



CATERING

GUIDE

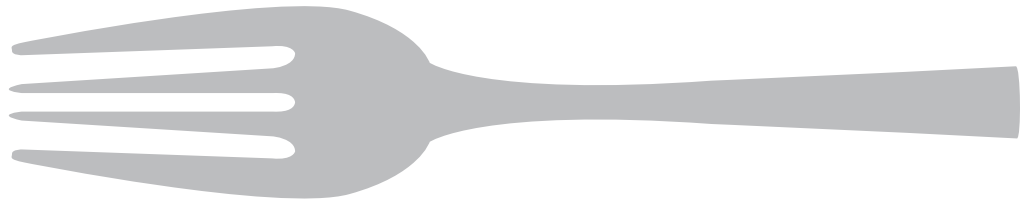


Catering Guide

Table of Contents

Catering Requests and Orders	2
Inclement Weather	3
Out of Building Delivery Charges	4
Cold Breakfast Menu	5
Hot Buffet Breakfast	6
Boxed Lunches	7
Hot Lunch and Dinner Menu	8
Lunch and Dinner Buffet	9 - 12
Appetizer and Snack Menu	13
Hot Beverages	14
Bakery	15
Bar Service	16 - 17

Catering Guide 2021



Catering Requests and Orders

To place your catering order, contact Event Services at 618-650-3001 or your Event Services contact no later than 12 p.m. two weeks prior to your event date. Orders received within two weeks prior to the event will result in a 15% late fee.

Refer to the current Reservation and Catering Policy for overall guidelines.

Guaranteed Number of Guests

To ensure appropriate service preparation, we require the final guaranteed number of guests by 12 p.m. three business days prior to your event. You will be charged for this number of guests unless you exceed the guaranteed number, at which point you will be charged the actual number served. Increases in the number of guests within 72 hours of the event will be subject to an additional 15% late fee. If we do not receive your final guarantee, we will use the last estimate on record. If the Monday prior to the event is an observed holiday, guarantees for Thursday events will be due by 12 p.m. on the Friday prior.

Deadlines

<u>Event Day</u>	<u>Guarantee Day</u>
Saturday, Sunday or Monday	12 p.m. Wednesday
Tuesday	12 p.m. Thursday
Wednesday	12 p.m. Friday
Thursday	12 p.m. Monday
Friday	12 p.m. Tuesday

Cancellations

Cancellations must be made no less than five business days prior to the event date. Cancellations made less than five business days prior to the event date will be billed for 50% of the catering order. Events cancelled the day of the event will be billed at 100% of the catering order.

Inclement Weather

When inclement weather affects the immediate area, the University may close the campus. The Morris University Center is considered to be an essential service and will remain open with adjusted hours and limited, essential services (e.g. food service for residential students).

Inclement Weather (Continued)

The Event Services, Catering Services and Technical Services will not be operational and all events requiring any of those services will be cancelled. These services will be suspended until the University is officially reopened.

Event Set Ups

For all events occurring outside of the Morris University Center, the client is responsible for ordering and setting up all tables and chairs. Customers are responsible for providing trash receptacles and trash removal at their events. If the catering staff is required to remove trash at the conclusion of an event, an additional fee will be charged.

Leftovers

To protect your health and prevent food illnesses from occurring, the catering staff will remove all perishable foods from the event. Any nonperishable items may be taken if desired (e.g. pre-packaged snacks and bottled beverages). SIUE Catering does not provide to-go containers, platters, baskets or bags on buffets or receptions.

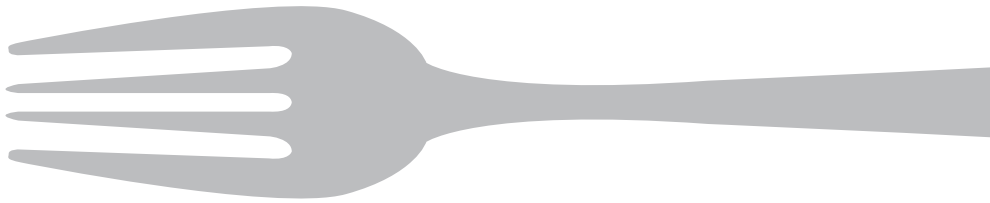
Minimums

- There will be a \$75 minimum charge for all food orders Monday - Friday.
- A minimum food and beverage order of \$600 is required for meals scheduled on Saturday or Sunday.
- A minimum food and beverage order of \$200 is required for refreshments scheduled on Saturday and Sunday.
- Orders totaling less than \$75 will be available as carryout only.
- Carryout orders can be delivered for \$10 within the Morris University Center.

