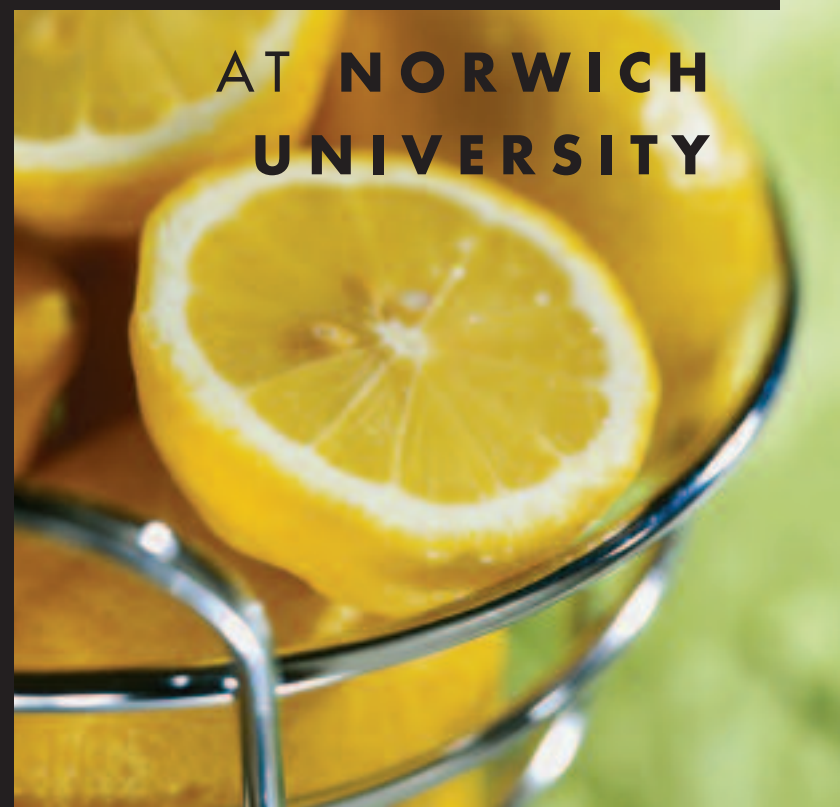




C A T E

R I N G



AT **NORWICH**
UNIVERSITY



Our Menu

WELCOME LETTER

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BEVERAGES

PLANNING YOUR EVENT


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

From basic coffee services to outdoor events of unlimited numbers, our goal is to provide you with a full range of quality and innovation catering services backed by a diverse, service oriented staff and a wide range of resources available from our international network.



As a catering service our main function is food! Our trained professional staff is dedicated to providing the highest level of catering services. The quality of your food however, does not rest upon the chefs alone. Every member of the catering department receives monthly training on food and beverage services, as well as day to day experience on the job.



This brochure provides you with fresh, contemporary menus. However, this represents only a starting point. Our commitment is to customize and create whatever is required to provide your guest with an unforgettable experience.

We look forward to the opportunity to work with 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.

EARLY RISER

An assorted pastry basket of Danish, donuts and muffins, and a bottled juice assortment of orange, apple and cranberry

EYE OPENER

An assorted pastry basket of Danish, donuts and muffins, and a bottled juice assortment of orange, apple and cranberry and an assortment of fresh, seasonal sliced fruit

SUNRISE START

An assortment of bagels and scones with accompaniments of fruit yogurt with granola, a bottled juice assortment of orange, apple and cranberry and an assortment of fresh, seasonal sliced fruit

MORNING BREAKS A LA CARTE

Cereal with milk
Seasonal fresh fruit salad
Seasonal whole fresh fruit
Seasonal fresh cut fruit

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

SUNRISE BREAKFAST

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

ENTRÉES

- Assorted quiche (serves 6)
- Ham and potato frittata
- Lo-carb breakfast
- Scrambled eggs
- Bacon
- Ham steak
- Sausage links
- French toast
- Waffles
- Pancakes
- Home fried potatoes
- Yougurt with granola

BEVERAGES

- Iced tea
- Lemonade
- Assorted canned soft drinks
- Assorted bottled juices
- Bottled water
- Fresh brewed coffee
- Fresh brewed decaffeinated coffee
- Hot water for tea (includes decaffeinated)
- Hot chocolate
- Hot or cold cider
(seasonal; one gallon minimum)

BAKERY A LA CARTE, PER DOZEN

- Assorted bagels with condiments
- Assorted donuts
- Croissants
- Danish
- Sticky rolls
- Assorted scones
- Fruit breads
- Biscuit
- Biscotti
- Assorted muffins

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHES (5 GUESTS MINIMUM)

Our signature gourmet sandwiches can be prepared to suit your event. We package these to go with you. They can be preset along with beverages and dessert to keep your program on time or they can be served buffet style.

