

Planning Your Event

Our professional staff will lead you through every aspect of planning your event, including our recommendations to suit particular needs and working within your budget. This guide is intended to be just that...only a guide. We will work with you to customize each and every event. We provide full service catering, both on and off campus, for events for groups of all sizes. We take ASU pride in our operation and employees to be able to meet the catering needs of any client!

Venues: It is important that you promptly make reservations for the location where your event will be held, including your needs for the room setup and tables for food and beverages. Please allow three hours for setup and two hours for clean up when reserving the space. The following contact information is for the three main campus locations for events, the Student Union, the Convocation Center, and the Fowler Center:

Convocation Center Phone: 870-972-3870

The convocation center staff will assist with room and menu planning.
Payment for events at this location will be made according to their guidelines.

Fowler Center Phone: 870-910-8115

Student Union Phone: 870-972-2056

Book your event at the student center and receive a significant discount on your space rental with the booking of a meal with us!!

Please make arrangements for the building and room of your event location to be unlocked at the time of delivery and cleanup. The room should also be equipped with the proper food service tables upon the arrival of our catering staff. We are not responsible for any table/chair set up. Please verify those needs with your facility coordinator. We cannot guarantee timely set ups and food removal unless rooms are available as requested.

Booking: Please contact the catering office at 870-972-3859 or email at thoneycutt@astate.edu as soon as you have a reserved location in the Fowler Center, the Student Union or any location except the Convocation Center. Ms. Teresa Honeycutt will schedule your event on our catering calendar and you may then call on us to make arrangements for your order. We request that all orders be placed at least 10 business days prior to your event to guarantee menu availability. We also ask that the event sheet sent to you detailing your menu and other service requests be signed and returned to us upon receipt. We suggest you visit our website at <http://dining.astate.edu> to view our catering selections. We are pleased to answer any questions you may have, assisting you with menu suggestions and special services.

Late Booking: Events arranged within 48 hours are subject to an additional 25 percent service charge. Please contact the catering office for assistance, as menu availability may be limited.

Minimum Order: The minimum order for all catering events is \$50. For orders under the minimum, you may make arrangements to pick up your order between the hours of 7am and 7pm.

Deliveries: No delivery fee will be charged for events hosted inside the Student Center, Fowler Center, or Convocation Center. Events delivered to a campus building will incur a \$20.00 delivery fee. For events off campus, a minimum delivery fee of \$35.00 will be charged.

Guarantee: Final attendance guarantees for all functions must be received by 4pm at least three business days prior to the event date. You should also notify the event coordinator at your location to ensure proper room arrangement.

China Service: ASU Catering provides standard china service for the Student Union, Convocation Center, and Fowler Center for full-service meals unless otherwise noted in the catering guide. We use a high-quality plastic for breaks, receptions, and service outside these locations. When china service is desired, an additional fee of \$2.00 per guest for full-service meals and \$1.50 per guest for breaks and receptions will be charged.

Table Linens: We provide table linens for all food service tables. Linens for guest tables are only included with full-service meals. Additional linens can be placed on non-food tables for a fee of \$6.00 per tablecloth and \$20.00 per skirt.

Water Service: For conference groups and meetings, we offer water service for conference style tables for a fee of \$1.50 per person. This includes linens for all classroom style tables, mints, and pitchers of water with plastic cups for each table.

Florals and Decorations: We decorate food service tables at all events with seasonal décor. For a rental fee of \$2.00 per arrangement, we will provide coordinating centerpieces for your guest seating tables. We are also pleased to recommend Lisa Mardis, floral designer, for your fresh flower needs or other specialty floral décor. She may be reached at 870-932-0060 and can assist you with the creation of beautiful floral displays and working within a decorating budget.

Service Time: A service time of two hours is included in all event menu pricing for groups of 50 or more guests. Attendants are provided at no additional charge for all groups of 50 or more holding hot buffet or plated functions. Events exceeding the two hour time frame may incur additional charges. If a program or speaker is a part of your event, please let us know so that we may help to plan accordingly.

