

# Catering Menu



# **In order to provide a professional presentation of events & to exceed our guests expectations, please use this guide to understand processes & procedures as we work together to achieve a smoothly executed & memorable catered event.**

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## **Event Scheduling & Guarantees**

**The event must be booked 2 weeks prior from your desired date** via the 25Live scheduling system. Catering must be selected as a resource in order for the proper approval process to take place. Any notes, requests or menus that you can provide at the time of your initial request in 25Live is most helpful to the process.

**The final guarantee head count for an event is due 5 business days before an event.** After that time the count may not be decreased but it may increase. Catering charges will be based on the guaranteed number of guests or the actual number of guests in attendance, whichever is greater.

## **Event Payment & Pricing**

You must provide the department account number when reserving the space in 25Live. If you decide to change your account number after the banquet event order has been processed, it will be your responsibility to contact the business office to make the appropriate change.

In order to receive college pricing on any event, we must obtain a college account number. Without this, taxes and regular pricing will occur.

Prices are subject to change without notice. However, prices in effect at the time your Banquet Event Order (BEO) was created will be honored.

Included with each event will be china or black plastic ware, depending on the menu and location of the event.

Linens are included in the price for each event to cover all tables for food presentation, registration tables and dining tables. An additional charge will be added for special table linen requests such as exhibit/conference tables.

Labor is included in the price of each event. There may be additional labor fees if our staff must remain past the 2 hour service time. Any knowledge of events that will exceed 4 hours must be made aware to the Catering Manager for proper planning.

## **Planning**

An agenda is preferred when available to confirm meal and program times. If an event begins more than 30 minutes after the scheduled starting time, Catering Services cannot be held responsible for the overall quality of the meal. The Client will be responsible for any additional labor costs incurred. These costs will be applied to the catering bill.

Breakfast/lunch/dinner buffets may not be left out longer than 1 hour, regardless of the length of your event.

Breaks/Snacks may not be left out longer than 2 hours, regardless of the length of your event. If you would like an additional refresh/service after the 2 hour mark, additional fee will follow.

China may only be used in Susquehanna/Swatara rooms. All other locations will utilize plastic ware.

Plated Meals: Only two different types of plated entrées may be selected for an event. Not including special dietary needs.

## **Policies**

Cancellations: We must be notified at least one week prior to your scheduled event. Beyond that time, you will be charged for the event. Exceptions: Weather, etc.

Guest Minimum: Groups less than 20 people will be charged an additional \$20 service fee.

All food and beverage must be supplied by the Elizabethtown College Catering department due to our strict health code regulations. No outside Food or Beverage will be permitted

**Due to standard Board of Health practices, leftover food items may not be permitted to leave the premises and all leftover food items become property of Elizabethtown College Catering.**



# Alcohol Policies

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All events must be scheduled by, or have written approval of the President, which will be based on a description & purpose of the event two weeks prior.

Events may be scheduled at the end of the work day, the evening, or on weekends.

## Permitted Beverages & Locations

**President's House:** Beer, Wine, Champagne & Spirits

**Alumni House:** Beer, Wine & Champagne

**Writer's House:** Beer, Wine & Champagne

**Susquehanna/Swatara:** Beer, Wine & Champagne

Alcohol may only be consumed on the premises and may not be taken off-premises or conveyed to others off premises. Following are allowed premises:

**President's House:** Inside, Side Yard, Back Yard

**Alumni House:** Inside, Terrace, Back Yard

**Writer's House:** Inside & Back Yard

**Susquehanna/Swatara:** Inside the Building

## Planning

All events must offer an alternative, non-alcoholic beverage & must also serve food in sufficient quantities.

All food & beverage will be provided by Dining Services. Event sponsor may not provide their own alcohol or outside food & beverages. Event sponsors may not charge participants for alcoholic beverages or for participation in the event.

No student organizations are permitted to sponsor events at which alcohol is served. **Exceptions:** President's Graduation Picnic, OT Congratulatory Function for Master's Students

## Policies

No cash bars will be permitted.

Alcohol may not be served for longer than two hours. Only EC Catering RAMP/TIPS certified servers are permitted to serve alcoholic beverages.

Proper identification is required for service. All events shall be designed for participants of legal drinking age, no underage persons shall be invited or allowed to participate. Special occasions may occur at which that time, approval must be met by the President.

Anyone who is visibly intoxicated or who is behaving improperly, service will cease and they must leave the premises upon request of Dining Services Staff.

Dining Services is fully authorized to enforce these rules by all reasonable means, including the use of campus security. Any group, organization or participant that violates the rules will not be permitted to organize or participate in any function involving alcohol and may be subject to college disciplinary action.



