

# *Catering*



## *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 14 day advance notice for food orders, and 36 hour notice for snacks and beverages not including weekends. 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: type of event with service needs (served/buffet, drop off/waited, etc.); 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 3 days in advance. Events will be billed at the guaranteed number or the actual number served, whichever is greater.

Orders placed without 48 hour notice may be subject to a 20% service up-charge.

All delivered events will be subject to a \$15.00 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. This is at the discretion of the Catering Manager.

Should your event exceed \$100, an authorization signature is required prior to the event.

Sodexo must retrieve all catering equipment. If you move any equipment from the delivery location, please immediately notify the catering department. Any catering equipment not recovered will be billed to your order.

### **Additional Services**

There may be an added labor charge for events scheduled to begin before 8:00 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 plastic ware unless otherwise specified. China and linen service is available at an additional cost. Flowers and/or special decorations can be provided for an additional charge as well. Special equipment rental or professional attendants are available at an additional rate with 72 hour notice.



## *Rise and Shine Breakfast Menu Selections*

Minimum of 12 guests. All prices include delivery, set-up & disposable paper goods.

<b>Continental Breakfast</b> Assorted Breakfast Pastries, House Coffee, Orange Juice	<b>\$5.55</b>
<b>Continental Deluxe Breakfast</b> Assorted Breakfast Pastries, Seasonal Fresh Cut Fruit, House Coffee, Orange Juice	<b>\$7.05</b>
<b>Bagel Continental Breakfast</b> Assorted Bagels, Cream Cheese, House Coffee, Orange Juice	<b>\$6.55</b>
<b>A Healthy Start</b> Seasonal Fresh Cut Fruit, Bagels with Cream Cheese, Assorted Low Fat Yogurts, House Coffee and Orange Juice	<b>\$7.25</b>
<b>Breakfast Burrito Buffet</b> Flour Tortillas with Your Choice of Bacon, Ham, Sausage, Vegetable Mix & Scrambled Eggs. Salsa, Cheese. Served with Hash Browns and Assorted Pastries, Cut Fruit & House Coffee & Orange Juice	<b>\$7.80</b>
<b>All American Breakfast Buffet</b> 2 Fluffy Scrambled Eggs, Hash Browns, Bacon & Sausage, Biscuits & Gravy Fresh Seasonal Cut Fruit, House Coffee, Orange Juice	<b>\$8.25</b>



## *Rise and Shine Breakfast a la Carte*

Minimum of 12 guests. All prices include delivery, set-up & disposable paper goods.

<b>Breakfast Burrito</b> Choice of Meat – Sausage, Bacon, Ham or Vegetable Mix with Scrambled Eggs. They are then rolled in an 8" Flour Tortilla With Cheddar Cheese and served with Salsa.	<b>\$4.25</b>
<b>Ham, Egg &amp; Cheese Croissant</b> Smoked Ham or Sausage, American cheese with a Fresh Egg Patty Served on a Buttery Croissant.	<b>\$4.20</b>
<b>Bacon, Egg &amp; Cheese Biscuit</b> Crisp Bacon, American cheese & an Egg Patty served on A Butter Milk Biscuit.	<b>\$4.05</b>

## *Rise and Shine Breakfast Goodies*

Minimum of a dozen

All prices include delivery, set-up & disposable paper goods.

<b>Home baked Cinnamon Rolls smothered w/ yummy White Icing</b>	<b>\$11.30</b>
<b>Bagels with Cream Cheese, Butter, and Preserves</b>	<b>\$10.80</b>
<b>Assorted Muffins</b>	<b>\$ 9.80</b>
<b>Assorted Turnovers</b>	<b>\$ 9.30</b>
<b>Biscuits with Butter, and Jelly</b>	<b>\$ 8.80</b>
<b>Yogurts (assorted flavors)</b>	<b>\$ 2.05</b>

## *F.I.S.D. Lunch Buffets*

All prices include delivery, set-up & disposable paper goods. All  
Selections include  
Ice Tea, Salad, and bread if noted.

Minimum 12 guests.



### **Pasta Bar**

**\$8.25**

Choice of one our famous Pasta Casseroles (Spaghetti, Chicken Spaghetti, Meat, Cheese or Vegetable Lasagna, Chicken Alfredo) Served with Garlic Breadsticks And a Tossed Green Salad. 2 Freshly baked cookies per person for dessert

### **Taco Bar**

**\$8.25**

Seasoned Beef accompanied with Spanish rice & Refried Beans, Crispy Chips, Salsa, Sour Cream, Cheddar Cheese, Shredded Lettuce & Diced Tomatoes Add \$0.50 for Guacamole pp.  
2 Freshly baked cookies per person for dessert

### **Baked Potato Bar**

**\$8.25**

Large Idaho Potato, Sour Cream, Whipped Margarine, Cheddar Cheese  
Choice of Hot Toppings:  
Texas Chili, Bacon, Diced Ham or Fajita Chicken.  
Green Tossed Salad with Ranch Dressing  
2 Freshly baked cookies per person for dessert