Event Payments: Payment for your event must be received by our office at least 2 business days prior to your event. We accept cash, check, American Express, Visa, Mastercard, and Discover. Events paid with university funds may use interdepartmental transfers. The original IDT must be received by our office no later than 2 days prior to the event date. NON-ASU clients are required to pay a minimum of 50% of the balance due 10 days prior to the event, with the remainder due at the end of the event.

Removal of Food: Due to food safety considerations, no food may be removed by guests following any catering event. This policy is enforced for the protection of you and your guests.

Cancellations: In an effort to offer convenience, quality, and efficient services, we request a minimum of five business days notification on cancellation of any order. Cancellations made after this time may incur service charges. Those made within 24 hours of the event date will be required to pay in full.

Sunrise Selections

The following continental breakfasts are served on high quality plastic ware and are available for groups of any size.

All-American \$5.35
Assorted fresh bakery basket, orange juice, and coffee

To Your Health \$6.75
Assorted low-fat muffin basket, assorted low-fat yogurts with granola, fruit and nut trail mix, orange juice, herbal tea, and coffee

A La Carte Selections

Prized per dozen or as noted – minimum order of 1 dozen per item

Assorted bakery basket (16 items)	\$12.50	Fruit Turnovers	\$10.00
Assorted mini Danish	\$7.75	Breakfast Breads(12 slices)	\$6.25
Assorted muffins	\$4.95	Sausage & Biscuits	\$1.30ea
Mini croissants	\$9.95	Whole Fruit	\$1.30ea
Bagels with cream cheese	\$8.50	2 Biscuits & Gravy	\$2.25
Cinnamon Rolls	\$7.90	Assorted Yogurt Cups	\$1.60ea
Coffee Cakes (12 slices)	\$9.60	Fresh Fruit Tray	small \$22.50
Donuts (cake or glazed)	\$7.50		large \$39.50

Buffet Breakfasts

These menus are available for groups of 30 or more and are served on high quality plastic ware.

Early Riser \$8.25
Bacon, sausage, scrambled eggs, grits, sausage gravy and biscuits, breakfast potatoes, and assorted bakery basket with orange juice and coffee

Morning Indulgence \$9.65
Ham and cheese breakfast casserole, bacon, grits, breakfast potatoes, biscuits, fresh fruit salad, and assorted bakery basket with orange juice and coffee

Breakfast Griddle \$9.25
Grilled French toast with maple syrup, scrambled eggs, bacon, sausage, fresh fruit salad, and breakfast potatoes with orange juice and coffee

The Lunch Box

All box lunches include choice of side salad, potato chips, cookies or brownie, and soda or bottled water. For plated china service, add \$1.25 per guest and menu will include tea and water.

\$7.50

Southwestern Chicken Wrap

Tender grilled chicken breast wrapped in a soft flour tortilla with lettuce, tomato, and guacamole all drizzled with Southwestern ranch

Hot Chicken Cordon Bleu

Breaded chicken filet served hot with shaved ham, melted Swiss, lettuce, and tomato on croissant with creamy Dijon mustard

Portobello and Roasted Red Pepper

Roasted Portobello mushrooms, roasted red pepper and onion on a foccacia roll with pesto and provolone cheese

The All American

Deli sandwich with choice of hoagie or Kaiser roll with choice of turkey, roast beef, or ham. All are served with American or Swiss cheese, lettuce, and tomato

Turkey Caesar Wrap

Deli sliced roast turkey breast layered in a spinach tortilla with fresh romaine tossed with Caesar dressing and shredded parmesan

Grilled Chicken Breast

Marinated grilled chicken breast served cold with provolone, lettuce, and tomato on a Kaiser roll

AState Club

Shaved turkey and ham, bacon, American and Swiss cheeses with lettuce and tomato double decker style on toast

Roast Beef and Cheddar on Croissant

Tender slices of roast beef and smoky cheddar cheese on a flaky croissant with lettuce and tomato

Side item choices: fruit salad, pasta salad, potato salad, coleslaw

Salads

All salad lunches include crackers, cookies or brownie, and soda or bottled water. For plated china service, add \$1.00 per guest and menu will include tea and water.