# Breakfast

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## Classic Continental Breakfast

\$5 per guest

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Served with Fresh Fruit Salad,  
Coffee, Decaf, Hot Tea, Orange Juice & Iced Water

*Please Select Two Options:*

Donuts  
Donut Holes  
Muffins  
Mini-Muffins  
Bagels

—Additional Offerings \$3 per guest—

Yogurt Bar (Vanilla Greek Yogurt, Berries, and Granola)

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## Hot Breakfast Buffet

\$11.50 per guest

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Buffet Served with Fresh Fruit Salad, Assorted Danish,  
Coffee, Decaf, Hot Tea, Orange Juice & Iced Water

*Please Select one egg, meat & potato:*

*Eggs:* Scrambled, Loaded Scrambled, Quiche or Strata

*Meat:* Bacon, Sausage Links or Turkey Sausage

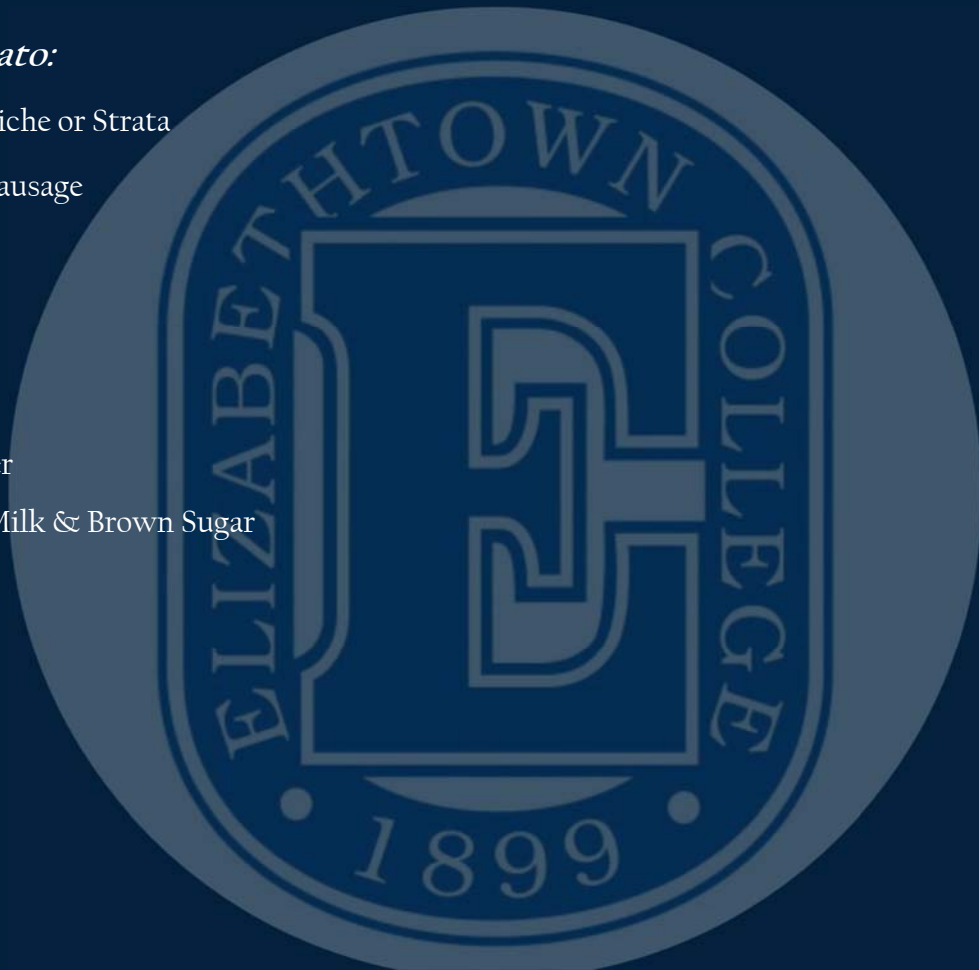
*Potato:* Hash Browns or Home Fries

—Additional Offerings \$2 per guest—

French Toast Bread Pudding

Blueberry Pancakes with Syrup and Butter

Traditional Baked Oatmeal Served with Milk & Brown Sugar



# Breaks

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**Java Break** **\$2.50 per guest**

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Coffee, Tea, Decaf & Iced Water

—Additional Offerings — \$1.50 per guest—

*One Choice of:*

Assorted Cookies, Brownies OR Rice Krispies Treats

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**Just Beverages** **\$2 per guest**

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Assorted Soda & Bottled Water

