



C A T E R I N G



AT TARLETON  
STATE  
UNIVERSITY



# Our Menu

MENU CHAPTERS:



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 to Tarleton Catering Services.

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. Our Goal is to provide you with delicious food, beautifully presented by a well-trained staff in a timely manner.



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 us at 254-968-1838 or email us at [catering@tarleton.edu](mailto:catering@tarleton.edu)

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. 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 and hot tea are available upon request.

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#### EARLY RISER \$6.00

An assortment of breakfast pastry including mini Danish, donuts or breakfast breads and mini muffins served with juice.

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#### EYE OPENER \$6.50

An assorted pastry basket of mini Danish, donuts or breakfast breads, mini muffins and juice served with an assortment of fresh seasonal fruit.

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#### SUNRISE BUFFET \$10.25

Fluffy scrambled eggs, bacon & sausage, breakfast potatoes, biscuits & gravy served with fresh seasonal fruit and an assortment of Danish and 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



## A GREAT START

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

### ENTRÉES, PER PERSON

- Mushroom cheese strata \$2.25
- Ham and potato frittata \$2.25
- Petite Quiche (per dozen) \$9.00
- Individual cereal with milk \$3.50
- Yogurt with granola \$1.75
- Scrambled eggs \$1.25
- Bacon (3 slices per person) \$.95
- Ham steak \$1.25
- Sausage patties (2 per person) \$1.50
- Turkey sausage \$1.50
- French toast \$1.50
- Belgian Waffles  
(includes butter, syrup, berries  
and whipped cream) \$2.75
- Pancakes with butter & syrup \$1.50
- Home-fried potatoes \$.75
- Hash browns \$.75
- Grits \$1.25
- Biscuits & Gravy \$2.25
- Fresh seasonal fruit \$2.75
- Whole Fruit \$.95
- Cereal with Milk \$3.50

### BEVERAGES, 16 SERVINGS PER GALLON

- Freshly brewed coffee \$13.70
- Freshly brewed decaffeinated coffee \$13.70
- Herbal and non-herbal  
selection of Tazo tea \$16.00
- Assorted bottled soft drinks (20 oz.) \$1.50
- Assorted juice - by the gallon \$18.00
- Assorted juice - by the carafe \$4.75
- Bottled water (each) \$1.50
- Hot chocolate - by the gallon \$15.00
- Lemonade - by the gallon \$12.00
- Iced Tea - by the gallon \$12.00

Other specialty bottled beverages are available.

### BAKERY A LA CARTE, SOLD BY THE DOZEN

- Assorted bagels with butter & jam \$15.00
- Assorted donuts \$9.50
- Mini croissants with butter & jam \$15.00
- Mini pastry & muffins \$9.50
- Mini cinnamon rolls \$15.00
- Assorted petite scones \$15.00
- Assortment of tea breads & pound cake \$12.00

# B R E A K F A S T



## LUNCH TIME

**EXPRESS LUNCHES:** (Minimum of 5 per sandwich type)

Our signature specialty sandwiches can be prepared to suit your event. We package these to go with you. Drop-off delivery is included in price. Limited time for a lunch? They can be also be pre-set along with beverages and dessert or as a buffet for guests to help themselves. All lunches are served with condiments, chips and cookies. Plated table service may include additional attendant charges.

**ALBUQUERQUE CHICKEN** \$9.75  
Grilled chicken sandwich with a southwest flair served on a gourmet Kaiser roll.

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**BISTRO GRILL** \$9.75  
Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on a fresh baguette.

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**GRILLED VEGETABLE BAGUETTE** \$8.95  
Grilled vegetables with fontina cheese on a fresh baguette.

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**GRILLED PORTOBELLO ON FOCACCIA** \$9.25  
Grilled portobello mushroom sandwich with provolone cheese.

Add a side salad onto any boxed or plated lunch for \$1.50: Cole slaw, veggie pasta salad, potato salad, fresh fruit or side salad of the day.

**SWEET BEEF** \$9.25  
Roast beef with caramelized onion and Dijon mayonnaise on a fresh baguette.

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**ITALIAN PANINI** \$9.75  
Salami, ham, provolone, roasted red peppers on a French roll with garlic mayonnaise.

