



Event Planning Guide 2019-2020

*As a support service of this school district, all revenues generated
by the catering department stay in your food service fund.*

Event Planning Guidelines

Planning Your Event

The menu selections and services in this guide are the most frequently requested, and represent merely a sampling of what we can do. Whether you are planning a simple gathering or a special event, we'll be happy to help you with the arrangements.

Room reservations are the responsibility of the requestor. Room preparation and set up may take up to an hour to complete, so please schedule rooms accordingly.

Placing Your Order

Please help us help you by providing at least 72 hour advance notice for food orders, and 24 hour notice for snacks and beverages. We will make every effort to accommodate orders with less notice, but may need to restrict the menu to product on hand. Special orders and events with a large number of guests require as much notice as possible. It is extremely helpful if, at the time of booking your event, you are prepared to share the following information: approximate numbers of guests; time & location of event; billing arrangements – department number or billing method; and any other special arrangements you need us to know.

Guarantee & Billing Policies

To professionally prepare for each guest, we require that you guarantee the number of guests attending your event at least 24 hours in advance. Events will be billed at the guaranteed number or the actual number served, whichever is greater.

Orders placed without 24 hour notice may be subject to a 20% service up-charge.

All delivered events will be subject a \$25.00 minimum charge.

Due to our advance preparation, cancellations must be made at least 24 hours in advance. Shorter notices may result in charges of up to 100% of the original order.

Nutrition Services must retrieve all catering equipment. If you move any equipment from the delivery location, please immediately notify our office. Any catering equipment not recovered may be billed to your order.

Additional Services

There may be an added labor charge for events scheduled to begin before 7:00 a.m. or after 2:30 p.m., or on days when school is not in session, such as weekends, holidays, and vacation breaks. All services will be set up with paper and plasticware unless otherwise specified. Flowers and/or special decorations can be provided for an additional charge as well.

Breakfast Selections

Continental Breakfast \$5.25

ABC Muffins & Cinnamon Coffee Cake, house coffee, tea, and individual juices.

Deluxe Continental Breakfast \$5.95

ABC Muffins & Cinnamon Coffee Cake, house coffee, tea, and individual juices and seasonal whole fresh fruit.

Breakfast Burrito \$7.50

Stuffed tortillas with roasted potatoes, choice of bacon or chorizo, eggs and cheese. Served with salsa, house coffee, tea and individual juices.

Yogurt Parfait Bar \$7.75

Vanilla low fat yogurt, mixed berries and granola, house coffee, tea and individual juices.

Americana Breakfast Buffet \$9.95

Fluffy scrambled eggs, breakfast potatoes, crisp bacon & sausage links, cinnamon crumb coffee cake, house coffee, tea and individual juices.

A la Carte Beverages

House Coffee - Airpot \$7.50

Regular or Decaf (serves 10)

House Coffee - Large Coffee Pot \$25.00

Regular or Decaf (serves 50)

Hot Chocolate - Airpot \$9.50

Individual Juices \$.75

A la Carte Items

Add ABC Muffins \$1.15 each

(Apple Cinnamon, Blueberry, Chocolate Chip)

Add Cinnamon Crumb Coffee Cake \$1.50 each

Deli Selections

\$11.95/per person (20 person minimum)

Choose one salads: Tossed Green, Caesar, Mexican Caesar, Pesto Pasta.
Strawberry Fields - upcharge may apply based on market price

Choose one dessert: Assorted Cookies, Frosted Brownie, Unfrosted Brownies

Choose two sandwich selections

Sandwich selections will be divided equally unless otherwise requested.

Minimum number per choice is 10.

(Groups of less than 20 persons one sandwich)

Sandwich Selections:

Club Sandwich

Turkey, bacon lettuce, tomato and mayonnaise.

Chicken Salad Sandwich

Diced chicken breast with nuts, dried cranberries, onions, celery, mayonnaise and just a hint of curry.