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**Build Your Own Parfait** **\$5 per guest**

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Vanilla Greek Yogurt, Granola, Raisins, Honey, Strawberries & Blueberries

Orange Juice & Iced Water

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**Bagel Bar** **\$4.50 per guest**

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Assorted Bagels & Chefs Choice of Infused Cream Cheese

Regular, Hot Tea, Decaf Coffee & Iced Water

Additional Add-On— Smoked Salmon: \$3

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**Domestic Cheese Display** **\$5.50 per guest**

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Served with Assorted Crackers & Grapes

Iced Tea & Iced Water

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**Sweet, Savory & Salty** **\$4.50 per guest**

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Assorted Cookies, Potato Chips, Pretzels & Mixed Nuts

Lemonade & Iced Water

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**Chocolate Fondue Delight (Minimum: 20ppl)** **\$7 per guest**

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Chocolate Fondue with Bananas, Strawberries, Rice Krispies Squares, Pretzels & Marshmallows

Iced Tea & Iced Water

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\*Break items will be refreshed/serviced within the first two hours. Any additional requested refresh will result in an extra charge\*

# Deli Lunch

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## Deli Lunch Buffet

\$12.50 per guest

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Served with Assorted Breads, Rolls, Tomato, Lettuce,  
Assorted Condiments, Potato Chips, Assorted Cookies, Iced Tea & Iced Water

### *Please Select Three Options:*

Roast Beef—Turkey—Ham—Tuna Salad—Chicken Salad—Egg Salad—Hummus

### *Please Select Two Cheeses:*

American—Provolone—Cheddar—Swiss—Pepper Jack

### *Please Select One Side:*

Pasta Salad—Coleslaw—Potato Salad—Macaroni Salad

—Additional Offering \$2 per guest—

Garden Vegetable Soup (Vegan)

Tortellini Soup

Tuscan Tomato Bisque (Contains Bacon)

Chicken Corn Chowder

Chicken Tortilla Soup

Beef Vegetable Soup

# Boxed Lunch

Boxed Lunches will only be permitted for off-campus orders only. If the event is on campus, it will be presented as a buffet style lunch.

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## Boxed Lunch

\$8

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Each Bagged Lunch Includes One Apple, One Bag of Chips, Two Chocolate Chip Cookies & One Bottled Water

### *Please Select Three Sandwiches:*

Turkey

Roast Beef

Ham

Veggie (Hummus Wrap)

Peanut Butter & Jelly

\*Buffet Service Runs 1 Hour\*



# Sandwiches

Each "Make Your Own" Sandwich Selection Includes Potato Chips, Assorted Cookies, Iced Tea & Iced Water

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## Mediterranean Chicken

\$12

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Seasoned Chicken Breast, Roasted Red Peppers, Baby Spinach, Provolone Cheese, Mayonnaise  
Served on Ciabatta Roll

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## Pulled Pork or Beef BBQ

\$12

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Pulled Pork or Beef, Cole Slaw, Sliced Pickles, Honey Mustard BBQ or Memphis BBQ  
Served on a Kaiser Roll

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## Veggie Hummus Wraps (Pre-Made)

\$12

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House Made Hummus, Grilled Vegetables, Lettuce and Tomatoes Wrapped in a Sundried Tomato Wrap

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## Sesame Chicken Club

\$12

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Ponzu Marinated Chicken Breast, Cucumber, Tomato, Fresh Cilantro, Bacon & Mayonnaise  
Served on a Kaiser Roll

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## Chorizo Sliders (Max: 25ppl)

\$12

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Ground Chorizo Patty, Sliced Avocado, Sliced Scallion & Lime Aioli  
Served on a Brioche Slider Roll

