



C A T E



R I N G



**Ottawa University
Ottawa Campus
2009-2010**



WELCOME LETTER

PLANNING YOUR EVENT

A GREAT START

LUNCH TIME

BOUNTIFUL BUFFETS

MOVABLE FEASTS

CULINARY CLASSICS

FINISHING TOUCHES

HORS d'OEUVRES

BEVERAGES





Welcome

Sodexo Campus Services is committed to making your event a success. Our team of catering professionals is available to assist you with planning every aspect of your event. Our culinary team has designed a variety of menus to fit a wide range of tastes and budgets, including regional ingredients, Ottawa University favorites, and specialty items. Our goal is to provide you with the freshest selection of food items, beautifully displayed and professionally served by our highly trained staff, as we strive to exceed the expectations of every single guest.



This brochure will guide you through the planning process for a catered event. In the event that you require a customized menu for your event, we'll be happy to meet with you. To set up an appointment contact us at 785-242.5200 ext. 5502 for Christine or ext 1069 for Chef Reagan, e-mail us at dining@ottawa.edu, or visit our website: www.oudiningservices.com. We look forward to serving you.



Christine Krin
Sodexo Campus Services, GM





A GREAT START

SUNRISE BREAKFAST SERVICE

The menus below are all presented buffet style for a minimum of 10 guests. If a smaller group of guests or a served breakfast is desired, an appropriate menu can be customized to fit your needs. All set-ups include freshly brewed coffee, decaf, and hot tea, with other items are available for an additional charge.

EARLY START

Your choice of main entrée (French toast, pancakes, or biscuits and gravy) and meat (bacon, sausage links, or frizzled ham), scrambled eggs, hash browns, an assortment of breakfast pastries, a seasonal fruit tray, and an assortment of chilled bottled juices

BRAVES BREAKFAST

Scrambled eggs, choice of meat (bacon, sausage links, or frizzled ham), biscuits and white pepper gravy, hashbrowns, an assortment of seasonal cut fresh fruit, and a chilled bottled juice assortment

BREAKFAST BURRITO

A soft tortilla filled with scrambled eggs, diced peppers, onions, cheddar and pepperjack cheese, salsa, sour cream, and crumbled sausage. Served with hash browns, a seasonal fruit medley, and assorted chilled bottled fruit juices

BAGEL BREAKFAST

An assorted pastry basket, bagels with flavored cream cheese, a chilled bottled juice assortment, and an assortment of cut fresh seasonal fruit

CONTINENTAL BREAKFAST

An assorted pastry basket, whole fresh fruit, and chilled orange juice served in carafes

B R E A K F A S T



A GREAT START

SUNRISE BREAKFAST

The following items can be added on to any of the sunrise breakfast menus to create a custom menu for any occasion.

BREAKFAST A LA CARTE, PER PERSON, FOR AN ADDITIONAL FEE

- Cereal with milk
- Yogurt
- Assorted seasonal sliced fruit
- Scrambled eggs
- Bacon, 3 slices per serving
- Sausage links
- French toast or Pancakes
- Quiche
- Strata Casserole
- Home-fried potatoes
- Hash browns
- Grits or Oatmeal

BAKERY A LA CARTE,

Bagels with cream cheese

- Mini Bagels
- Assorted Danish
- Assorted Muffins
- Biscuits with Honey and Jelly or Gravy
- Assorted Donuts
- Cinnamon Rolls

BEVERAGES, 16 SERVINGS PER GALLON

- Assorted fountain juice
- Fresh brewed coffee
- Fresh brewed decaffeinated coffee

Hot water and tea bags

Juice, water or soda bottles

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHES

Our signature specialty sandwiches and salads can be prepared to suit your event. We package these to go with you, serve buffet style or preset on your tables for speed. Beverages sold separately

GRILLED CHICKEN CAESAR SALAD WRAP

Crisp romaine lettuce, marinated chicken breast, red onion, grated parmesan cheese, and tangy Caesar dressing wrapped in a gourmet tortilla

