

# Dickinson State University

Catering By:



## **Planning your event**

We pride ourselves in being able to meet everyone's catering needs. The Following steps will help through the process of organizing your special function.

## **Arranging and reserving a date**

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information such as location, number of guests, time of the function and menu selection, need to be decided at least ten business days before the function. You may contact the catering department at 701-483-2014.

## **Late Charges**

**A late charge of \$50.00 will be assessed for any event booked with less than three days notice. Any other changes made once the event has been confirmed, less than three days prior to the event will be charged \$50.00.**

## **Reserving the room**

Whether the event is to take place on campus or off, the location needs to be reserved before we deliver. Tables, chairs and other equipment need to be arranged by you by contacting the events office 701-483-2128 for on campus events. When reserving the time please allow three hours for setup and two hours for cleanup time. Requests for room setups including tables for the food should be made at this time.

## **Contact the catering office**

At least ten days before your event, contact the catering office at 701-483-2014. Some arrangements can be made by the phone; others require an appointment with the catering director. The office hours are Monday through Friday 8:00 am to 4:30 pm. Our fax number is 701-483-2031.

After we have finalized all the details of your special event, you will receive a event order form. Please carefully review all information on this event order form for accuracy and completeness.

## **Changes / Guarantees / Cancellations**

All cancellations and / or changes referring to the menu, count, and event arrangements must be confirmed three business days prior to the event. Any event that is not cancelled

within this time frame may be subject to a service charge and / or costs incurred. If you do not contact us with a final count within three business days prior to the event, we will prepare for the estimated number and charge accordingly. On the final billing, you will be charged for not less than 95% of the guaranteed number or actual attendance, whichever is greater. We will prepare and set for 5% over your count to cover guests who did not confirm with you. Carry out is not allowed due to health regulations.

## **Service times**

Beginning and ending times of service will be determined at the time of booking the event. We generally expect a lunch to last approximately 1 ½ hours and 2 hours for a dinner. Addition cost will be incurred if the time limit is exceeded. These additional costs will be passed on to the customer. If events are scheduled on legal holidays, additional labor costs will be passed on to the customer. Prices may vary during days when the University is closed or on break.

## **Linen**

As a standard, we provide tablecloths, napkins, and table skirting for all food and beverage tables. There may be an additional charge for extra linen if requested.

## **Delivery Fees**

**The delivery charges for events at Dickinson State University are as follows:**

**Main campus between 7:30 AM to 7:00 PM, \$15.00, before 7:30 AM or after 7:00 PM \$25.00.**

**Any Delivery made off Main Campus \$30.00.**

## **Non-Dickinson State University functions**

All non-Dickinson State University events will be invoiced by Sodexo within one week following the event. Payment terms are net 20 days. Payment must be made to Sodexo.

All non-Dickinson State University events are subject to all city and state taxes unless a Certificate of Sales Tax Exemption is received prior to the event.

## **Dickinson State University events**

Invoices will be sent within one week of the event.

# **BREAKFAST**

## **Continental # 1**

Coffee (with cream and sugar)  
Chilled Fruit Juice  
Assorted Pastries

## **Continental # 2**

Coffee (with cream and sugar)  
Chilled Fruit Juice  
Assorted Pastries  
Sweet Breads

## **Continental DeLuxe**

Coffee (with cream and sugar)  
Chilled Fruit Juice  
Assorted Pastries  
Sweet Breads  
Sliced Seasonal Fruit Tray

## **Bagel Continental**

Coffee (with cream and sugar)  
Chilled Fruit Juice  
Assorted Bagels  
Assorted Cream Cheese  
Sliced Seasonal Fruit Tray

## **Country Breakfast Buffet**

Choice of one of the following:

Scrambled eggs	Frittata
Pancakes	Omelets
French toast	Waffles

Breakfast also includes:

Your choice of Bacon, Sausage Links, Sliced Ham or Sausage Patties

Along with: Chef's Choice of Potato

Fresh Fruit Platter  
Coffee (with cream and sugar) and Chilled Fruit Juice

## **Luncheons**

### **Sandwich Buffet**

#### **Build your own!**

Assorted Deli Meats

Cheese tray

Deli Breads

Sliced Tomatoes, Onions and Leaf Lettuces

Deli Salads

Cookies

Beverage

### **BLT Wrap**

Smoked bacon, diced tomatoes, lettuce, and mayo wrapped up in a tomato tortilla.

### **Grilled Chicken Sandwich**

A marinated chicken breast grilled to perfection and served with sliced tomato and lettuce on a Kaiser roll.

### **Club Sandwich**

Sliced turkey breast, smoked bacon, Swiss cheese and tomato all served on your choice of white or wheat bread.

### **Chicken Caesar Wrap**

A classic salad all wrapped up in an herb tortilla.

### **French Dip**

Thinly sliced roast beef piled high on a hoagie and served with Au Jus.

### **Croissant Club**

Sliced turkey breast, smoked bacon, Swiss cheese and tomato served on a croissant.

### **Deli Wrap**

Sliced ham, turkey and shredded mozzarella wrapped in a herbed tortilla with lettuce and smothered with creamy honey mustard.

### **Turkey Club Wrap**

Sliced turkey, Monterey Jack cheese, crumbled bacon, diced tomato, leaf lettuce and ranch dressing all wrapped in a tomato tortilla.

### **Grilled Porto Bella Mushroom Sandwich**

Spiced grilled Porto Bella Mushroom, sliced provolone cheese, sauté peppers and onions.