Service Charges

- A 6% service charge will apply on orders that require staff to remain and provide service for the event.
- Events exceeding the scheduled 90 minute event time will be subject to additional service fees of \$25 per hour/per staff required to stay. Additional service staff is available upon request at \$25 per hour/per staff for a four hour minimum.
- There will be a 10% service charge for events with a start time prior to 7 a.m. or after 9 p.m.
- There will be a 10% charge for events that offer multiple entrée selections for one event. A specific count for each entrée ordered is required by 12 p.m. three business days prior to the event.
- Table linens will be provided at a charge of \$6.50 per tablecloth and must be ordered 14 days prior to the event.
- Our standard linen colors are red, white and black. Linens outside of our standard colors are available upon request for an additional \$2 each. Colored tablecloths are subject to availability and must be ordered 30 days prior to the event.

Out of Building Delivery Charges



There will be a 20% “Out of Building” charge on all food orders outside of the Morris University Center.

Additional Charges

Currently, all catered events will be served on disposable products. When biodegradable/compostable disposable products are requested for catered events please add \$3.25 per guest.

Product Availability

Product availability is subject to change without notice due to unexpected shortages from our suppliers.

Dietary Restrictions

To ensure that all your guests have an experience that exceeds their expectations, our standard menu also features vegan, gluten free, nut free and dairy free. We will be pleased to accommodate guests with restricted dietary requirements provided that we have three business days’ notice prior to your event.

Please be aware that during normal kitchen operations involving shared cooking and preparation areas, including common fryer oil, the possibility exists for food items to come in contact with other food products. Due to these circumstances, we are unable to guarantee that any menu entrée can be completely free of allergens.

Please contact our Catering Specialist at hahendr@siue.edu for suggestions to fill your special request. If you do not find a suitable meal in our Catering Guide, our team will be happy to develop a menu to meet your needs.

We are committed to keeping you healthy and safe.

When you dine with us, your health and safety is of paramount importance. We want you to know that we have a comprehensive plan to ensure we effectively manage the spread of illnesses such as COVID-19. Our team continues to monitor guidance provided by the Centers for Disease Control and Prevention, World Health Organization and other health authorities.

You can rest assured we are taking many steps to ensure a safe food service environment and to reinforce our stringent health and hygiene standards.

This includes:

- Maintaining strict cleaning, sanitizing and disinfecting protocols.
- Ensuring CDC guidelines for handwashing and hygiene etiquette.
- Reinforcing Food Safety Management System/HACCP standards for food preparation and service.

Cold Breakfast Menu

Quick Start - Individually Boxed - Min. 10 Guests - \$8.99

- (1) Seasonal Fruit Cup, (1) Assorted Muffin and (1) Petite Danish
- Bottled Orange Juice, Hot Tea, Regular and Decaffeinated Coffee

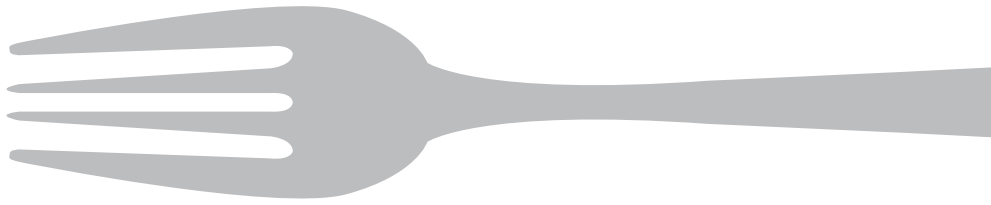
Deluxe Continental - Individually Boxed - Min. 10 Guests - \$10.99

- (1) Seasonal Fruit Cup, (1) Assorted Muffin and (1) Petite Danish
- Vanilla Yogurt and Granola Cup (9 oz.)
- Bottled Orange Juice, Hot Tea, Regular and Decaffeinated Coffee

Protein Packed Breakfast - Individually Boxed - Min. 10 Guests - \$11.99

- (1) Seasonal Fruit Cup
- Vanilla Yogurt and Granola Cup (9 oz.)
- (2) Hard Boiled Eggs
- Cottage Cheese
- Bottled Orange Juice, Hot Tea, Regular and Decaffeinated Coffee

Hot Buffet Breakfast



Rise and Shine - Min. 15 Guests - \$10.99

- Freshly Scrambled Eggs
- Batter Bite Potatoes
- Choice of Pork (Bacon or Sausage) or Turkey (Bacon or Sausage)
- Bottled Orange Juice, Hot Tea, Regular and Decaffeinated Coffee

Red Eye Breakfast Buffet - Min. 15 Guests - \$11.99

- Freshly Scrambled Eggs
- Choice of Pork (Bacon or Sausage) or Turkey (Bacon or Sausage)
- Biscuits and Gravy
- Batter Bite Potatoes
- Assorted Jelly Packets and Butter
- Bottled Orange Juice, Hot Tea, Regular and Decaffeinated Coffee