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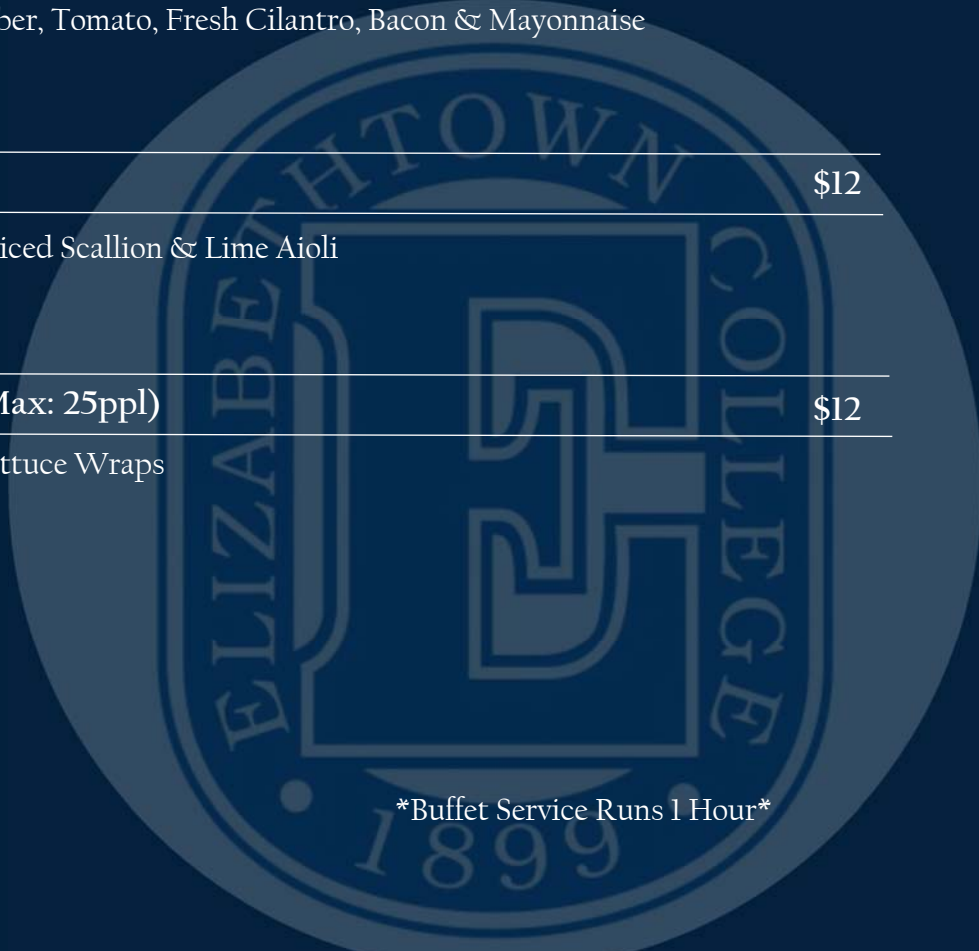
## Shrimp or Lobster Lettuce Wraps (Max: 25ppl)

\$12

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Shrimp or Lobster Salad Served in Bibb Lettuce Wraps

\*Buffet Service Runs 1 Hour\*



# Salads

Each Salad Entrée Includes Tuscan Bread, Assorted Cookies, Iced Tea & Water

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## Caesar Salad

\$10

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Romaine Lettuce, Croutons, Shredded Parmesan, Caesar Dressing

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## Loaded Vegetable Salad

\$10

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Romaine Lettuce, Cucumber, Tomato, Red Onion, Goat Cheese, Roasted Vegetable Vinaigrette

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## Garden Salad

\$10

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Romaine Lettuce, Tomato, Cucumber, Croutons, Choice of Ranch or Balsamic Vinaigrette Dressing

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## Southwest Salad

\$10

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Romaine Lettuce, Fire Roasted Corn & Peppers, Cheddar Cheese with Chipotle Ranch Dressing

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## Greek Salad

\$10

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Romaine Lettuce, Kalamata Olives, Red Onion, Feta Cheese, Cucumbers with Greek Vinaigrette

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## Seasonal Field Green Salad

\$12

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Field Greens with One Choice of Each Fruit, Nut, Cheese & Vinaigrette

**Fruit:** Strawberries, Blueberries, Raspberries, Cranberries, Peaches, Pears, Apples or Mandarin Oranges

**Nut:** Almonds, Pecans or Walnuts (Toasted or Candied)

**Cheese:** Goat, Bleu or Feta

**Vinaigrettes:** Strawberry, Blueberry, Raspberry, Mixed Berry, Cranberry, Peach, Pear or Apple Cider

### Additional Offerings:

Grilled Chicken or Flank Steak—Add \$3

Salmon or Shrimp—Add \$5

Soup—Add \$2



# Bars

Each Bar Selection Includes Fresh Fruit Salad, Assorted Cookies,  
Iced Tea & Iced Water

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**Burrito Bowl Bar** **\$15**

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Smokey Skillet Chicken, Flank Steak, Brown Rice, Black Beans, Sautéed Peppers & Onions, Pico de Gallo, Diced Tomatoes, Shredded Cheddar Cheese, Cilantro, Sour Cream & Three Different Sauces; (Mild, Sweet & Hot) with Churros for Dessert

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**Taco Bar** **\$9**

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Seasoned Ground Beef, Refried Beans, Diced Tomatoes, Shredded Lettuce, Salsa, Sour Cream, Shredded Cheddar Cheese, Mexican Rice with Hard & Soft Taco Shells