KENTUCKY CLUB SUB

Give your sub a BBQ twist. Ham, Turkey, Provolone Cheese, Bacon and BBQ sauce on a hoagie bun with Romaine lettuce and tomato slices

GRILLED TURKEY SANDWICH

Turkey breast grilled with onions and a blend of parmesan, and mozzarella cheeses on a Kaiser bun, with sliced tomatoes and lettuce,

HEARTY BEEF EATERS WRAP

Gourmet tortilla stuffed with deli style beef, cheddar cheese, tomatoes, crispy frizzled onions and a zesty horseradish mayonnaise

BACON CHEDDAR CHICKEN RANCH WRAP

Gourmet tortilla stuffed with your choice of crispy popcorn chicken or diced grilled chicken breast, cheddar cheese, sliced tomatoes, crisp bacon, lettuce and ranch dressing

SPOKANE SPINACH SALAD WRAP

Gourmet tortilla rolled with feta cheese, dried cranberries, fresh spinach, red onion, pecans and raspberry vinaigrette. Add diced chicken, shrimp or bacon to this vegetarian sandwich at an extra charge

BOXED LUNCHES may be served pre plated

TRADITIONAL BOXED LUNCH

Your choice of deli-sliced turkey breast, chicken salad, roast beef, ham, or salami with lettuce, tomato, and cheese on white or wheat bread

EXECUTIVE BOXED LUNCH

Kick it up a notch with Kaiser rolls, bagels croissants, whole grain or sour dough breads

CHOOSE THREE OPTIONS WITH EACH ITEM ON THIS PAGE

Sides:

Fresh Green Salad (with two dressings)
Classic Caesar Salad, Potato Salad
Pasta Salad, Cole Slaw
Bagged Chips
Fresh Tortilla Chips with Salsa
Whole Fresh Fruit
Vegetable Crudités

Desserts:

2 cookies – chocolate chip, carnival chip, sugar cookies or snicker doodles

2"x2" frosted fudge brownie from our bake shop

EXPRESS LUNCHES



LUNCH TIME

EXPRESS LUNCHES

Our signature specialty sandwiches and salads can be prepared to suit your event. We package these to go with you, serve buffet style or preset on your tables for speed.

SPECIALTY SALADS, AS MEALS

TRADITIONAL CHEF SALAD

Crisp salad greens topped with sliced turkey and ham, cheddar and Swiss cheeses, sliced egg, and tomato wedges, served with your choice of dressing

CHINESE CHICKEN SALAD

Crisp salad greens tossed with grilled chicken, Mandarin oranges, almonds, and wonton strips. Served with oriental oil dressing or your choice of dressing

CRISPY BBQ RANCH CHICKEN SALAD

Romaine with crispy popcorn chicken, tortilla strips, cheddar cheese, onion, cucumber, tomato, black beans and corn. Served with BBQ ranch or your choice of dressing

CAESAR SALAD

Romaine lettuce, parmesan cheese, red onions, and croutons tossed with Caesar salad dressing

Add sliced chicken breast, diced salami or shrimp at an additional charge

HOUSE SALAD

A romaine blend with cherry tomatoes, carrots, onions, shredded cheddar cheese, and croutons, drizzled with your choice of dressing

Add sliced chicken breast, diced turkey or shrimp at an additional charge

APPLE ORCHARD TURKEY SALAD

Harvest salad with Granny Smith apples, dried cranberries, candied pecans, deli style turkey breast and garnished with feta cheese crumbles. Served with your choice of dressing, we recommend honey Dijon or balsamic vinaigrette

ANTIPASTO SALAD

Mixed Salad greens tossed with smoky ham, savory pepperoni, black olives, mozzarella cheese, crunchy croutons and Caesar dressing

SOUPS

SOUP du JOUR

- Bowl with Crackers
- Bread bowl

SOUP du JOUR & SIDE SALAD

The soup of the day paired with a smaller portion of our classic house salad

PERFECT PICKIN'S

Let us customize your menu with soup, salad and half sandwich selections

EXPRESS LUNCHES



B O U N T I F U L B U F F E T S

SPECIALTY BUFFETS

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening, based on a 15 person minimum. (Smaller groups will be assessed an additional fee of \$2.00 per person.)