### **Sandwich Bar**

**\$8.25**

Deli Cut Slices of Ham, Oven Roasted Turkey and Tuna are accompanied By American Yellow Cheese and Swiss cheese. The set up includes an Assortment of traditional breads, condiments & individual bags of chips.  
2 Freshly baked cookies per person for dessert

### **Soup and Deli Bar**

**\$9.25**

Add a hot soup to the above

### **Soup, Salad, and Deli Bar**

**\$10.25**

Add a hot soup and a Tossed Green Salad

Soup Choices are: Homestyle Chicken Noodle, Tomato Bisque, or Vegetarian Vegetable

## ***F.I.S.D Boxed Lunches***

All prices include delivery Beverages are available at an additional charge

- The Basic Bag** **\$6.05**  
Sandwich Assortment served on wheat bread or white bread. Served With Potato Chips, Whole Fresh Fruit, and a Cookie
- The Classic Box** **\$7.25**  
Sandwich Assortment served on your choice of Sub Roll or Croissant, Assorted Deli Breads. Served with a choice of Potato, Pasta Salad, and a Cookie
- The Wrap Bag** **\$7.30**  
Choice of our famous BBQ Chicken Wrap or Santa Fe Wrap Served with a choice of Cole Slaw, or Pasta Salad and a Cookie
- The Healthy Box** **\$7.80**  
Sandwich assortment served on your choice of Sub Roll, Croissant, Wheat bread or wrap. Served with choice of 2: Baked Chips, Baby Carrots, Italian Pasta Salad or Yogurt, and a Cookie

Sandwich Assortment consist of Ham, Turkey or Tuna Salad, unless otherwise specified



## ***F.I.S.D Entré Salads***

All prices include delivery, set-up & disposable paper goods.  
Cookies and Ice Tea.  
Minimum 12 guests

- Classic Chicken Caesar** **\$8.25**  
Grilled Chicken tossed together with fresh chopped Romaine Lettuce, Croutons and Shredded Parmesan Cheese served with our special Caesar Dressing
- Chef Salad** **\$8.25**  
Sliced Ham, Turkey and Cheddar served on a bed of mixed Greens & Topped with tomato wedges & Egg Wedges Served with your choice Of Dressing.
- Taco Salad** **\$8.25**  
Hot Seasoned Ground Beef and Refried Beans served in a Tortilla Shell Topped with Lettuce, Shredded Cheese, Diced Tomatoes, Green Onions Sour Cream and Salsa. Guacamole is available for an additional .50 pp
- Tuna or Chicken Salad (served on a Lettuce Leaf)** **\$8.25**

## ***F.I.S.D Banquets and Dinners***

All Prices include delivery, set-up, paper goods and Ice Tea and Water.  
Banquets and Dinners are served buffet style. There will be an additional charge for servers  
On the buffet line. A minimum of 20 guests is required. A guaranteed number of guests will be re  
Required one week in advance.

### ***Design your own menu***

Choose one Entrée, one side dish, vegetable or Salad and Cookies or Brownies. Tea and Water are included.  
Other desserts available at an additional cost

### ***Entrée's***

<b>Beef or Chicken Fajitas</b>	<b>\$9.25</b>
<b>Beef or Chicken Enchiladas</b>	<b>\$8.25</b>
<b>Beef Crunchy Tacos</b>	<b>\$8.25</b>
<b>BBQ Chicken</b>	<b>\$9.25</b>
<b>Oven Fried Chicken</b>	<b>\$9.25</b>
<b>Chicken Fried Steak</b>	<b>\$9.25</b>
<b>Roasted Beef Brisket with BBQ Sauce</b>	<b>\$11.25</b>

### ***Sides***

<b>Rice pilaf</b>	<b>Spanish rice</b>
<b>Roasted New Potatoes</b>	<b>Macaroni &amp; Cheese</b>
<b>Rosemary Potatoes</b>	<b>Mashed Potatoes</b>
<b>Potato Salad</b>	<b>Mashed Sweet Potatoes</b>

### ***Vegetables***

<b>Green Beans</b>	<b>Ranch Style Beans</b>
<b>Steamed Broccoli</b>	<b>Glazed Carrots</b>
<b>Sweet Corn</b>	

### ***Breads***

<b>Yeast Rolls</b>	<b>Bread Sticks</b>
<b>Cornbread</b>	<b>Home baked Biscuits</b>
	<b>Garlic Bread</b>

### ***Salads***

<b>Garden Salad</b>	<b>Cole Slaw</b>
<b>Caesar Salad</b>	<b>Spinach Salad</b>
<b>Pasta Salad</b>	

### ***Desserts***

<b>Baked Cookies</b>	<b>Fruit Pie</b>
<b>Brownies</b>	<b>Fruit Cobbler</b>



### ***F.I.S.D Platters***

All Prices includes delivery, set-up & paper goods.