Veggie Wrap

Roasted broccoli, sun-dried tomato, mozzarella cheese, lettuce and pesto with a bean spread.

Tuscan Chicken Wrap

Chicken breast, lettuce, tomato, mozzarella cheese and pesto.

Chinese Chicken Wrap

Chicken breast, cabbage, shredded carrots, lettuce, cilantro and sesame ginger dressing.

Roast Beef Wrap

Roast beef slices, asparagus, lettuce and a creamy horseradish sauce.
(Add \$2.00 per person)

Theme Buffets

Pasta Buffet (20 person minimum) **\$6.95**

Pastas:

Spaghetti

Penne

Sauces:

Vegetarian Marinara

Alfredo

Served with breadsticks, parmesan cheese and Caesar Salad.

Add \$2.00 per person for Meatballs in Marinara (5 per person).

(Groups of less than 20 people choose one pasta.)

Taco Bar - (2 per person) **\$7.95**

Seasoned taco meat, refried beans, shredded lettuce, diced tomatoes, sour cream and cheddar cheese with you choice of crunchy taco shells or flour tortillas. Served with Spanish rice and pico de gallo.

Add chicken (\$1.50).

Tater Temptations **\$7.95**

Oversized baked potatoes with cheddar cheese sauce, diced ham, western chili, steamed broccoli, green onions, sour cream and salsa. Served with your choice of Caesar Salad or Tossed Salad.

Chinese Chicken Salad Bar **\$7.95**

Shredded lettuce, carrots and cabbage salad mix, diced chicken breast, chow mein noodles, mandarin oranges, green onions, cilantro, sesame seeds and Sesame Oriental Dressing.

Fajita Bar **\$7.95**

A mix of seasoned chicken strips, onions and peppers, refried beans, Spanish rice, flour tortillas, pico de gallo, sour cream and shredded cheese.

Desserts

Fresh Baked Cookies by the dozen	\$8.95
Unfrosted Brownie	\$1.40
Frosted Brownie	\$1.60

A la Carte Beverages

Cold Beverages

Iced Tea (gallon; serves 16)	\$3.75
Lemonade (gallon; serves 16)	\$5.00
Individual Juice ~ 4 oz	\$0.75
Canned Soda	\$1.60
Bottled Water ~ 16.9 oz	\$0.85
Milk ~ 8 oz	\$0.75

Hot Beverages

House Coffee ~ Airpot	
Regular or Decaf (serves 10)	\$7.50
House Coffee ~ Large Coffee Pot	
Regular or Decaf (serves 50)	\$25.00
Hot Chocolate ~ Airpot	\$9.50

Supplies

Bulk items available for pickup at Nutrition Services or your site kitchen.
Delivery available for an extra charge.

9" Dinner Plates	\$25.00 per sleeve of 125
	\$98.00 per case of 500
6" Side Plates	\$11.00 per sleeve of 250
	\$87.00 per case of 1000
8 oz Paper Hot Cups	\$3.75 per sleeve of 50
	\$73.00 per case of 1000
Bowl - Foam 12oz	\$6.50 per sleeve of 125
	\$52.00 per case of 1000
Medium Weight Plastic Flatware (white)	\$15.00 per case of 1000
Heavy Weight Plastic Flatware (black)	\$42.00 per case of 1000
Dinner Napkins	\$4.00. per sleeve of 150
Cocktail Napkins	\$9.00 per sleeve of 250
Dispenser Napkins	\$3.50 per sleeve of 500
Glove - Disposable Plastic	\$3.50 per box of 100
Sugar	\$43.00 per case of 2000
Sugar Substitute	\$84.00 per case of 1200
Creamer (canister)	\$5.00 per canister
Straw - Wrapped 5.75 inch	\$0.75 per package of 80
Coffee - 52 oz	\$43.00 per container
Crystal Geyser Bottled Water 16.9 oz (24/case)	\$18.00 per case