FAJITA FIESTA

Flour tortillas, grilled beef and chicken fajitas, refried beans, Spanish rice, guacamole, shredded lettuce, diced tomatoes, shredded cheese, sour cream, Pico de Gallo and cinnamon tortilla crisps

BUILD YOUR OWN SANDWICH BUFFET

Deli-sliced roast beef, ham, and turkey, sliced cheeses, sliced tomatoes, lettuce, onion, dill pickle slices, white/wheat/rye bread and three selections from the options box below

KANSAS CITY BARBEQUE

Your choice of two entrees and two sides selected from the options at the right. Dinner rolls, buns or biscuits are included

OPTIONS

Entrees:

Caesar Marinated Chicken Breast or
BBQ-Grilled Chicken Quarters

BBQ Beef

Fried chicken

Sides:

Fresh Green Salad (with two dressings)

Classic Caesar Salad

Potato Salad

Pasta Salad

Cole Slaw

BBQ Beans

Oven-Roasted Potatoes

Green Beans

B U F F E T S



MOVABLE FEASTS

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening. (Buffets are based on a 15 person minimum. Smaller groups will be assessed an additional fee of \$2.00 per person. Premium dessert upgrades are available for an additional fee.)

LITTLE ITALY

Your choice of one salad, one side, two entrees, and one dessert, accompanied by garlic breadsticks or dinner rolls

SALADS

Fresh Greens (with your choice of two dressings)
Classic Caesar

SIDES

Green Beans with Garlic and Onions
Roasted Squash Medley
Steamed Broccoli

ENTREES

Chicken Fettuccini Alfredo

A fresh parmesan cheese and garlic cream sauce served over fettuccini pasta

Cheese Tortellini with Basil Cream Sauce

A rich basil and garlic cream sauce, served over cheese tortellini pasta

Cheese or Beef Ravioli

A delicious three-cheese or beef ravioli, served with our special marinara sauce, topped with fresh parmesan cheese

Baked Ziti with Meatballs

Baked Ziti Layered with Italian Meatballs, Basil Marinara, Mozzarella, Creamy Béchamel Sauce and Parmesan Crumbs

CLASSICS



MOVABLE FEASTS

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SOUTH OF THE BORDER BUFFETS

Your choice of one salad, two sides, and two entrees, accompanied by tri-colored tortilla chips and salsa, and cinnamon tortilla crisps

SALADS

Mixed Greens with Cilantro and Lime Dressing
Classic Caesar
Tomato Salad with Red Onions and Cilantro in Light Vinaigrette

SIDES

Mexican Rice, Aztec Corn
Vegetarian Refried Beans
Mexican Medley Vegetables

ENTREES

Chicken Enchiladas

Roasted chicken and cheese enchiladas baked in a zesty Mexican sauce

Cheese Enchiladas

Three-cheese enchiladas baked in a rich Mexican sauce

Bean & Cheese Burritos

Refried beans, Monterey jack and cheddar cheeses, and Mexican spices baked in a flour tortilla, topped with shredded cheese

Beef Burritos

Beef, cheddar cheese, and green chili baked in a flour tortilla, topped with shredded cheese

Fiesta Taco Pie

Seasoned ground beef and beans layered with cheddar cheese in a hashbrown crust and topped with lettuce, tomato and sour cream

Spinach and Jack Quesadillas

A vegetarian option with Spinach, Pepperjack cheese and mushrooms, served with salsa

CLASSICS



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EXECUTIVE DELI BUFFET

Let us design you a buffet of pre-made sandwich selections, served with your choice of three options listed below

THE ALL-AMERICAN

Hot-off-the grill hamburgers and hot dogs accompanied with coordinating condiments, served with your choice of three options listed below

THE COUNTY FAIR

Tangy barbequed beef, pork or chicken sandwich, served with your choice of three options listed below

COUNTRY CLASSIC

Tempting chicken – barbequed or fried – served with your choice of three options listed below

CUSTOM BRAVES BBQ

Dining out or dining in, let us customize a great bbq for you. Choose from steaks, brats, chicken breast, or kebobs. Your event can be designed any way you like it with traditional Midwestern, Caribbean or South of the Border themes.