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**TURKEY CHEDDAR WRAP** \$8.95  
Turkey and cheddar with horseradish cream cheese wrapped in a spinach, wheat or tomato tortilla. (Ham or veggies are available)

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**PICNIC LUNCH** \$8.95  
Assorted deli sandwich on a roll, croissant or marble rye. Choose tuna, turkey breast, ham or roast beef with cheese, lettuce, tomato, pickle, condiments, chips and cookies.

# EXPRESS LUNCHES



## LUNCHEON SALADS

LUNCHEON SALADS: (Minimum of 5 per salad type)

All luncheon salads include a dinner roll and butter, vegetable crudité and cookies.

### CHEF SALAD \$10.25

A bed of fresh mixed greens with julienne ham and turkey, cheddar cheese, tomato, hard boiled egg and honey mustard dressing with a dinner roll and butter.

### COBB SALAD \$10.75

A bed of fresh mixed greens with smoked turkey, avocado, egg, bacon, tomato and crumbled blue cheese served with creamy blue cheese dressing.

### CAESAR SALAD \$7.75

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

- Add grilled balsamic chicken breast \$9.75
- Add beef strips \$10.25
- Add 3 grilled jumbo shrimp \$10.75

### FRUIT AND COTTAGE CHEESE \$9.50

Red seedless grapes, wedge of apples and oranges, sliced cantaloupe and seasonal melons served with cottage cheese.

### AUTUMN SALAD \$10.25

A special mixture of fresh greens topped with grilled chicken, feta cheese, dried cranberries, apples and walnuts with apple-cider vinaigrette.

### CHICKEN FAJITA SALAD \$10.75

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

### ANTIPASTO SALAD \$10.75

Cubed salami, ham and provolone with slice olives, diced tomatoes and roasted red peppers on crisp greens with red wine vinaigrette.

### PENNE PASTA SALAD \$ 10.25

Penne pasta tossed with, tomatoes, cucumbers, olives, onions, oregano and crumbled feta. Topped with grilled chicken and basil vinaigrette.

# LUNCHEON SALADS



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

### SPECIALTY BUFFETS: (15 guest minimum)

The following popular buffets have been created for your event planning convenience. All are served with pitchers of iced tea or lemonade and water and are available at lunch or in the evening.

#### SLICERS DELI BUFFET \$10.55

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

#### SANDWICH BUFFET \$9.75

Roast turkey with cheddar on whole wheat, baked ham & Swiss on marble rye, Italian baguette and three-cheeses with lettuce, roasted red peppers and tomato on pumpernickel. Cut in half and presented on platters with chips, cookies and brownies.

#### OPTIONS:

- 20 oz bottled beverages \$1.50
- Pasta salad, potato salad, fresh fruit, garden salad, Caesar salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons. \$1.50
- Add soup \$1.75

#### SALAD BAR \$10.25

Crisp romaine and mesclun greens with your choice of toppings: tomatoes, cucumbers, red onions, mushrooms, chopped egg, sunflower seeds, raisins, shredded cheddar cheese, croutons and two dressings. Served with veggie pasta salad or fruit salad, rolls, butter, cookies and brownies.

#### OPTIONS:

- Add grilled chicken \$3.00
- Add grilled steak \$4.00
- Add grilled salmon \$5.00

#### TRIO OF SALAD BUFFET \$10.75

Seafood salad, chicken salad, tuna salad, or egg salad (choose 3) served with a tossed garden salad composed of crisp greens, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings; all accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, and onion. Served with potato chips, cookies and brownies.

## B U F F E T S



## MOVABLE FEASTS

MOVABLE FEASTS: (15 guest minimum)

The following feasts have been created with distinctive themes for your event planning convenience. All are served with pitchers of iced tea or lemonade and water and are available at lunch or in the evening.

**BASIC BBQ** \$10.50  
Hamburgers and hot dogs served with your choice of potato salad, macaroni salad, coleslaw or fresh fruit salad. Served with sliced cheese, relish tray with lettuce, tomato, pickles, onions, condiments, potato chips, cookies and brownies.