ALBUQUERQUE CHICKEN

Chicken sandwich with a southwest flair served with side salad of the day, condiments, potato chips, cookies or brownies and a soda or a bottled water

BISTRO GRILL

Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on focaccia bread with Side salad of the day, condiments, potato chips, cookies or brownies and a soda or a bottled water

GRILLED VEGETABLE BAGUETTE

Grilled vegetables with provolone cheese on a baguette with side salad of the day, condiments, potato chips, cookies or brownies and a soda or a bottled water

GRILLED PORTOBELLO ON FOCACCIA

Grilled Portobello mushroom sandwich with provolone cheese served with side salad of the day, condiments, potato chips, cookies or brownies and a soda or a bottled water

SWEET BEEF

Roast beef with caramelized onion and Dijon mayonnaise on a baguette served with side salad of the day, condiments, potato chips, cookies or brownies and a soda or a bottled water

ITALIAN SANDWICH

Salami, ham, provolone, roasted red peppers on Italian bread with garlic mayonnaise served with side salad of the day, condiments, potato chips, cookies or brownies and a soda or a bottled water

TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream cheese on a flour tortilla, served with side salad of the day, condiments, potato chips, cookies or brownies and a soda or a bottled water

PICNIC LUNCH

Assorted deli sandwiches on a roll or choice of sliced bread, featuring tuna, roast beef, turkey breast, ham and swiss, condiments, potato chips, cookies or brownies and a soda or bottled water

EXPRESS LUNCHES



LUNCHEON SALADS

LUNCHEON SALADS (5 GUESTS MINIMUM)

Our signature specialty salads can be prepared to suit your event. We can package these to go with you. They can be pre set along with beverages and dessert to keep your program on time. If you're planning a more formal luncheon, let us serve you in style. All luncheon salads include a dinner roll with butter, cookies or a brownie, choice of a soda or water.

CHEF SALAD

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

CAESAR SALAD

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

- Add grilled balsamic chicken breast
- Add beef strips

FRUIT AND COTTAGE CHEESE

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

CHICKEN FAJITA SALAD

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

ANTIPASTO SALAD

Cubed salami, ham, sliced olives diced tomatoes, cubed provolone cheese, tossed with fresh greens spices and a red wine vinaigrette dressing.

THAI BEEF AND NOODLE JAZZ SALAD

Lime marinated beef tossed with lo mein noodles, Chinese cabbage, fresh spinach, basil, mint and peanuts served over a bed of baby greens and with Thai dressing.

TRI-SALAD COMBO

A special mixture of fresh greens topped with a choice of; chicken salad, egg salad or tuna salad and served with your choice of dressing.

VEGETARIAN HUMMUS PLATE

A traditional hummus served with black olives, carrot and celery sticks and pita wedges

LUNCHEON SALADS



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

SPECIALTY BUFFETS (15 GUESTS MINIMUM)

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

SLICERS DELI BUFFET

Sliced roast beef, ham, turkey, American, Swiss, provolone and hummus, accompanied by pasta salad, assorted breads and rolls, with lettuce, tomato, pickles, onion, condiments, potato chips, cookies or brownies, soda and bottled water

OPTIONS

(please choose one)

- Pasta salad, potato salad, garden salad and Caesar salad.

SALAD BUFFET

Seafood salad, chicken salad, tuna salad, egg salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings all accompanied by assorted breads and rolls, condiments potato chips, cookies or brownies, soda and bottled water

CAESAR BAR

Romaine lettuce tossed with parmesan cheese, croutons, and Caesar dressing served with rolls and butter, cookies or brownies, soda and bottled water

OPTIONS:

- Add grilled chicken, grilled flank steak, grilled shrimp or grilled salmon

ROMA ITALIAN

Mixed green salad with Italian dressing and antipasto. Choice of two penne, tri color rotini or rigatoni with marinara sauce and meat sauce. Served with breadsticks, butter, shredded parmesan cheese, Italian cookies, soda and bottled water

OPTIONS:

- Add alfredo or pesto sauce
- Add eggplant parmesan, cheese ravioli, chicken parmesan or lasagna

B U F F E T S



MOVABLE FEASTS

MOVABLE FEAST (15 GUESTS MINIMUM)

The following feasts have been created with distinctive themes for your event planning convenience all at lunch or in the evening.

BASIC BBQ

Hamburgers, hot dogs, veggie burgers, sliced cheese, choice of potato salad, macaroni salad, coleslaw, lettuce, tomato, pickles and onions, condiments, potato chips cookies or brownies and assorted cold beverages.