\$7.75

Chicken Caesar Salad

Tender grilled chicken breast sliced atop a generous portion of romaine tossed with creamy Caesar and shredded parmesan cheese, topped with rosemary garlic croutons

Greek Salad

Fresh romaine tossed with feta cheese, topped with cucumber, black olives, thinly sliced red onion, and green bell pepper with Greek balsamic vinaigrette

Fiesta Salad

A crisp tortilla shell filled with spicy ground beef or chicken with crisp greens, topped with diced tomato, green onions, black olives, shredded cheddar cheese, and sliced avocado with sour cream and salsa

American Chicken BLT Salad

Fresh salad greens topped with deep-fried chicken breast tenders, plain or buffalo style, cheddar cheese, crisp bacon, and tomatoes with celery and carrot sticks and ranch dressing

Spicy Thai Salad

Thinly sliced beef marinated in soy sauce with snow peas, bean sprouts, and cucumbers served on red cabbage and romaine with a spicy peanut dressing

Chef Salad

Julienne roast turkey, ham, cheddar and jack cheeses atop a bed of mixed greens with cucumber, carrots, tomatoes, and egg served with ranch dressing

Specialty Theme Buffets

For 50 or more guests – served with tea and water – served on high quality disposable service ware

Italian Pasta Buffet \$12.55
Chicken Parmesan
Vegetable Lasagna
Penne Pasta with Alfredo & Marinara Sauce
Antipasto Platter
Caesar Salad
Green Beans Amandine
Angel Food Cake with Berries

Country Barbecue \$10.50
Barbecued Chicken Quarters
Pulled Pork BBQ
Baked Beans
Corn on the Cob
Old Fashioned Potato Salad
Coleslaw
Apple Pie

Southern Style Buffet \$12.60
Southern Chicken & Dressing
Fried Catfish
Corn Pudding
Fried Okra
Southern Style Green Beans
Mashed Potatoes with Gravy
Tossed Salad with Dressings
Fresh Baked Biscuits
Apple Dumplings

Baked Potato Buffet \$9.00
Baked Potatoes
Choice of Chili or Shredded BBQ Beef
Mixed Green Salad with dressings
Shredded Cheese
Sour Cream and butter
Green Onions
Broccoli Cuts
Salsa
Chocolate “Cola” Cake

Tailgate Picnic \$8.65
Hamburgers
All Beef Hot Dogs
Pasta Salad
Potato Chips
Relish Tray
Cookies and Brownies

South of the Border \$12.60
Beef or Chicken Fajitas
Bean Burritos
Black Bean Salad
Spanish Rice
Mexican Fried Corn
Margarita Fruit Salad
Sopapillas with Honey

All American Deli \$8.50
Ham, Roast Beef, Turkey
American and Swiss Cheeses
Assorted Breads
Relish Trays
Pasta Salad
Potato Chips
Tossed Salad with dressings
Lemon Bars and 7-Layer Bars

The Grand Buffet

The following menus are available for 100 or more guests and include tea, water, coffee, and dinner rolls. Pricing includes choice of entrée, two salads, three sides, and dessert.