**COUNTRY BARBECUE** \$12.75  
Pulled pork and grilled chicken breasts served with house-made BBQ sauce, corn on the cob, baked beans and your choice of potato salad, cole slaw, macaroni salad or fresh fruit salad. Served with kaiser rolls, corn bread, relish tray, pickles, onions, condiments and warm fruit cobbler.

**ROMA ITALIAN** \$13.50  
Savory meat or vegetarian lasagna with a spicy marinara sauce and herbed ricotta cheese. Served with antipasto salad, green beans, garlic bread and Italian rum cake.

- Add Italian Sausage with Peppers & Onions \$2.00
- Add Chicken Parmesan \$2.75

**HOLIDAY DINNER** \$12.50  
Tossed garden salad with, tomatoes, cucumbers, red onion, croutons and your choice of two dressings. Roast turkey with whipped potatoes and gravy, country stuffing, peas with pearl onions, cranberry sauce, rolls, butter and pumpkin or apple pie.

**FAJITA BAR** \$12.75  
Choice of chicken, beef or vegetable fajitas, warm flour tortillas accompanied by spanish rice and seasoned black beans. Toppings include lettuce, tomato, shredded cheese and sour cream. Served with chips, salsa and cinnamon-sugar churros.

- Choice of two add \$2.00

**ENCHILADA BUFFET** \$13.25  
Corn tortillas stuffed with chicken and sautéed onions, topped with a spicy cream sauce. Served with fiesta rice, black beans, guacamole, pico de gallo, tortilla chips and lemon meringue pie.

## CLASSICS



## CULINARY CLASSICS BUFFETS

We want our menu to offer you the flexibility necessary to create the perfect meal for your event. Each buffet includes a Caesar or house salad, two accompaniments, freshly baked rolls and butter, iced tea and choice of dessert. If you would like to customize a buffet, please discuss options with our catering coordinator.

**ROAST TOP ROUND OF BEEF** \$15.25  
Sliced roast top sirloin of beef carved and served with bordelaise sauce.

**LONDON BROIL** \$15.75  
Char-broiled Tri-tip with burgundy mushroom sauce.

**CHICKEN FRIED STEAK** \$13.75  
Country-style served with skillet gravy.

**BBQ BEEF BRISKET** \$14.25  
Slow-smoked brisket of beef carved and served with our house-made barbecue sauce.

**CHICKEN PICCATA** \$13.75  
Pan-seared chicken breast served in a light lemon-caper sauce.

**CHICKEN CORDON BLEU** \$14.25  
Boneless breast of chicken stuffed with imported ham and Swiss cheese.

**CHICKEN SORRENTO** \$14.75  
Golden brown chicken breast baked with prosciutto, fresh mozzarella, tomato, parmesan and oregano.

**CHICKEN PECAN** \$14.75  
Pecan-crust chicken with a honey-mustard glaze.

**CHICKEN ala PROVENÇAL** \$14.50  
Rosemary and garlic-marinated boneless breast of chicken served with a creamy cognac sauce.

**PANKO-PARMESAN CRUSTED CHICKEN** \$14.50  
Tender chicken coated with parmesan and Japanese bread crumbs then served with a light citrus velouté.

**SOUTHWESTERN GLAZED PORK LOIN** \$14.25  
Roasted pork loin carved and served with a zesty chipotle pepper sauce.

**ANISE ROAST PORK** \$14.75  
Oven-roast pork loin served with an orange-apple fig sauce seasoned with a hint of anise.

**MILANESE-STYLE PORK LOIN** \$14.50  
Parmesan-crust tender pork loin pan-seared and served with a light lemon sauce.

**VEAL PICCATA** \$14.75  
A classic! Scaloppini of veal sautéed and flavored with lemons and capers.

**VEAL PARMESAN** \$14.25  
Breaded veal patties baked with marinara, mozzarella and parmesan cheese.

# B U F F E T S



## CULINARY CLASSICS ENTREES

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of house salad or classic Caesar salad, two accompaniments, freshly baked rolls and butter, choice of dessert, freshly brewed coffee, decaf and tea. Premium salad and dessert options are available.