**\*All sandwiches are served with your choice of salad (pasta, potato or fruit) chips, a pickle and beverage.**

## **Salads**

### **Chicken Caesar Salad**

Sliced chicken breast, Romaine lettuce, shredded parmesan and croutons tossed in Caesar dressing.

### **Sizzling Fajita Salad**

Your choice of marinated chicken or beef on top of a plate of mixed greens with sliced onions, green and red peppers, diced tomatoes and salsa-ranch dressing.

### **Taco Salad**

Taco meat, chopped lettuce, black olives, shredded cheddar cheese, diced tomatoes, scallions, sour cream and salsa, served in a crispy tortilla bowl.

### **Lemon Dill Seafood Salad**

Shrimp and crab salad with diced cucumbers, tomatoes, capers and dill dressing served on a bed of baby greens.

### **Pasta Primavera Salad**

Pasta and seasonal vegetables served in honey mustard dressing

### **Chef's Salad**

Tossed greens, julienne turkey and ham, Swiss and cheddar cheese, tomato and hard boiled eggs, served with your choice of dressing.

### **Chicken Salad in a Cantaloupe Ring**

Diced chicken, honeydew, cantaloupe, grapes and nuts tossed in a curry mayonnaise dressing and served in a cantaloupe ring.

### **Fresh Fruit Plate**

Select seasonal fruits, cottage cheese or yogurt and muffins.

\*All salads will be served with breadsticks or dinner roll, cookies or bars and choice of beverage.

# Dinner

## **Stuffed Pork Tenderloin**

Pork tenderloin stuffed with assorted mushroom or dried fruits with a sauce, served with oven roasted new potatoes and chef's vegetables.

## **Pork Loin**

Seasoned pork loin with Dijon mustard sauce, served with garlic mashed potatoes and your choice of vegetables.

## **Stuffed Pork Chop**

Pork chop filled and an herb stuffing

## **Stuffed Chicken Breast**

Tender chicken breast stuffed with your choice of goat cheese and basil or red onion and red and green peppers, served with wild rice and your choice of vegetables.

## **Bacon Wrapped Stuffed Chicken Breast**

Tender chicken breast stuffed with assorted mushroom and wrapped with smoked bacon, with a light mustard sauce, served with wild rice and your choice of vegetables.

## **Chicken Alfredo**

Sliced chicken served with pasta and Alfredo sauce

## **Mediterranean Chicken**

A breast stuffed with shredded cheese, spinach, garlic, and black olives covered with a rich tomato basil sauce.

## **Dijon Chicken**

An herbed chicken breast served with a honey Dijon sauce, garnished with pecans.

### **Beef Tenderloin**

Beef tenderloin roasted with cornichon tarragon sauce, served with lemon bulgur timbales and winter vegetables.

### **Beef Tenderloin Southwestern**

Beef tenderloin with a southwestern-style sauce, served with garlic mashed potatoes and tarragon green beans.

### **Prime Rib**

Slow cooked, cooked medium rare and served with Au Jus

### **Roast Beef Au Jus**

Sliced roast beef served with natural juices.

### **Salmon with Bourbon Sauce**

Salmon sprinkled with chopped shallots, lemon juice, white wine, salt and pepper topped with bourbon sauce, served with wild rice and asparagus.

### **Steamed Salmon**

Salmon steamed with sweet onion and fennel, served with wild rice blend and your choice of vegetable.

### **Traditional Lasagna**

Layers of pasta, meat sauce and cheeses

**\*All meals will be served dinner salad, breadsticks or dinner roll, choice of vegetable, potatoes and choice of beverage.**

## Trays and Platters

### **Vegetable Crudites**

Fresh seasonal vegetables artistically arranged, served with dip

### **Fresh Fruit**

Assorted fresh fruit in season

### **Fresh Fruit and cheese**

Seasonal fresh fruit, assorted cheese and crackers

### **Gourmet Meat and Cheese**

Assorted cheeses accompanied with a variety of sliced meats and crackers

### **Dried Fruit and Nuts**

An array of dried fruits and mixed nuts

### **Gourmet Cheese Platters**

Select from an assortment of premium domestic and imported cheeses

## Hors D'oeuvres

### **Smoked Salmon Canapés**

### **Crab Dip with Baguette**

**Crab and Artichoke Dip with Baguettes and Crackers**

### **Cocktail Sausages**

### **Barbecued Meatballs**

### **Tortilla Chips and Salsa**

### **Potato Chips and Dip**

### **Chicken Drumsticks**

### **Mini Quiche**

### **Bacon Wrapped Water Chestnuts**

### **Finger Sandwiches**

### **Prosciutto Wrapped Asparagus**

### **Cocktail Shrimp**

**Cajun Chicken Bits with Jalapeno Mayo Sauce  
Fruit Kebobs  
Pastry Wrapped Sausage with Dijon Mustard**

## **Beverages**

**Coffee, per gal  
Decaf Coffee, per gal  
Hot Chocolate, per gal  
Ice Tea, per gal  
Orange Juice, per gal  
Canned Sodas, per can  
Bottled Sodas, per bottle  
Apple Cider, per gal  
Hot Apple Cider, per gal  
Punch, per gal  
Ice Cream Punch, per gal  
Lemonade, per gal**

## **Pastries**

**Muffins, per doz.  
Cake Donuts, per doz.  
Raised Donuts, per doz.  
Danish, per doz.  
Cinnamon Rolls, per doz.  
Caramel Rolls, per doz.  
Cookies, per doz.  
Bars, per doz.  
Quick Breads, per doz.  
Bagels with Cream Cheese, per doz**

