linens are available upon request for an additional charge.



## **Food Removal Policy**

Due to health regulations, it is the policy of Sodexo that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.