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**Fajita Bar** **\$14**

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Seasoned Sliced Chicken Breast & Flank Steak, Sautéed Peppers, Onions, Mushrooms, Jasmine Rice with Black Beans, Shredded Cheese, Cilantro, Spicy Lime Aioli & Flour Tortillas

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**Pasta Bar** **\$13**

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Choice of Pasta (Radiatore or Penne) Tortellini, Chicken Breasts, Meatballs, Alfredo Sauce, Marinara Sauce, Pesto Sauce, Grated Parmesan & Tuscan Bread

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**Macaroni & Cheese Bar** **\$12**

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House Made Mac & Cheese, Pulled Beef, Shredded Cheddar Cheese, Scallions, Bacon Crumbles, Sliced Chicken Breasts, Sour Cream & Grilled Vegetables

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**Picnic** **\$12**

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Hot Dogs, Hamburgers, Veggie Burgers with Lettuce, Tomatoes, Onions, Sliced Cheese, Ketchup, Mustard & Relish With Choice of Pasta Salad or Potato Salad, Choice Lemon Squares or Assorted Cookies

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*\*Buffet Service Runs 1 Hour\**

# Dinner Entrées

May be Served Buffet Style or Plated.

Each Buffet Includes:

Choice of Salad (Seasonal Fruits May Include Additional Upcharge)

Choice of Two Sides

Tuscan Bread

Assorted Dessert

Iced Tea, Iced Water, Coffee, Hot Tea & Decaf

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Buffet with Single Entrée Selection

\$18

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Buffet with Two Entrée Selection

\$20

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\*Buffet Service Runs 1 Hour\*

# Chicken Entrées

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## Moroccan Chicken

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Seasoned Chicken Breast Braised with Seasonal Vegetables & House Moroccan Spice Blend

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## Chicken Marsala

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Seasoned Grilled Chicken Breasts topped with House Made Marsala Sauce

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## Tuscan Chicken

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Seasoned Grilled Chicken Breasts Braised in Artichoke Hearts, White Beans, Diced Onions, Fresh Tomatoes, Parmesan Cheese, Butter & Olive Oil

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## Mediterranean Chicken

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Seasoned Grilled Chicken Breasts topped with Sautéed Spinach, Sundried Tomatoes, Red Onion, Kalamata Olives, Olive Oil & Feta Cheese

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## Grilled Italian Chicken

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House Marinated Chicken Breasts, Grilled to Perfection

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## Tikka Masala

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Seasoned Seared Chicken Breasts Served in House Made Tikka Masala Sauce

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\*Buffet Service Runs 1 Hour\*

The logo of Elizabeth Town College is a circular seal. It features a central shield with a stylized 'E' and 'T' intertwined. The words 'ELIZABETH TOWN' are written along the top arc of the circle, and 'COLLEGE' is written along the bottom arc. The year '1899' is inscribed at the very bottom of the seal.

# Beef Entrées

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## Flank Steak with Blackberry Balsamic Reduction

Seasoned Sliced Flank Steak Served with House Made Balsamic Blackberry Reduction (Contains Butter)

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## Flank Steak with Cabernet Mushroom Sauce

Seasoned Sliced Flank Steak with House Made Cabernet Mushroom Sauce

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## Tuscan Meatballs

Meatballs Braised in Diced Tomatoes, Onions, Bacon, Artichoke Hearts, White Beans, Parmesan Cheese Butter & Olive Oil

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## Pulled Country Beef

Tender Pulled Beef Served with Beef Gravy


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## Hearty Beef Stew

House Made Beef Tenderloin Tip Stew

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The seal of Elizabeth Town College is a circular emblem. It features a central shield with a stylized 'E' and 'C' intertwined. The shield is surrounded by the text 'ELIZABETH TOWN COLLEGE' and the year '1899' at the bottom.