SIDE OPTIONS

Soup du Jour
Potato Salad, Pasta Salad
Traditional Green Salad
Caesar Salad, Cole Slaw
Assorted Bagged Chips
Vegetable Crudités, Corn-on-the-Cob
Baked Beans

Seasonal Fruit, whole or sliced
2 cookies – chocolate chip, carnival chip, sugar cookies or snicker doodles
2"x2" frosted fudge brownie from our bake shop

CLASSICS



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 your choice of dessert.

BEEF BBQ BRISKET

Tender slices of brisket served with our own recipe of spicy barbeque sauce

CARVED TENDERLOIN ROAST TENDERLOIN STEAKS

Herb-rubbed, marinated tenderloin roasted to perfection, served sliced or pre cut in steaks of your choosing and grilled to order

SIRLOIN STRIP STEAK

An 8 oz choice sirloin steak, herbed and marinated, grilled to your specification

SURF 'N TURF

Chef's choice of strip steak, perfectly grilled and served along side three battered coconut shrimp

TOP ROUND ROAST

Roasted beef in our blend of nine spices and seasonings, served with au jus demi glace

PORK ROAST PORK LOIN with MUSTARD HERBED CRUST

Slow-roasted pork loin topped with honey, mustard, garlic, rosemary and thyme

MILANESE PORK CHOPS

Golden brown pork chops breaded with parmesan cheese, garnished with fresh lemon

MOLASSES PEPPER GLAZED HAM

Smoked ham baked with a molasses-cracked black pepper glaze

STANDARD SALAD OPTIONS

Tossed Garden Salad- with mixed greens, shredded carrots, sliced cucumbers, tomato wedges and a single dressing of your choice

Minted Cucumber Salad- Sliced Cucumbers, Mint leaves, and Orange Zest tossed with a sweet vinaigrette

Caesar Side Salad – Chopped Romaine , Parmesan cheese and croutons

PREMIUM SALAD OPTIONS

For an additional charge, customize your event with a premium starter. Options include but are not limited to:

Mandarin Orange Spinach Salad
Greek Salad
Field Greens Salad
Spinach Pasta Salad

Deluxe Garden Side Salad with all the toppings. Selection of up to three dressings provided on the table

CLASSICS



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 your choice of dessert.

POULTRY

CAESAR CHICKEN BREAST

Marinated 5 oz chicken breast, baked to moist perfection. A simple and elegant selection

CHICKEN PARMESAN

A 5 oz breast of chicken herb-breaded, deep fried and topped with marinara sauce, finished with mozzarella and parmesan cheeses. Garnished with basil chiffonade

CRANBERRY HARVEST CHICKEN

Cranberry orange marinated 5 oz chicken breast sweetened slightly with brown sugar

CARIBBEAN JERK CHICKEN

Marinated chicken breast, sprinkled in Caribbean jerk seasoning, then encrusted in toasted coconut and bread crumbs

TURKEY CUTLET WITH BRUCHETTA TOPPING

Sautéed breaded turkey breast cutlets topped with zesty tomato bruchetta

ANCHO LIME CHICKEN

Chicken breast marinated in olive oil, garlic, lime juice, fresh cilantro and Ancho chile powder

STANDARD SIDE DISH OPTIONS

Lemon Rice Pilaf
Mexican Rice
Roasted Garlic & Oregano Potatoes
Cheddar Mashed Potatoes
Scalloped Potatoes
Whole Green Beans
Steamed Fresh Broccoli
Aztec Corn
Bread Dressing
Mexican Medley Vegetables
Fresh Sliced Carrots Vichy
Steak House Spinach

PREMIUM SIDE OPTIONS

For an additional charge, customize your event with premium accompaniments. Options include but are not limited to:

Gingered Sweet Potato Mash
Baked Potatoes and Toppings
Roasted Seasonal Vegetables
Balsamic Asparagus Spears
Twice Baked Potatoes

Other Vegetables available seasonally with advance order time to our purveyor

FINISHING TOUCHES



FINISHING TOUCHES

BAKER'S DELIGHT

- Assorted Cookies
- Brownies
- Lemon Bars
- 7-Layer Bars

CAKES & COBLERS

Top your favorite sheet cake with chocolate, buttercream or whipped icing

- White Cake
- Chocolate Cake
- Apple Cobbler
- Cherry Cobbler

PIES

- Chocolate Cream
- Banana Cream
- Lemon Cream
- Cherry
- Dutch Apple
- Peach

PREMIUM DESSERTS*

*Additional Fee

- Black Forest Cake
- Carrot Cake
- Italian Cream Cake
- Chocolate Supreme Cake
- German Chocolate Cake
- New York Cheesecake
 - Cherry Topping
 - Strawberry Topping
- Turtle Cheesecake
- Strawberry Shortcake

SNACKS, BY THE POUND

- Peanuts
- Mixed Nuts
- Pretzels
- Potato Chips
- Pop Corn
- Tortilla Chips with Guacamole Dip
- Tortilla Chips with Salsa
- Potato Chips with Onion Dip

BAGGED SANCKS

- Chex Mix
- Sun Chips
- Assorted potato chips

FINISHING TOUCHES



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

PRICED PER DOZEN

The following hors d'oeuvres can be served set up on stationary buffets or passed on trays (for an additional charge) based on the style of your event.

HOT BITES, quantities listed

- Quesadillas in dozens:
Steak, Chicken or Cheese
- Jumbo BBQ or Buffalo Wings in 5 pound quantities (approximately 40 pieces) with Bleu Cheese or Ranch Dressings
- Thai Chicken Satay with Peanut Sauce in 5 pound quantities (approximately 40 pieces)
- Egg Rolls with Sweet 'n Sour Sauce in dozens
- Vegetarian Spring Rolls in dozens
- Mini Quiche 25 count
- Spanakopita 25 count
- Asian Pork Dumpling 50 Count
- BBQ Mini Pork Wild Wings in 5 pound quantities approximately 40 pieces
- Meatballs in 5 pound quantities (approximately 40 pieces) prepared with your choice of BBQ, Swedish or Sweet & Sour sauce

COLD, BY THE DOZEN

- Tea Sandwiches, assorted
Each sandwich cut into 4 pieces
- Tomato Basil Bruschetta
- Tuscan Olive Bruchetta
- Tomato, Mozzarella and Olive Kebob

BY THE TRAY serving 25 – 50 or 100

- Seasonal Fruit Tray with fruited yogurt dip
- Fresh Vegetable Crudités with Ranch Dip
- Cheese and Cracker Tray
- Sausage, Cheese, and Cracker Tray
- Jumbo Shrimp with Cocktail Sauce

SPECIALTY DIPS serves 24

- Sundried Tomato Cream Cheese Torte
- Hummus Dip with grilled Pita triangles
- Artichoke Dip with Herbed Pita Chips

HOT, SOLD BY THE GALLON
16 SERVINGS PER GALLON

- Brewed Regular and Decaf Coffee
- Hot Cocoa
- Hot Apple Cider

COLD, SOLD BY THE GALLON
16 SERVINGS PER GALLON

- Juice: Orange, Apple, Grapefruit, Cranberry
- Iced Tea
- Lemonade

PUNCHES, SERVED BY THE GALLON
16 SERVINGS PER GALLON

- Simple Fruit Punch
- Sweet Tea Punch
- Braves Best: White Grape, Pineapple juice and Ginger Ale Punch
- Root Beer Float Punch Bowl

INDIVIDUAL BEVERAGES

- Assorted Tea Bags
- Assorted Soft Drinks
- Bottled Water
- Bottled Assorted Juices

Planning Your Event

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

Reserving a Location

Location reservations must be made with Student Affairs (785.242.5200 ext. 5565) as soon as you have even a tentative date.