BEEF	<b>FILET MIGNON</b> \$28.50 Beef Tenderloin filet topped with two jumbo shrimp and béarnaise sauce.	PORK	<b>STUFFED PORK CHOP</b> \$17.25 Center cut pork chop stuffed with cornbread and apples and served with apple-calvados reduction.	
	<b>BEEF WELLINGTON</b> \$26.50 Tenderloin of beef wrapped in puff pastry with mushroom duxelle and cooked until golden brown. Served with cabernet demi glace.		<b>PORK TENDERLOIN</b> \$17.75 Pan-seared tenderloins of pork dressed with a savory Dijon sauce.	
	<b>STEAK AU POIVRE</b> \$25.75 Delicious New York strip served with a classic brandy sauce with green peppercorns		<b>DATE STUFFED PORK TENDERLOIN</b> \$18.25 Butterflied pork tenderloin stuffed with dates, dried cherries and goat cheese finished with a shallot-burgundy sauce.	
CHICKEN	<b>CHICKEN MARSALA</b> \$17.75 Boneless breast of chicken lightly sautéed and served with a classic brown sauce enhanced with Marsala wine and mushrooms.	PORK	<b>PORK TENDERLOIN WITH RASPBERRY SAUCE</b> \$18.75 Roasted pork tenderloins served with a raspberry-garlic-horseradish sauce reduced with red wine.	
	<b>CHICKEN BREAST FLORENTINE</b> \$17.50 Sautéed breast of chicken topped with a creamy spinach mixture and mozzarella.		VEAL	<b>VEAL OSCAR</b> \$19.50 Veal cutlets topped with asparagus, lump crab and drizzled with béarnaise sauce.
	<b>CHICKEN COQ au VIN</b> \$17.25 Classic savory chicken braised with herbs, mushrooms and burgundy wine.			<b>CLASSIC VEAL CHOP</b> \$19.75 Char-broiled veal chop served on a bed of spinach with garlic and caramelized onions.

C L A S S I C S



## CULINARY CLASSICS ENTREES

- SEAFOOD**
- SHRIMP SCAMPI** \$21.25  
Shrimp sautéed with fresh herbs and garlic served over basil orzo.
- CHILEAN SEA BASS WITH SALSA** \$23.50  
Tender and sweet sea bass grilled and topped with fresh cucumber-tomato salsa.
- BROILED SALMON WITH DILL BUTTER** \$18.50  
Salmon fillet broiled to perfection served with dill butter.
- MARYLAND CRAB CAKES** \$18.50  
Crabmeat mixed with sautéed onions, celery, peppers and breadcrumbs, grilled and served with cilantro-lemon butter.
- ALMOND-COCONUT TILAPIA** \$19.25  
Baked tilapia fillet crusted with coconut, almonds and Cuban seasonings.
- VEGETARIAN**
- VEGETABLE NAPOLEON** \$17.25  
Vegan Napoleon with Portobello mushroom, eggplant, peppers, zucchini and yellow squash.
- EGGPLANT ROLLARD** \$16.75  
Eggplant rollard stuffed with wild mushrooms and tofu, with roasted plum tomato sauce and polenta.
- CHEVRE, ORZO AND BASIL STUFFED PORTOBELLO** \$17.25  
Portobello mushroom caps stuffed with chèvre cheese, tri-colored orzo and fresh basil.
- RAVIOLI PORCINI MOREL** \$17.75  
Ravioli stuffed with porcini and morels with roasted plum tomato sauce.
- VEGETARIAN LASAGNA** \$15.50  
Lasagna noodles layered with fresh ricotta, mozzarella, zucchini, eggplant, yellow squash and parmesan cheese baked with marinara sauce.

C L A S S I C S



## MENU ACCOMPANIMENTS

Menu accompaniments for buffets and served dinners. All meals include one salad, one vegetable, one starch and one dessert. Below is a list of the accompaniments to the entrees.

### SALADS

#### TOSSSED GARDEN SALAD

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

#### CAESAR SALAD

Crisp romaine lettuce with shaved parmesan cheese, garlic croutons and creamy Caesar dressing

### SPECIALTY SALADS

ADD \$2.00

#### FRESH MESCLUN

Baby vegetables with balsamic vinaigrette

#### CAPRESE SALAD

Summer-sweet tomato layered with fresh mozzarella and basil and drizzled with balsamic vinaigrette.

