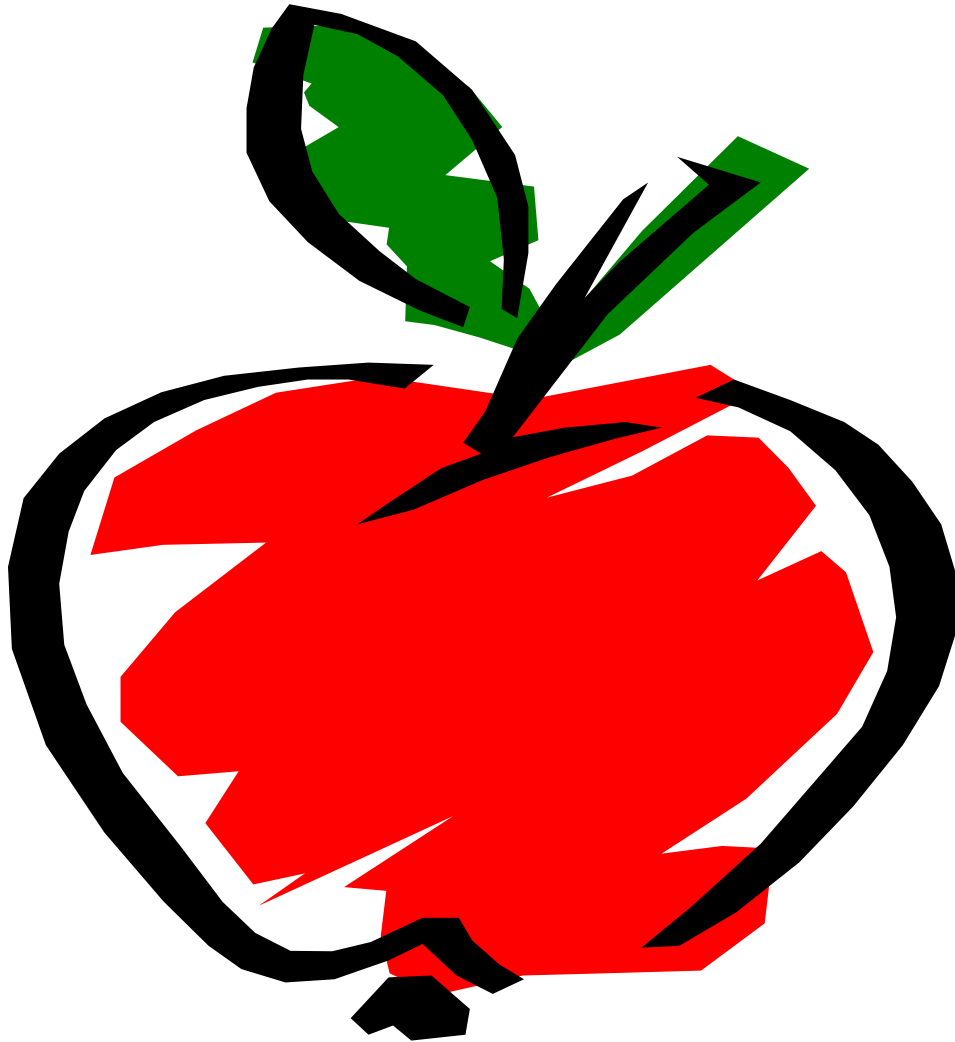


CREATIVE CATERING

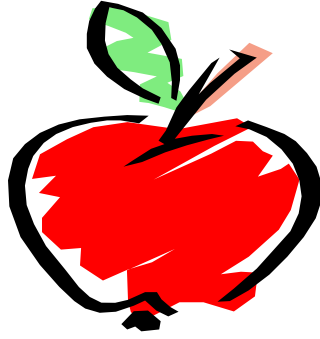


New Hanover County Schools

Child Nutrition Department

Imer Smith RD, LDN

Director



The New Hanover County School Child Nutrition Department is pleased to present our catering guide. There are many times during the year when events within the school community require additional services not offered through the established school meals program. Our staff is knowledgeable and experienced, not to mention great to work with, and they look forward to assisting you in making your next event everything you want it to be.