Arrangements for tables, chairs, audio/visual equipment, registration tables, etc. must also be made with Student Affairs. When considering the time, please allow an additional two hours each for set-up and clean-up. Also note that if your event's start time is delayed more than 15 minutes, be aware that the food quality could be impacted. There will be an hourly charge assessed based on the number of catering staff involved if serving and cleanup time is extended.

After completing your location reservation, contact Sodexo Campus Services if your event will require food and/or beverage services.

Arranging and Reserving a Date

Please make arrangements with the catering department as soon as your location has been secured (even if your date is only tentative) so that we may reserve your date on our calendar. Menu selections are required 7 business days prior to your event to ensure that your selections are available. Selections with less than 7 days notice will be subject to availability. Guaranteed number of guests for your event must be communicated to Sodexo Campus Services no later than 3 business days before the function. Contact us at 785-242.5200 ext. 5502 for Christine or ext 1069 for Chef Reagan, e-mail us at dining@ottawa.edu, or visit our website: www.oudiningservices.com

Contact the Catering Office

After the details of your special event have been finalized and approved (by utilizing the Ottawa University Event Form), you will receive confirmation from us, containing all catering and pricing details. All cancellations and final changes, including the customer guarantee count and payment, must take place at 72 hours (3 business days) prior to your function. Charges will be incurred if you make any cancellations or changes after this time frame. **If you do not contact us with a final count within 3 business days prior, we will prepare for the estimated number and charge accordingly.**

Cancellations

If your event is cancelled, you are responsible for contacting the catering department and canceling the event. Cancellations within 5 business days prior to your event will be processed at no charge, unless expenses have been incurred on your behalf that we' are unable to reverse. **Cancellations less than 5 days prior to your function may incur fees of 50%, based on your guaranteed attendance. All cancellations must be confirmed in writing by the customer.** If the Mowbray Student Union dining service is closed due to inclement weather, all catering events will be automatically canceled.

Payment

Ottawa University events must be accompanied by a purchase account number from the booking department no later than the date of final guarantee. Catering requests will be considered as confirmed and booked with Sodexo Campus Services only with a purchase order provided, which must occur prior to the guarantee deadline date.

Non-University related groups are required to make payment in full on or before the date of the event. Acceptable forms of payment include: cashier's check, money order, business check, and cash. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their event date.

Delivery Fees

There is no delivery fee for catering services held within the Ottawa Campus. "Delivery only" meals outside of the Campus Center served on paper or plastic will incur a service charge based on the distance from the college and the level of service needed.

Alcohol Policy

There is no alcohol service available through the Ottawa University division of Sodexo Campus Services.

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 attendant will be applied. The same rate will be applied to receptions and buffets that require a higher level of service. We recommend that you have one attendant for every 75 guests for all receptions and breaks.

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.

Table Service Item Charges

Deliveries served on china outside of the Mowbray Student Center may require rental service at an additional charge. Standard disposable service will be offered at no additional charge. Upgraded plastic may be arranged at an additional charge

Floral Charges

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



Linens and Skirting

We will provide linens for food and beverage tables at no charge, with a variety of colors available for your selection. (**NOTE:** A minimum of 7 business days’ notice is required on special color or size orders.) Napkins in school colors of black and gold are usually kept in stock. If you would like linen to be placed on guest tables for receptions, breaks, meeting tables and boxed lunches the following additional fees will be assessed.

- Linen Napkins \$0.75 each
- 72 x 72 Square \$3.00 each
- 54 x 114 for 8’ Table . . . \$3.00 each



Skirting is available on a limited basis or can be arranged through standard rental companies.

Food Removal Policy

Due to health regulations, it is the policy of Sodexo Campus Services 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, then removed and disposed of by the host of the event. (**NOTE:** Pick-up orders will require a signed Declaration of Waiver and Release regarding the removal of food from the campus and consumption at an off-site location.