#### SPINACH SALAD

Baby spinach, chopped egg, crumbled bacon, and sliced mushrooms with warm bacon-dijon dressing

#### CLASSIC ICEBERG WEDGE

Topped with diced tomatoes, red onions and crumbled blue cheese and served with creamy blue cheese dressing.

#### PEAR AND TOASTED WALNUT SPRING SALAD

A special mixture of fresh greens topped with sliced pears, crumbled gorgonzola cheese, dried cranberries, glazed walnuts and apple-cider vinaigrette.



## 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
- Country mashed potatoes
- Baked sweet potatoes
- Potatoes Anna
- Oven-roasted garlic potatoes
- Rice pilaf
- Basmati rice
- Long grain and wild rice
- Whipped sweet potatoes
- Olive couscous
- Basil orzo
- Risotto with mushrooms
- Fresh broccoli spears
- Asparagus spears (seasonal)
- Fresh zucchini and yellow squash sautéed with onions
- Green beans amandine
- Glazed carrots
- Baby carrots
- Corn with red peppers
- Cauliflower, broccoli and carrots

### CAKES

- Chocolate cake
- Carrot cake
- Black forest cake
- German chocolate cake
- Angel food cake with seasonal berries
- Cheesecake with berries
- Carrot cake with cream cheese frosting
- Bread pudding
- Tiramisu
- Chocolate mousse

### PIES AND COBBLERS

- Dutch apple pie
- Blueberry crisp
- Peach cobbler
- Boston cream pie
- Pumpkin, apple, peach or cherry pie
- Lemon meringue pie
- Chocolate or coconut cream pie

### SPECIALTY DESSERTS

ADD \$2.00

- Parfaits
- Crème brûlé
- Carmel granny apple
- Raspberry white chocolate cheese brûlé
- Key Lime pie

Please discuss other options with our catering manager.

# MENU ACCOMPANIMENTS



## FINISHING TOUCHES

### DESSERT BARS, BY THE DOZEN

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

- Chocolate brownies \$9.00
- Lemon bars \$12.00
- Seven layer bars \$15.00
- Marshmallow krispies \$9.00
- Assorted dessert bars \$15.00
- Turtle brownie bar
- Fancy petit fours \$24.00
- Petite Swiss tarts and truffles \$27.00
- Chef Damon's "Chocolate Heaven" bars \$18.00
- Petite cream puffs and napoleons \$15.00

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### COOKIES, BY THE DOZEN

- Chocolate chip \$9.00
- Oatmeal raisin \$9.00
- Peanut butter \$9.00
- Sugar \$9.00
- Triple chocolate chip \$12.00
- White chocolate macadamia \$12.00
- Seasonal specialty cookies \$ varies

### ICE CREAM SUNDAE BAR \$5.75

25 GUEST MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla or chocolate plus whipped cream and cherries.

Select two sauces from the following:

- Chocolate
- Butterscotch
- Strawberry

Select 3 from the following toppings:

- Chopped nuts
- Sprinkles
- Crushed oreos
- Granola
- Gummy bears
- M & M's

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### SNACKS, PER PERSON

- Popcorn \$1.00
- Potato chips \$ .75
- Mini Pretzels \$ .75
- Chips and salsa \$1.75
- Pita chips with hummus \$1.75
- Mixed nuts \$1.75
- Granola bars \$1.50
- Variety of mini candy bars & hard candy \$2.00
- Soft pretzels with mustard & cheese sauce \$2.00

# FINISHING TOUCHES



## GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

### ASSORTED DIPS, PER PERSON

Served with crackers or chips

- Spinach and artichoke dip \$1.75
- French onion dip \$1.25
- Ranch dip \$1.25
- Crab dip \$2.25
- Shrimp dip \$2.25
- Seven layer dip with tortilla chips \$2.25

### TRAYS AND DISPLAYS, PER PERSON

- Crudités and dip \$2.25
- Cheese and crackers \$2.50
- Imported & specialty cheese with gourmet crackers and sliced baguette \$4.75
- Fresh seasonal fruit and cheese \$3.25
- Roasted vegetable display \$2.75
- Assorted pinwheels – dozen \$15.00
- Mini bun sandwiches – dozen \$21.00
- Fresh seasonal fruit \$2.75
- Chocolate fondue with strawberries, pineapple and cream puffs. \$4.25

### CARVING STATION, PER PERSON

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef.