BBQ ENHANCEMENTS

To make your event even more special, enhance your basic BBQ with the following options:

- Filet mignon
- Pork ribs
- Garden salad
- Chili
- Lobster
- NY sirloin
- Grilled swordfish
- Baked beans
- Corn on the cob
- Boneless chicken breast
- BBQ chicken quarters
- Tomato & cucumber salad

HOLIDAY DINNER

Roast turkey with whipped potatoes and gravy, country stuffing, corn, cranberry sauce, rolls and butter. Tossed garden salad with lettuce mix tomatoes, cucumbers, red onions and croutons with your choice of two dressings. Served with pumpkin pie, coffee decaffeinated coffee and hot tea.

FAJITA BAR

Choice of two; chicken, grilled flank steak, shrimp or vegetable fajitas with warm flour tortillas accompanied with Spanish rice and traditional toppings with cookies, brownies and assorted cold beverages.

PIZZA

16 inch Pizzas traditional cheese

Add additional toppings

- Cheese
- Pepperoni
- Sausage
- Mushrooms
- Onions
- Peppers
- Bacon
- Ham
- Pineapple

C L A S S I C S



CULINARY CLASSICS

For an event that requires a more formal atmosphere we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, hot tea, iced tea and choice of dessert

BEEF

FILET MIGNON

Beef Tenderloin filet with your choice of sauce

STEAK AU POIVRE

Delicious beef tenderloin served with a classic brandy sauce with green peppercorns

SEAFOOD

SHRIMP SCAMPI

Shrimp sautéed with fresh herbs and garlic serve over basil orzo

BAKED COD

Baked filet of cod topped with herb bread crumbs

POULTRY

CHICKEN PICCATA

Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers

CHICKEN SORRENTO

Boneless breast of chicken lightly breaded with prosciutto and eggplant topped with a light tomato sauce

ROSEMARY CHICKEN

Chicken breast with rosemary and garlic

ITALIAN CHICKEN

Boneless breast of chicken seasoned with Italian marinade and grilled

BROILED SALMON WITH DILL BUTTER

Salmon fillet broiled to perfection served with dill butter

ALMOND COCONUT TILAPIA

Baked tilapia filet crusted with coconut, almonds and Cuban seasonings

PORK

SOUTHWESTERN GLAZED PORK LOIN

Carved and served with a zesty chipotle pepper sauce

PORK TENDERLOIN

Sliced tenderloin of pork dressed with a savory Dijon sauce

VEGETARIAN

VEGETABLE NAPOLEON

Napoleon with Portobello mushroom, eggplant, peppers, zucchini and yellow squash

CHEVRE, ORZO AND BASIL STUFFED PORTOBELLO

Portobello mushroom caps stuffed with chevre cheese, tri colored orzo and fresh basil

VEGETARIAN LASAGNA

Lasagna noodles layered with fresh ricotta mozzarella and parmigian cheese topped with marinara sauce

C L A S S I C S



MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals included on salad, one vegetable, one starch and one dessert.

SALADS

TOSSED GARDEN SALAD

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

CAESAR SALAD

Romaine lettuce with parmesan cheese, garlic croutons and creamy caesar dressing

FRESH MESCLUN

Fresh mesclun greens garnished with cherry tomatoes, Bermuda onions and topped with balsamic vinaigrette

FRESH MOZZARELLA

Fresh mozzarella and tomato and fresh basil with garlic vinaigrette

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 cous cous
- Basil orzo
- Risotto with mushrooms
- Fresh broccoli spears
- Asparagus spears (seasonal)
- Fresh zucchini with garlic and basil
- Green beans with almonds
- Carrots vichy
- Baby carrots

CAKES

- Chocolate cake
- Carrot cake
- Black forest cake
- German chocolate cake
- Angel food cake with season berries
- Cheese cake with seasonal berries
- Carrot cake with cream cheese frosting
- Bread pudding
- Apple pie
- Blueberry pie
- Boston cream pie
- Pumpkin pie



FINISHING TOUCHES

DESSERT BARS, BY THE DOZEN

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

- Chocolate brownies
- Marble brownies
- Lemon bars
- Seven layer bars
- Marshmallow krispies
- Raspberry ribbon brownies

COOKIES, BY THE DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Chocolate chocolate chip
- Macaroons
- Assorted biscotti

SNACKS, PER PERSON

- Popcorn
- Potato chips
- Pretzels
- Mixed nuts
- Granola bars
- Power bars

ICE CREAM SUNDAE BAR, 25 GUEST MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla, chocolate or strawberry

Select two sauces from the following:

- Chocolate
- Hot fudge
- Butterscotch

Select 3 from the following toppings:

- Walnuts
- Sprinkles
- Crushed oreos
- Cherries
- Granola
- Whipped topping
- M & M's

ASSORTED DIPS, PER PERSON

Served with crackers or chips

- Spinach and artichoke dip
- French onion dip
- Garden vegetable dip
- Ranch dip
- Crab dip

FINISHING TOUCHES



TRAYS AND DISPLAYS/CARVING STATIONS/HORS D' OEUVRES

TRAYS AND DISPLAYS, SMALL (25- 45) MEDIUM (50-75), LARGE (75-100)

- Crudités and dip
- Cheese and crackers
- Fresh seasonal fruit and cheese
- Smoked salmon with condiments
- Tea sandwiches with assorted fillings: (Select 2,3 types)
tuna salad, egg salad,
chicken salad, seafood salad
- Fresh seasonal fruit

CARVING STATION, PER PERSON

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces.

Carving station comes with your choice of:

- Roast turkey gravy
- Mustard and maple glazed ham
- Roast pork loin
- Roast top round of beef with au jus
- Roast tenderloin of beef

HORS D' OEUVRES, PER PERSON

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

HOT

- Spanakopita
- Honey drizzled chicken drumettes
- Fried chicken tenders
- Coconut shrimp
- Eggrolls
- Vegetable spring rolls
- Stuffed mushrooms
- Scallops wrapped in bacon
- Pot stickers
- Honey ginger chicken satay
- Crab cakes
- Vegetable in phyllo
- Mini quiche

COLD

- Vegetarian sushi roll
- Shrimp cocktail
- Cantaloupe wrapped in prosciutto
- Skewered fruit with yogurt dressing
- Salmon pinwheel
- Tomato, mozzarella and basil crostini

HORS D' OEUVRES
TRAYS AND DISPLAYS
CARVING STATIONS



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, 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 via phone.



Reserving a Location

Whether the event is to take place on campus or off the location reservation needs to be confirmed before we will deliver. Tables, chairs, and other equipment will need to be arranged by you through facilities operations, they can be reached at 802-485-2148. When making the reservation, please include tables and trash cans needed that dining services will be using.





Planning Your Special Event

Contact the catering office

At least ten days before the event, contact the catering office at 802-485-2296 or 2297. Some arrangements can be made by phone or email; others require an appointment with the catering director. This is the time for a thorough discussion of all specifics 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. After we have finalized all the details of your special event, you will receive a function sheet to be signed and sent back to us. All cancellations and final changes, including the customer guarantee count and payment, must take place at least three business days prior to your function. Charges will be incurred if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the three of business days allowed, we will prepare for the estimated number and charge accordingly.



Event confirmation and guarantees

A guarantee is required three business days before your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled you are responsible for contacting the catering department and canceling the event. You will be liable for 75% of you food bill for any event that is not cancelled within three business days and confirmed in writing by the customer.





Planning Your Special Event

Payment

All catered functions must have a secured payment before they occur. We accept Visa, MasterCard, American Express, cash, check and departmental accounts are all valid payment methods.

Non – university related groups are required to make a deposit of 75% one week prior with the balance due at the conclusion of the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.



Delivery fees

There is no delivery fee for catering services with in Wise Campus Center. Deliveries outside the building will be subject to a \$25 charge.



Alcohol policy

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. Sodexo reserves the right to refuse service of alcoholic beverages to any person. All personnel have completed the Tips training program for service.




Alcohol service/policy

All necessary bar items except the alcohol are provided with this charge, including nonalcoholic beverages, napkins and plastic cups. An additional charge for glasses will apply. We recommend at least one bartender for every 75-100 guest for beer and wine service. For additional bartenders there will be a charge of \$18 per hour.




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 \$18 per attendant for five hour minimum will be applied. We recommend that you have an attendant for all receptions and breaks for every 75 guest.

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. We can provide this for you at an additional charge.

Floral charges



We will be happy to order, receive and handle specific floral arrangements for you. For decorative requests an additional fee will be determined in accordance with your specific needs.



Planning Your Special Event



Linens and skirting

We will provide linens and skirting for food and beverage tables at no charge. If you would like linen to be placed on guest's tables for receptions, breaks, meeting tables and boxed lunches there will be a \$4.50 fee for each tablecloth, and \$15.00 per skirt. The same applies to registration tables, name tag, head tables and any additional table that will not be directly used for setup. Skirting can be done on any table not exceeding one inch in thickness. We can also provide napkins to meet your color scheme for \$.50 each. Specialty linens are available upon request for an additional charge.



Late and minimum charges

A late charge of \$50 will be assessed for any event booked with less than 72 hours notice.



Food removal policy

Due to health regulations, it is the policy of Sodexo Campus 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.