One entrée buffet	\$12.75
Two entrée buffet	\$14.75

Entrée Selections

Meat or Vegetable Lasagna
Southern Fried Chicken
Chicken Marsala
Baked Ham with Jezebel Sauce
Roast Beef Au Jus
Chicken Parmesan
Chicken Piccata
Grilled Tilapia with herb infused olive oil
Fried or Baked Catfish
Chicken and Dressing
Sliced Roast Turkey and gravy
Chicken Teriyaki
Stuffed Chicken Breast
Southwest Pork Loin
Baked Pork Chops with Apples
Beef Stroganoff
Grilled Shrimp Alfredo
Chicken Florentine
Hawaiian Chicken

Side items

Southern Green Beans
Lemon Pepper Broccoli Spears
Sautéed Vegetable Medley
Green Peas & Pearl Onions
Glazed Baby Carrots
Cauliflower Au Gratin
Corn O'Brien
Green Beans Amandine
Wild Rice Pilaf
Mashed Potatoes & Gravy
Scalloped Potatoes
Garlic Roasted New Potatoes
Baked Potatoes
Squash Casserole
Carrot Souffle
Green Bean Casserole
Broccoli & Rice Casserole
Sweet Potato Casserole
Jalapeno Corn Casserole

Salads

Tossed salad
Pasta Salad
Fresh Fruit Salad
Cucumber &
Onion Salad
Waldorf Salad
Potato Salad
Marinated
Vegetable Salad

Desserts

Pecan pie
Carrot cake
Cherry or apple pie
Bread pudding with rum sauce
Chess pie
German chocolate cake
Fruit cobbler
Chocolate "Cola" cake
Coconut cake
Pound cake with fresh berries
NY Style Cheesecake
Lemon Angel Roll
Apple dumplings
Key lime pie

Plated Dinners

These menu prices are for groups as small as ten and as large as 200. Groups larger or smaller in size will incur additional charges. All plated entrees are served with choice of salad, two sides, and dessert and include dinner rolls, tea, water, and coffee.

Poultry

Chicken Piccata	\$11.95
Lightly breaded sautéed chicken breast served with a light lemon caper sauce	
Jamaican Jerk Chicken Breast with fire grilled pineapple salsa	\$11.95
Grilled chicken breast rubbed with traditional Caribbean jerk seasonings and cooled off with a fresh & sweet citrus salsa	
Chicken Florentine	\$10.50
Oven baked chicken breasts smothered in a creamy spinach and parmesan sauce	
Chicken Saltimbocca	\$12.95
Pan seared chicken breast layered with prosciutto, provolone, & fresh sage	
Chicken Cordon Bleu	\$11.95
Breaded chicken breast stuffed and baked with creamy Swiss and salty ham	
Chicken Teriyaki	\$10.50
Grilled marinated chicken breast with ginger, soy, pineapple, and green onions	
Rotisserie Style Baked Chicken Quarters	\$10.50
Oven roasted juicy chicken quarters with savory rotisserie herbs & spices	
Chicken Caccatiore	\$11.95
Braised chicken with peppers, onions, and tomatoes in a white wine sauce	
Chicken Marsala	\$11.95
Sauteed chicken breasts lightly breaded and topped with a sweet Marsala and mushroom sauce	
Hazelnut Crusted Chicken	\$14.95
Pan seared chicken breast coated with crunchy hazelnuts, baked, and topped with a creamy gorgonzola sauce	
Stuffed Chicken Breast with Vidalia Onion Gravy	\$14.95
Roulades of chicken stuffed with roasted red peppers and cornbread stuffing lightly breaded and sautéed and finished with a traditional Southern Vidalia onion gravy	

Meat

Peppery Beef Tenderloin	\$18.75
Seared tenderloin of beef encrusted with whole peppercorns and finished with a red wine demi glace	
Beef Wellington	\$19.25
Tender filet of beef coated with mushroom duxelle and wrapped in tender puff pastry and baked until golden brown served with burgundy demi glace sauce	
Steak Diane	\$16.75
Beef tenderloin steaks seasoned with garlic and shallots & ladled with brandy laced brown sauce,	
Pork Loin Medallions	\$13.95
Oven roasted pork loin glazed with a sweet apricot sauce	
Braised Pork Chops	\$12.75
Slow cooked chops sautéed with red cabbage and apples in a white wine sauce	
London Broil with Mushroom Jus	\$14.95
Tender slow cooked beef sliced and served with a rich wild mushroom jus	
New York Strip	\$16.75
Grilled 8oz strip steaks served with garlic butter	
Teriyaki Beef Kabobs	\$14.95
Juicy choice beef tips hand cut and marinated in a blend of soy, pineapple, & ginger, skewered with fresh pineapple and peppers and onions grilled to perfection	