Carving station comes with your choice of:

- Roast turkey with giblet gravy and cranberry mayonnaise \$4.75
- Mustard and apricot glazed ham with spicy mustard \$4.75
- Roast pork loin with orange-mustard sauce \$4.75
- Roast top round of beef with au jus and horseradish cream \$5.50
- Roast tenderloin of beef with au jus and horseradish cream \$7.50

GOURMET DIPS  
TRAYS AND DISPLAYS  
CARVING STATIONS



## HORS D'OEUVRES

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

### HOT

- Spanakopita \$2.00
- Honey drizzled chicken drumettes \$1.00
- Fried chicken tenders \$1.50
- Coconut shrimp \$2.25
- Mini chicken wellington \$2.25
- Sausage bites with champagne mustard and white wine \$1.25
- Eggrolls with sweet & sour \$1.50
- Vegetable spring rolls \$1.75
- Crab or Italian stuffed mushrooms \$2.25
- Scallops wrapped in bacon \$2.00
- Potstickers \$1.50
- Parmesan artichoke hearts \$1.75
- Mini grilled lamb chops \$2.50
- Crab rangoon \$2.00
- Quesadilla coronet with guacamole & salsa \$2.00
- Potato latkes with sour cream & applesauce \$1.75
- Ginger chicken satay with peanut sauce \$1.75
- Petite crab cakes with remoulade \$2.00
- Brie with raspberry tartlet \$1.75
- Mini quiche \$.75
- Meatballs with bbq, marinara or Swedish-style sauce \$.75

### COLD

- Jumbo shrimp cocktail \$2.00
- Honeydew or cantaloupe wrapped with prosciutto \$1.50
- Skewered fruit with yogurt dressing \$1.75
- Salmon pinwheel on crostini \$1.75
- Tomato, mozzarella and basil crostini \$1.50
- Belgium endive and herbed goat cheese \$1.50
- Tuscan bruschetta \$1.25
- Roasted vegetable tartlet \$1.50
- Smoked salmon mousse with cucumber on crostini \$1.50
- Herb-stuffed cherry tomato \$1.25

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



## BEVERAGES

### HOT, SOLD BY THE GALLON: 16 SERVINGS PER GALLON

- Freshly brewed coffee and decaf \$13.70
- Freshly brewed Starbucks coffee or decaf \$18.00
- Herbal and non-herbal selection of Tazo fine teas \$16.00
- Hot chocolate - by the gallon \$15.00

### COLD

- Lemonade - by the gallon \$12.00
- Iced Tea - by the gallon \$12.00
- Apple juice - by the gallon \$18.00
- Assorted bottled soft drinks (20 oz.) \$1.50
- Bottled water (each) \$1.50
- Specialty bottled water by request
- Other specialty bottled beverages are available.

### PUNCHES, SOLD BY THE GALLON

- Sparkling cranberry punch \$18.00
- Citrus punch \$18.00
- Guava punch \$22.00
- Cappuccino ice cream punch \$24.00

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, the catering department can begin making arrangements. All other event specifications such as location, number of guests, time of the function, and menu selection, are required at least (10) business days before the function. You may call the catering department at 254-968-1838, email us at [catering@tarleton.edu](mailto:catering@tarleton.edu) or visit our website at [www.tarletondiningservices.com](http://www.tarletondiningservices.com)



## **Reserving a Location**

Whether the event is to take place on campus or off, the location reservation needs to be confirmed in advance. You will need to arrange for tables, chairs, and other equipment as needed for your event. We can help with rentals for specialty equipment and linen.