\*Buffet Service Runs 1 Hour\*

# Pork Entrées

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## Garlic & Herb Pork Loin

Garlic & Rosemary Rubbed Pork Loin Served with Wild Mushroom Demi-Glace

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## Memphis Pork Loin

Pork Loin Rubbed in Chef Barry's Top Secret Spice Rub & Barbecue Glaze

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## Asian Marinated Pork Loin

Pork Loin Seasoned in Citrus-Soy Marinade

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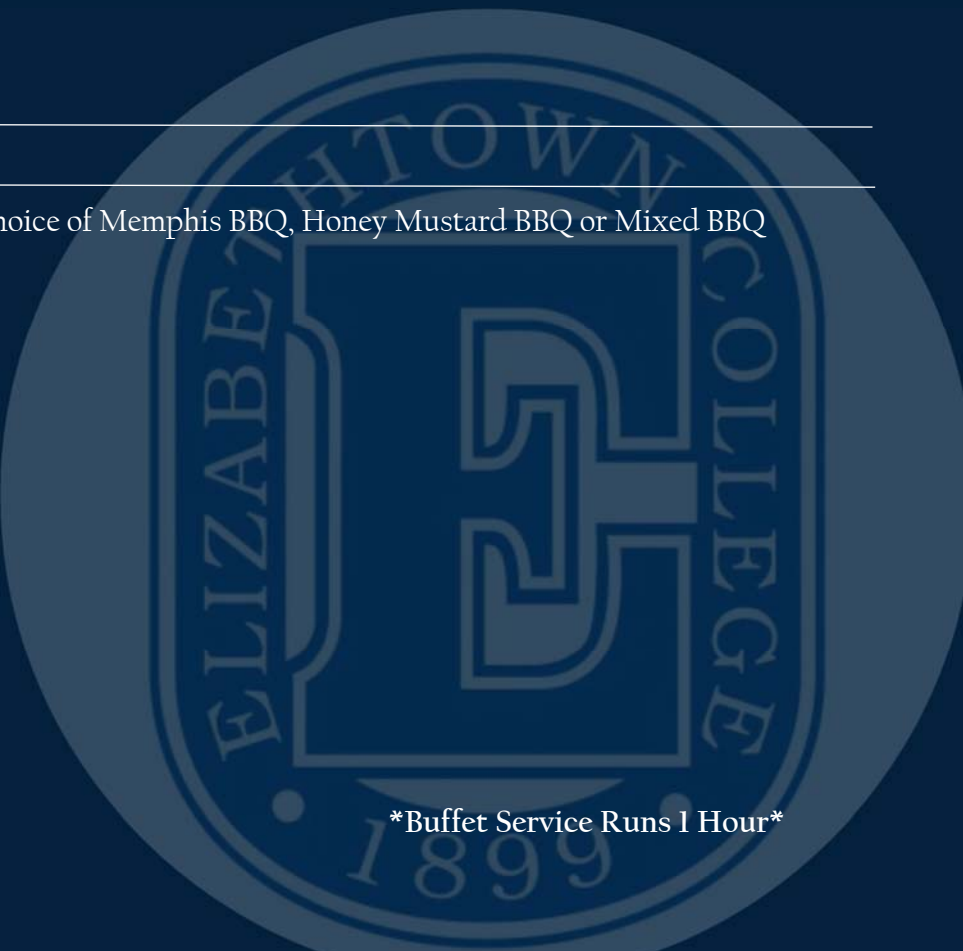
## Carnita Pork

Carnita-Style Seasoned Pulled Pork

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## Pork BBQ

Seasoned Pulled Pork Served with Your Choice of Memphis BBQ, Honey Mustard BBQ or Mixed BBQ

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\*Buffet Service Runs 1 Hour\*

# Seafood Entrées

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## Citrus Grilled Salmon

Grilled Salmon Filets Marinated in Fresh Citrus

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## Pecan Crusted Salmon

Salmon Filets Crusted in Toasted Pecans Topped with Brown Sugar Glaze

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## Honey Soy Salmon

Salmon Filets Served in House Made Honey Soy Sauce

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## Potato Crusted Cod

Flaky Baked Cod with a Potato Crust

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## Mediterranean Tilapia

Tilapia Filets Served with Fresh Diced Tomatoes, Sundried Tomatoes, Sautéed Spinach, Red Onions, White Wine & Olive Oil

The seal of Elizabeth City State University is a large, circular emblem in the background. It features a central shield with a stylized 'E' and 'S' intertwined. The shield is surrounded by the text 'ELIZABETH CITY STATE UNIVERSITY' at the top and '1899' at the bottom. The seal is rendered in a light blue color against the dark blue background.