Seafood

Teriyaki Glazed Salmon	\$15.75
Thick cut salmon steaks glazed with sweet teriyaki sauce and chargrilled	
Trout Amandine	\$12.95
Sauteed whole trout served with fresh toasted almonds, butter, and lemon	
Salmon sautéed with Citrus Butter	\$15.75
Orange and lemon infused butter give this salmon steak a fresh citrus flavor	
Seafood Newburg	\$13.50
White fish and shrimp tossed in creamy sauce laced with sherry served overflowing from puff pastry shells	
Grilled Tilapia	\$12.95
Grilled filet of tender tilapia topped with a fresh mango and jicama relish	
Cornmeal crusted Catfish	\$12.95
Deep-fried Southern catfish breaded with a cornmeal crust and topped with a bright cilantro cream	
Poached Grouper	\$13.25
Flaky filet of grouper poached in white wine with tomatoes and shallots	

Vegetarian

Pasta Primavera	\$10.50
Rotini tossed with sautéed broccoli, carrots, and mushrooms in a parmesan-mustard cream sauce	
Eggplant Parmesan	\$11.95
Breaded sliced of fresh eggplant baked with spicy marinara and topped with mozzarella	
Stuffed Portobello Mushroom	\$12.75
Hearty Portobello mushroom stuffed with cous cous and a seasonal vegetable blend baked until tender	

Plated menu accompaniments...

Salads

Mixed greens with tomato, peppers, and cucumbers
Caesar salad
Spinach salad with strawberries, mandarin oranges, and red onion with raspberry vinaigrette
Fresh fruit salad
Baby mixed greens with tart apples, blue cheese, and walnuts with apple cider vinaigrette
Baby lettuce with dried cranberries, feta, and walnuts
Mixed greens with herb encrusted goat cheese, pecans, and raspberry vinaigrette

Side Items

Sauteed zucchini and yellow squash
Broccoli florets with herb lemon butter
Baked herb tomatoes
Sauteed vegetable medley
Green beans and roasted red peppers
Parmesan risotto
Roasted new potatoes
Wild rice pilaf
Confetti rice pilaf
Scalloped potatoes
Garlic mashed potatoes
Twice baked potatoes
Steamed asparagus spears
Caramelized onion smashed potatoes
Tuscan style orzo
Baked potato
Smashed sweet potatoes
Fresh whole green beans

Desserts

Angel food cake with berries
Pecan pie
Carrot cake
Cherry or apple pie
Bread pudding with rum sauce
German chocolate cake
Fruit cobbler
Chocolate "Cola" Cake
Coconut Cake
Pound cake with fresh berries
NY Style Cheesecake
Lemon Angel Roll
Apple dumplings
Chess pie
Key Lime pie

Receptions and Party Planning

Prices include high quality disposable service ware – priced per dozen unless otherwise noted – a minimum order of two dozen per item is required at the listed prices

Hot Hors D'oeuvres

Meatballs, BBQ or Swedish	\$6.30
Spicy chicken wings with bleu cheese dressing	\$8.30
Petite assorted quiche	\$12.25
Spanakopita	\$12.25
Petite crab cakes with roasted red pepper remoulade	\$19.85
Chicken tenders with honey mustard	\$10.75
Mini egg rolls with sweet & sour sauce	\$9.50
Veggy quesadillas	\$12.00
Little Smokies with Barbecue sauce	\$7.00/50 pieces
Pigs in a blanket	\$10.75
Phyllo wrapped asparagus	\$18.25
Broccoli cheddar bites with ranch sauce	\$10.75
Stuffed mushrooms	\$15.25
Chicken quesadillas with salsa	\$13.25
Coconut shrimp	\$24.00