## **Contact the Catering Office**

Contact the Catering Office at 254-968-1838, email us at [catering@tarleton.edu](mailto:catering@tarleton.edu) or stop by our office located on the second floor of the Dining Hall at 1351 Vanderbilt. Some arrangements can be made by phone or email; others require an appointment with our catering manager and a visit to the site. This is the time for a thorough discussion of all specifics, program and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs. The office hours are Monday through Friday, 8:00am-5:30pm, closed on some holidays. After we have finalized all the details of your event, you will receive a contract to review, sign and send back to us. All cancellations and final changes, including the customer guaranteed count and method of payment, **MUST** take place at least 3 business days prior to your function.




# Planning Your Special Event

## **Event Confirmation and Guarantees**




A guarantee is required 3 business days prior your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. Once your guest guarantee is established we will prepare for that number. We understand that plans do change and will try to accommodate for last minute increases. We will charge for your guarantee or guest count, whichever is higher. If your event is cancelled, you are responsible for contacting the Catering Department to let us know as soon as possible. You will be liable for 75% of your food bill for any event that is not cancelled within 3 business days, by written notification. If Tarleton State University is closed due to inclement weather, all catering events will be automatically cancelled.

## **Payment**



All catered functions must have a secured method of payment before they occur. Please provide the department account to be charged, a p-card or other credit card. Non-University related groups will be charged an 18% service fee and are required to make a deposit of 75% two weeks before the event with the balance due 3 days prior to the event. Tax exempt organizations are required to submit a copy of their exemption certificate.

## **Delivery Fees**



There is no delivery fee for catering services held within the dining hall or the Thompson Student Center. Campus deliveries outside the building may be subject to a delivery fee. Deliveries to locations off-campus may require an additional delivery charge. Our minimum food and beverage charge for delivery is \$150.00. If that minimum is not reached with your food and beverage order, we will charge \$40.00 for staff to deliver, set-up and clean up your event.

## **Alcohol Policy**

Please contact our catering department if you have any questions related to alcohol service.



# Planning Your Special Event

## **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 \$15.00 per hour per attendant will be applied. We recommend that you have an attendant for all receptions and breaks for every 30 guests. We can provide additional staffing for events as needed. If you are have a chef at a carving station or preparing omelets there will be a \$20.00 charge per hour per chef for a 3 hour minimum.



## **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. Please talk to our catering manager to discuss specialty linen, décor and other details to enhance your event. We can provide this for you at an additional charge.



## **China Charges**

Our catering department provides high-quality disposable products as our standard, unless otherwise requested. China service can be provided within the Dining Hall and Thompson Student Center. There will be an additional charge for china delivered to events outside these locations. The standard charge for china is \$3.00 per person.



## **Floral Charges**

Please discuss floral and specialty decoration needs with our catering manager. We are happy to assist you in creating a distinctive theme for your event.



# Planning Your Special Event

## **Linens**

We will provide linens for all food and beverage tables at no charge. We also provide linen for guest seating tables for all served and buffet meals. If you would like linen to be placed on guest tables for continental breakfast, receptions, breaks, meeting tables and boxed lunches there will be a \$6.50 fee for each tablecloth. The same applies to registration tables, name tag, head tables, and any additional table that will not be directly used for setup. We do have a variety of linen colors that can be requested with advance notice. An extensive variety of specialty linens are available upon request for an additional charge. Let us show you how we can help you to create a memorable event.



## **Late and Minimum Charges**

We realize that surprises and last minute events do happen. We will do everything possible to assist you with last minute changes. Please discuss product availability for last minute events with our catering manager. A late charge may apply for any event booked with less than 72 hours notice. There will be a minimum charge of \$150.00 for food and beverage orders. If that minimum is not reached, we will charge \$40.00 for staff to deliver, set-up and clean up your event. Arrangements for orders less than the minimum amount can be made. Please see our "Catering 2Go" and "Executive Box Lunch" menus for pick-up options.



## **Food Removal Policy**

Due to health regulations, it is the policy of Tarleton Catering 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 and removed and disposed of by the host of the event.



## **Sustainable and Organic Menus**

Our Culinary staff is happy to produce a sustainable and/or organic menu for your event. We can create fresh and healthy meals using local products that are free of pesticides, hormones and antibiotics. Some items may be limited and are based on seasonal availability. Please plan additional charges. Compostable disposable products made from renewable sources can be purchased at an additional charge.