	<b>Small (Serves 10)</b>	<b>Medium (Serves 20)</b>	<b>Large (Serves 30)</b>
<b>Fresh Fruit Trays</b> Sliced Seasonal Fresh Fruit	<b>\$40.00</b>	<b>\$50.00</b>	<b>\$60.00</b>
<b>Vegetables Trays</b> Crisp Garden Vegetables Served with Ranch Dressing	<b>\$30.00</b>	<b>\$40.00</b>	<b>\$50.00</b>
<b>Cheese &amp; Cracker Tray</b> Assorted Cubed Cheeses arranged With crackers	<b>\$35.00</b>	<b>\$45.00</b>	<b>\$55.00</b>
<b>Finger Sandwiches</b> Assorted finger sandwiches (Tuna, Ham, Egg, Chicken)	<b>\$25.00</b>	<b>\$35.00</b>	<b>\$45.00</b>

### ***F.I.S.D Sweet Corner***

All Prices include delivery, set-up & paper goods. Minimum 12 servings or dozen.

<b>Assorted Gourmet Cookies</b> Try our famous Otis Spunkmeyer Cookies! Chocolate Chip, Peanut Butter, Oatmeal, Sugar Cookie Macadamia Nut is \$0.50 extra per dozen	<b>\$6.25 per Dozen</b>
<b>Brownies</b> Try our chewy, chocolaty delicious brownies!	<b>\$6.25 per Dozen</b>
<b>Assorted Home-style Cakes</b> A variety of our Chocolate, Yellow, White	<b>\$2.30 per Slice</b>
<b>Assorted Home-style Pies</b>	<b>\$2.05 per Slice</b>
<b>Build Your Own Sundaes</b> Ice Cream, Chocolate Syrup, Whipped Cream Mixed Nuts Topping, M&M's Sprinkles	<b>\$3.80 per Person</b>
<b>Ice Cream Cups</b> Assorted Flavors (Vanilla, Chocolate, Strawberry)	<b>\$0.75 Each</b>



## ***Beverages***

*All beverages include delivery, paper products and sugar and creamer if applicable*

*All prices are by the gallon unless packets or bottled drinks*

<b>House Coffee, Decaf</b>	<b>\$11.50</b>
<b>Hot Tea Packets, Regular, Decaf or Herbal</b>	<b>\$ 0.75</b>
<b>Hot Chocolate Packets</b>	<b>\$1.00</b>
<b>Orange Juice</b>	<b>\$12.75</b>
<b>Fruit Flavored Punch</b>	<b>\$8.75</b>
<b>Sherbet Punch</b>	<b>\$10.75</b>
<b>Sparkling Punch</b>	<b>\$17.25</b>
<b>Lemonade</b>	<b>\$8.75</b>
<b>Ice Tea</b>	<b>\$8.75</b>
<b>Bottled Water</b>	<b>\$1.25</b>
<b>Assorted Soft Drinks (12oz)</b>	<b>\$1.25</b>

## ***Party Supplies***

*Order your supplies from us for any function at your campus, department, etc. Prices below are per dozen. Also available in bulk – please call the catering office for quantities and price breaks.*

<b>9” Regular Dinner Plates</b>	<b>\$2.00</b>
<b>9” Fancy Dinner Plates</b>	<b>\$6.75</b>
<b>6” Side Plates</b>	<b>\$1.50</b>
<b>12 oz. Soup Bowl</b>	<b>\$1.50</b>
<b>8oz. Soup Bowl</b>	<b>\$1.25</b>
<b>8 oz. Foam Cups</b>	<b>\$1.45</b>
<b>9oz Clear Cups</b>	<b>\$1.45</b>
<b>Heavy Plastic Flat Ware</b>	<b>\$1.35</b>
<b>Dinner Napkins</b>	<b>\$1.45</b>
<b>Cocktail Napkins</b>	<b>\$1.45</b>
<b>Disposable Table Covers</b>	<b>\$6.25</b>
<b>Linen Tablecloths</b>	<b>\$4.75</b>
<b>Linen Napkins</b>	<b>\$1.50 Each</b>



## ***F.I.S.D Ordering Information***

In an effort to better serve you, we have listed a variety of options from which you may choose for your event. However, please call us for a quote on any special event that you are planning.

We provide full service for your event, whether it is a small meeting or meal for a large group.

You are welcome to take any food items that are left from your event. However, you will be charged the replacement cost for any missing trays, bowls, utensils, baskets etc.

**ORDERING:** For assistance in planning your next event, contact the FISD Catering Coordinator at 830-393-5370 Ext. 21401 or by email at [catering@fisd.us](mailto:catering@fisd.us). Orders may also be placed on the fax at 830-393-5747. For requests that are beverage only items there is a minimum of delivery of 20.

**LEAD TIME & GUARANTEES:** In order to provide the best service to you, catering orders must be placed 7 days before the event. All events are booked on a first-come first serve basis.

Final guarantees for meals and large events are due 48 hours prior to your function.

**CHANGES AND CANCELLATIONS:** All changes and cancellations requested within 24 hours of an event maybe assessed a fee.