Before contacting the catering office to schedule your event, review the following checklist of information:

<p style="text-align: center;">Event Planning Checklist</p> <p style="text-align: center;">Day, Date and Time of Event Location of Event Number of Guests Expected Preferred Menu Requests</p>

Please call our catering office at 254-4147 or 254-4260 as soon as you know that you would like for us to assist you. We will reserve your event date and discuss the details.

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Description of Services

The following Guidelines have been established to assist you in selecting the type of service you are requesting.

Drop Offs

All breaks and all beverage breaks are provided as “drop offs”. This means that we will deliver and set up the items at the time you request and will return to pick up at a pre-arranged time. Disposable products and utensils are included.

Beverage Service

This is for the organization or individual who needs beverage service with or without pastry. The Child Nutrition manager will complete the Special Function form for this service. Please schedule your event at least **two weeks** prior to the date. A guaranteed number is requested **48 hours** before the event.

Pot Luck or Covered Dish Dinner

When an organization brings prepared foods from an approved source in serving dishes ready for guests to serve themselves, the Child Nutrition Department assumes no responsibility for quality, sanitation and/or wholesomeness of items. Serving utensils and containers are the total responsibility of the individual in the contracting organization. If food service equipment such as ovens, warmers, serving line, dishwasher, etc. are needed by the organization, a member from that school’s child nutrition staff must be on duty. Child Nutrition requires at least a **ten (10) day** notice prior to the function to schedule a worker.

Catered Meals by Child Nutrition Department

Organizations may request the child Nutrition Department to prepare and serve meals. Special functions of this nature are called Catered Meals. A variety of menus have been developed to meet the needs of schools and/or organizations. If the menus do not meet the needs of the organization, please contact Child Nutrition for a customized menu.

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The arrangements or catered meals should be made no less than **three (3) weeks in advance**.

The sponsoring organization must provide a guaranteed number of meals to the catering department at least **one (1) week** prior to the special event.

Last minute requests will be accommodated if at all possible; however, any related costs will be added to the total charges.

Teacher and in service Administration Meals

Principals occasionally request the Child Nutrition staff to prepare and serve a faculty breakfast or luncheon as a get together at the opening or closing of the school session or on days when school is closed. **Child Nutrition requires a minimum of three week notice for such events.**

Other Special Functions

Functions not defined in the above categories must be coordinated with the Special Functions Coordinator in the Child Nutrition Department.

After Normal Working Hours

Price quotes in this brochure are based on normal working hours. Evenings, weekends and several days before and after holidays may necessitate alternate arrangements.

Orders/Questions

For orders or questions, call Chrissy Margus in the Catering Department at 254-4147 or Anne Ohlson in the Child Nutrition Office at 254-4260.

Description of Charges

Provide Attendance Guarantee

A guaranteed number of guests is required **48 hours** prior to any catered event. This time is required to ensure an adequate staff of attendants and sufficient quantities of food for your guests. This number is not subject to reduction. Last minute requests will be accommodated if at all possible and additional charges will be made for increased attendance.

Cancellations

Cancellations of any event or menu item must be made no less than **48 hours** prior to the event, otherwise, payment in the amount of 60% of the total cost based on the confirmed number of guests will be expected. Full quoted fees will be charged for those events cancelled within 48 hours or less of the scheduled event.

Delivery Charges

In order to provide quality service for the New Hanover County Schools community, deliveries and pickups for each order will occur as scheduled. A \$20.00 delivery & set up fee will be included for all off-site catering functions other than at the B.O.E Center and Spencer Building.

Equipment needed for each event will be inventoried at the time of delivery. In the event that it is not returned at pick up, necessary charges will be made.

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China and Glass Service

Price quotes for catering requests listed in this guide include high quality disposable tableware. China service may be desired at times, depending on the menu choice. This is available for an additional charge of \$ 1.25 per person.