\*Buffet Service Runs 1 Hour\*



# Pasta Entrées

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## Mushroom Ravioli with Sundried Tomato Alfredo

Mushroom Ravioli Served with House Made Sundried Tomato Alfredo Topped with Fresh Diced Tomato, Scallions & Shredded Parmesan

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## Tortellini Alfredo

Cheese Filled Tortellini Tossed in House Made Alfredo Sauce

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## Pasta Primavera with Cream & Parmesan Cheese

Chef's Choice of Pasta tossed with Seasonal Vegetables, Parmesan Cheese & Wine Cream Sauce

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## Dairy Free Primavera

Chef's Choice of Pasta with Seasonal Vegetables Tossed with Olive Oil, Garlic & White Wine

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## Penne Marinara

Penne Pasta Tossed in House Made Marinara Sauce

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## Pasta Bolognese

Chef's Choice of Pasta Served in House Made Sauce of Ground Beef, Burgundy Wine, Seasonal Vegetables & Tomato Sauce

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## Homemade Macaroni & Cheese

House Made Macaroni & Cheese

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## Lobster Macaroni & Cheese

House Made Macaroni & Cheese with Lobster & Tarragon Topped with Breadcrumbs

\*Buffet Service Runs 1 Hour\*

# Gluten Conscious & Vegans Entrées

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## Quinoa with Shiitake Mushrooms & Leeks

Quinoa Tossed in Sautéed Leeks, Garlic & Olive Oil

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## Cold Quinoa Salad

Quinoa, Diced Cucumbers, Fresh Tomatoes, Chick Peas, Feta Cheese, Lemon Zest Tossed in House Made Italian Lemon Herb Vinaigrette

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## Eggplant Roulades (Max: 50ppl)

Sliced Grilled Eggplant, Rolled & Filled with House Made White Bean & Cauliflower. Served with Sautéed Tempeh & Italian Tomato Gravy

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## Curried Cous Cous Salad

Cous Cous Tossed in House Made Toasted Curry Citrus Vinaigrette Served with Fresh Scallion & Craisins

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## South African Peanut Stew

House Made Vegetarian Stew with Red Beans, Chilis, Onions, Tomatoes & Peanut Butter

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## Grilled Vegetable Quinoa Salad

Quinoa Tossed in Seasonal Grilled Vegetables & House Made Red Wine Vinaigrette

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\*Buffet Service Runs 1 Hour\*



# Sides

Mashed Redskin Potatoes

Herb Roasted Potatoes

Roasted Sweet Potatoes

Seasonal Vegetable Blend

Whole Green Beans

Broccoli (Roasted or Steamed)

Roasted Brussel Sprouts with Onions & Bacon

Honey Roasted Baby Carrots

Sautéed Squash

Buttered Peas with Bacon & Onions

Braised Cabbage with Bacon & Onions

Jasmine Rice (Plain or Herbed)

Wild Rice

Rice Pilaf

Egg Noodles

Memphis Baked Beans

Cole Slaw



\*Buffet Service Runs 1 Hour\*

# Hot Hors d'Oeuvres

Mini Crab Cakes (Gluten Conscious)	per dozen: \$20
Louisiana Dirty Shrimp	per dozen: \$11
Salmon Cakes with Remoulade	per dozen: \$12
Chicken Brochettes	per dozen: \$9
Creamy Sundried Tomato Stuffed Mushrooms With Quinoa	per dozen: \$8
Beef Tenderloin Brochette with Horseradish Cream	per dozen \$15
Chorizo Meatballs with Lime Aioli	per dozen: \$9
Cheese Fondue with Crostini's	per guest: \$7
Buffalo Chicken Dip with Crostinis	per guest: \$8
Spinach Dip with Crostinis	per guest: \$8
Warm Brie with Berry Compote	per guest: \$8
Crab Dip with Crostinis	per guest: \$12



\*Buffet Service Runs 1 Hour\*

# Cold Hors d'Oeuvres

Fresh Fruit Display with Dip	per guest: \$6
Vegetable Display with Dip	per guest: \$5
Domestic Cheese Display with Crackers & Mustard	per guest: \$5
Hummus with Pita Points	per guest: \$4
Bruschetta with Crostinis	per guest: \$8
Smoked Salmon Platter	per guest: \$9
Shrimp Shooters with Asian Cocktail Sauce	per guest: \$7
Gazpacho Shooter	per guest: \$8
Salmon Mousse on Endive with Lemon Vinaigrette	per guest: \$8
Caprese Skewers	per dozen: \$12
Assorted Sushi	Market Price



\*Buffet Service Runs 1 Hour\*

# Desserts

## Cakes:

Carrot Cake—Triple Chocolate Torte—Peanut Butter Triple Chocolate Cake—Chocolate Truffle Torte—Lemon Bundt—Orange Cream Cake—Pumpkin Spice Cake—Angel Food Cake—Apple Spice Cake—Coconut Cake—Chocolate Mousse Torte—Rocky Road Bundt—Strawberry Cream Cake

## Cheesecakes:

Classic New York—Peanut Butter—Chocolate—Marble—Pumpkin—Lemon—Blueberry—Cherry—Strawberry—Apple—Raspberry