Cold Hors d'oeuvres

Assorted finger sandwiches	\$9.00
Assorted gourmet canapés	\$17.25
Deviled eggs	\$7.50
Stuffed cherry tomatoes with herb cream cheese	\$6.00
Shrimp with cocktail sauce	market price
Proscuitto wrapped melon balls	\$12.25
Petite ham and swiss rolls	\$15.00
Cheeseball	\$25.00 serves 30
Chicken curry balls	\$12.25
Gourmet rollups	\$10.75
Stuffed new potatoes	\$12.75
Assorted phyllo cups	\$13.50

Dips

Served with your choice of tortilla chips, pita points, French baguettes, crackers, or potato chips

Spinach artichoke dip	\$1.95
7-layer Mexican dip (cold)	\$2.25
Shrimp dip	\$2.00
Bacon and Swiss dip	\$1.95
Baked brie en crouete	\$2.50
Salsa	\$1.00
French onion or ranch dip	\$.75

Party Trays

Small tray serves 15-20 and large tray serves 30-40

Fresh Fruit tray	small	\$22.50 / large	\$42.25
Imported & domestic cheese tray	small	\$32.00 / large	\$62.50
Vegetable tray	small	\$16.50 / large	\$30.00
Antipasto tray	small	\$31.50 / large	\$59.75
Italian caprese platter	small	\$22.75 / large	\$42.25
Deli platter with petite dinner rolls	small	\$37.50 / large	\$71.25

Sweets

Lemon bars	\$11.00
Seven layer bars	\$11.50
Brownies	\$7.25
Cookies	\$6.25
Rice krispy bars	\$11.25
Petit fours	\$18.75
Chocolate dipped strawberries	\$22.00
Petite cheesecakes	\$24.00
Assorted mini dessert bars	\$22.75

Snacks – priced per pound

Mixed nuts	\$9.25
Pretzels	\$5.25
Goldfish crackers	\$5.25
Savory snack mix	\$7.50
Potato chips	\$4.25
Tortilla chips	\$3.75
Starlight mints	\$4.00
Pastel mints	\$6.25

Sheetcake

Price includes plates, forks, and napkins

Full sheet cake	\$58.00
Half Sheet	\$35.00

Displays and Reception Stations

Enhance your reception package with any combination of these attractive displays and presentation stations. Prices are additional to all other reception package prices and may not be ordered as a stand alone event.

The Carving Board

Slow cooked meats hand carved before your guests
Served with petite dinner rolls

Oven Roast Turkey Breast	\$2.95
Served with cranberry relish and herb mayo	
Honey Baked Ham	\$2.95
Accompanied by Dijon mustard and pineapple chutney	
Roast Round of Beef	\$3.75
Served with horseradish cream	

Fresh Fruit and Cheese Display \$2.95

A beautiful display of seasonal fresh fruits and domestic and imported cheeses accented by hand carved fruit bowls. Creamy herb dip and an assortment of crackers complete this memorable addition.

Smoked Salmon market price

Norwegian smoked salmon filet served with cucumbers, capers, red onion, diced tomato, and diced egg served with crackers

Flambe Station \$3.50

Wow your guests with this exciting flaming presentation!
Your choice of bananas foster or cherries jubilee

Beverages

Priced per gallon unless otherwise noted

Coffee	\$9.50
Iced tea	\$9.60
Punch – citrus, peach, sparkling white grape	\$9.75
Lemonade or fruit punch	\$9.75
Hot tea	\$9.50
Hot chocolate or hot apple cider	\$9.25
Assorted bottled juices	\$1.35ea
Bottled water, 20 ounce	\$1.25ea
Canned soda	\$1.10ea
Fruit juices	\$10.75