Table, Linens and Special Equipment

Creative Catering has 5 foot round tables available depending on availability. There is a per table set up charge of \$5.00 per table.

Linens are available in a variety of colors and sizes depending on your set up. Prices will depend on textures, colors and availability.

We will be glad to make arrangements for other equipment and rental requests. Prices will be determined as needed.

Flowers and Decorations

Flowers and extra decorations requested by the customer will be priced accordingly.

Equipment needed for each event will be inventoried at the time of delivery. In the event that it is not returned at pick up, necessary charges will be made.

Breakfast Breaks

Continental Break

Fresh baked assorted bagels with flavored cream cheeses
and a choice of assorted pastries or muffins,

Juice, Regular and Decaf coffee

\$4.25 per person

Country Breakfast

Scrambled eggs, sausage and bacon, grits, fresh fruit, biscuits or toast,

Juice, Regular and Decaf Coffee

6.50 per person

Bagel & Donut Hole Break

Assorted bagels, flavored cream cheeses,

Assorted Donut Holes

Juice, Regular and Decaf Coffee

3.50 per person

Biscuit Break

Ham, Sausage, or Egg and Cheese Biscuits

Juice, Regular and Decaf Coffee

4.00 per person

Fresh Fruit can be added to any of the above for an additional .65 per person



FROM THE BAKERY

Assorted Muffins	6.00/dozen
Cinnamon Buns	6.00/dozen
Assorted Danish	7.00/dozen
Mini Muffins	5.00/dozen
Donut Holes	7.00/dozen
Donuts	8.00/dozen
Assorted Cookies	4.50/dozen

VARIETY OF TRAYS

Cookies (serves 20-25 guests)	\$25.00
Variety of Pastries (serves 20-25 guests)	\$30.00
Seasonal Fruit (serves 20-25 guests)	\$37.50
Cheese & Cracker (serves 25-30 guests)	\$43.75
Vegetable Tray (serve 20-25 guests)	\$20.00

Sandwiches

Lunch Box Special

Choose from a variety of options:

Turkey, Ham, Chicken Salad or Vegetable Delight

Each box lunch comes with a cookie, drink & chips

\$7.50 per person

Deli Platter

Choose from a variety of options:

Ham, Turkey, Chicken Salad,

Roast Beef or Vegetable Delight

Assorted breads/rolls & condiments

Chips, Cookie & Tea

\$8.00 per person

Add fresh fruit, potato or pasta salad for an additional .75 per person

Beverages

Beverages are included with many of our Menu options, however there may be occasions when you will need beverage service with snacks or pastries. We offer the following selections.

Cold Beverages, Individual Serving

Individual Juices, apple, and orange	.65 each
Bottled Water	1.00 each
Canned Soft Drinks	1.00 each

Cold Beverages, (One Gallon serves 20-25)

Iced Tea, Sweetened or Unsweetened	4.00 per gallon
Lemonade/Limeade	6.00 per gallon
Sherrill's Frozen Fruit Punch	15.00 per gallon

Hot Beverages

.75 per person

Small Airpot of Coffee (10 Cups)

Large Airpot of Coffee (30 Cups)

Urn of Coffee (30-55 (Cups)

Gourmet Hot Teas

Hot Chocolate

Special Affairs

In addition to any of the lunch menus, we are pleased to offer additional menu suggestions for your evening events. A minimum of 20 guests is required, and we appreciate at least one month's notice of your menu selections.

All dinners include your choice of salads, two sides, bread, dessert, coffee and iced tea. High quality disposable tableware included.