## Pies:

Cherry—Apple—Apple Caramel—Blueberry—Chocolate Mint Cream—Peanut Butter—Peach—Pecan—Fruits of the Forest—Chocolate Mousse—Pumpkin—Salted Caramel Apple—Lemon Meringue—Coconut Cream

*Sugar Free Pies:* Apple—Cherry—Chocolate Cream—Coconut Cream

## Cookies, Brownies & More:

Brownies—Gourmet Brownies—Turtle Brownies—Mint Brownies—Blondies—Lemon Bars—Baklava—Rice Krispies Treats—Assorted Truffles—Rum Balls—Assorted Cookies—Chocolate Dipped Strawberries

\*Buffet Service Runs 1 Hour\*





# Meal Exchange

## Meal Exchange Menu is for Student Group Use Only

- Please Send the Catering Manager the List of Names & ID Numbers
- Students Must Bring ID to Events
- Meal Exchange Menus May Not Be Used For Snacks

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<b>Taco Night</b>	<b>\$6</b>
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Seasoned Ground Beef, Diced Tomatoes, Shredded Lettuce, Salsa, Sour Cream, Shredded Cheddar Cheese with Hard & Soft Taco Shells

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<b>Pasta Bar</b>	<b>\$6</b>
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Spaghetti, Marinara Sauce, Meatballs, Tuscan Bread & Garden Salad

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<b>Nacho Bar</b>	<b>\$6</b>
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Corn Chips, Chili, Nacho Cheese, Shredded Cheddar Cheese, Sliced Scallions, Jalapeños, Diced Tomatoes, Sour Cream & Flame Roasted Corn Salsa

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<b>Lunch Lady Special</b>	<b>\$6</b>
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Sloppy Joes, Baked Macaroni & Cheese & Steamed Broccoli

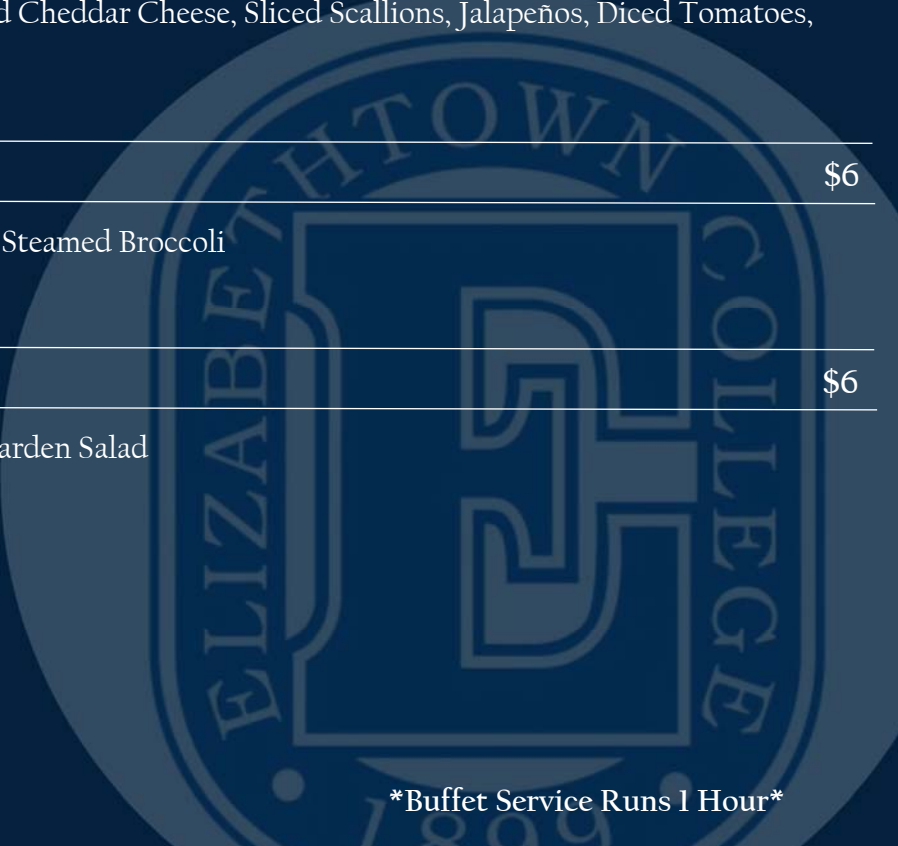
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<b>Pizza Party</b>	<b>\$6</b>
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Pepperoni, Cheese & Veggie Pizza with Garden Salad

\*Buffet Service Runs 1 Hour\*

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