Entrees

- Chicken Teriyaki Boneless Chicken Breast in Teriyaki Sauce
\$10.50 per person
 - Roasted pork Loin with Cinnamon Apples
\$11.50 per person
 - Seasonal Beef Strips with Peppers & Onions
\$13.50 per person
 - Marinated London Broil with Mushrooms
\$13.50 per person
 - Oven Roasted Beef Medallion and Chicken Breast
\$15.00 per person
- Vegetable Lasagna layered with Spinach and Marinara Sauce
\$9.50 per person
 - Sautéed Oriental Vegetables and White Rice
\$9.50 per person



Salad Options

Mixed Field Greens, Cucumbers, Cheese and Tomatoes
Spinach Salad with Mushrooms, Red Onions, Diced Eggs and Bacon
Caesar Salad of Romaine Lettuce, Parmesan Cheese and Croutons
Mixed Greens, Cranberries, Feta Cheese and Mandarin Oranges

Vegetables and Sides

Vegetable Medley	Oven Roasted Potatoes
Green Bean Almondine	Baked Potatoes
Steamed Broccoli	Parsley Potatoes
Glazed Baby Carrots	White Rice Pilaf
Sautéed Zucchini & Carrots	Wild Rice Pilaf

Desserts

Apple Pie	Cherry Pie
Pecan Pie	German Chocolate Cake
Chocolate Layer Cake	Chocolate Pie
Cheese Cake	Key Lime Pie

Dessert & Coffee

For those times when something sweet and coffee will do, we are pleased to offer the following specialty desserts, priced per person.

Assorted Finger Desserts

2.50 per person

Black Forest Cake

3.50

Carrot Cake

3.00

German Chocolate Cake

3.00

Cheesecake

3.00

Chocolate Mousse Cake

3.50

Turtle Cheesecake

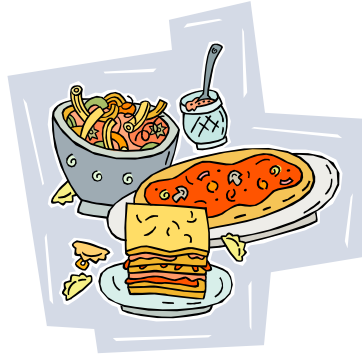
3.50

Key Lime Pie

3.00

You make the choice and we'll provide the coffee and high quality disposable tableware.

New Hanover County Schools Child Nutrition Department Offers Catering from your Cafeteria



We offer special priced meals for all of your PTO/ PTA Events!

Meal 1

One Hot Dog with chili, slaw, chips, cookie, tea and lemonade	\$3.00 per person
Two Hot Dogs with chili, slaw, chips, cookie, tea and lemonade	\$3.50 per person

Meal 2

One Slice Pizza, salad, cookie, tea and lemonade	\$3.25 per person
Two Slices of Pizza, salad, cookie, tea and lemonade	\$3.75 per person

Meal 3

BBQ, slaw, baked beans, cookies, tea and lemonade	\$3.75 per person
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Meal 4

Spaghetti or Lasagna, breadstick, salad, cookie, tea and lemonade	\$3.50 per person
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Meal 5

Oven Baked Chicken, Mashed Potatoes, Green Beans, Roll, tea and lemonade	\$4.50 per person
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Prices do not include an addition labor charge



Please contact your local Cafeteria Manager for further information

Thank you for your interest in

Creative Catering
New Hanover County Schools
Child Nutrition Department

We look forward to assisting you in the planning of your next event. We're excited about our catering guide and hope you will find these menu suggestions helpful.

As with everything, though, there has to be a beginning and an end. With that in mind, please know that the possibilities are endless.

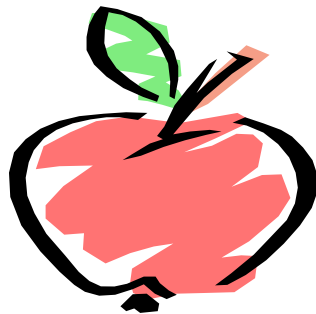
We will be glad to work with you in creating a menu that is just right for your needs.

For Catering arrangements, please contact:

Chrissy Margus, Catering Coordinator, at 254-4147

Or

Anne Ohlson, Director of Catering, at 254-4260



New Hanover County Schools
Child Nutrition Department
1802 South 15th Street
Wilmington, North Carolina 28401