Big Breakfast Buffet - Min. 15 Guests - \$12.99

- Mixed Fruit Cup (9 oz.)
- Freshly Scrambled Eggs
- Choice of Pork (Bacon or Sausage) or Turkey (Bacon or Sausage)
- Batter Bite Potatoes
- Biscuits with Jelly and Butter
- French Toast with Syrup
- Bottled Orange Juice, Hot Tea, Regular and Decaffeinated Coffee

Enhancements - Per Person Pricing

- Assorted Fresh Whole Fruit - \$1.39
- Assorted Petite Danish - \$.99
- Large Cinnamon Rolls - \$1.99
- Assorted Donuts - \$1.69
- Assorted Muffins (4 oz.) - \$1.99
- Assorted Scones - \$1.99
- Croissants - \$1.99
- Assorted Bagels with Cream Cheese - \$1.99
- Assorted Cereal and Milk - \$3.79
- Individual Oatmeal Cup - \$1.99
- (2) Biscuits and Gravy - \$1.99
- (2) Pancakes with Syrup - \$1.99
- Bacon (3) Slices (Turkey or Pork) - \$1.99
- Sausage Links (2) (Turkey or Pork) - \$1.99

Boxed Lunches

(Min. of 10 orders)

When ordering, maximum of three different types of sandwiches, wraps or salads to a combined order.

All boxed sandwiches and wraps served with fruit salad, chips, individually wrapped cookie and assorted bottled beverage

Gluten Free Bread/Wrap Available Upon Request For An Additional \$2 Per Sandwich

Boxed Sandwiches - \$10.50 per person

- Oven Roasted Turkey and Havarti with Pesto Mayo on Hawaiian Bread.
- Baked Ham and Swiss with Honey Mustard on Hawaiian Bread.
- Roast Beef and Boursin Cheese with Horseradish Spread on Hawaiian Bread.
- Portabella Mushroom, Red Pepper, Cucumber, Red Onion Stacker with Hummus Spread on Hawaiian Bread.

Boxed Wraps - \$10.50 per person

- BLT Wrap with Cheddar Cheese and Mayo.
- Grilled Chicken Caesar Wrap with Romaine Lettuce, Shaved Parmesan and Caesar Dressing.
- Southwest Wrap with Portabella Mushroom, Black Bean Spread, Cilantro, Red Onion, Tomatoes, Corn, Shredded Lettuce and Salsa.

Boxed Salads- \$9.50 per person

** All boxed salads served with fruit salad, individually wrapped crackers, individually wrapped cookie and assorted bottled beverage**

• Caesar Salad

Romaine Lettuce, Shaved Parmesan Cheese, Croutons and Caesar Dressing.

• Chef Salad

Romaine Lettuce, Turkey, Ham, Shredded Cheddar Cheese, Hard Boiled Eggs and Tomatoes with Ranch Dressing.

• Greek Salad

Romaine Lettuce, Feta Cheese, Grape Tomatoes, Red Onions, Kalamata Olives with Greek Dressing.

• Tuscan Harvest

Fresh Tender Greens Topped with Apple Slices, Dried Cranberries, Praline Pecans and Feta Cheese Crumbles Served with Poppy Seed Dressing.

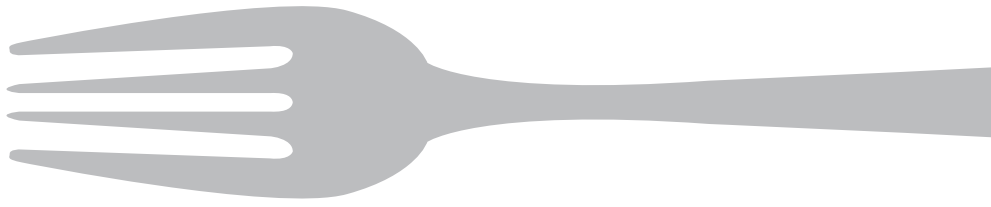
• Southwest Salad

Romaine Lettuce, Roasted Corn, Black Beans, Grape Tomatoes, Diced Onion, Shredded Cheddar Cheese, Cilantro, Tortilla Strips served with Ranch Dressing.

Protein Add-On

- Sesame Roasted Tofu - \$3
- Grilled 6oz. Chicken Breast - \$4
- Herb Roasted 4oz. Salmon - \$4
- Grilled Flank Steak - \$10

Hot Lunch and Dinner Menu



(Min. of 10 orders)

All boxed hot meals served chef's choice of side salad, individually wrapped cookie and assorted bottled beverage.

All meals can be served plated or in disposable containers

Chicken Parmesan - \$13.99 per person

- Boneless Skinless Chicken Breast, topped with Parmesan and Mozzarella Cheese, on a Bed of Marinara Sauce. Served with a Side Starch, Vegetable and one Garlic Bread Stick.

Focaccia Chicken - \$13.99 per person

- Garlic Focaccia Crusted Chicken Breast with Rose' Sauce. Served with a Side Starch, Vegetable and one Roll and Butter

Smoked BBQ Beef Brisket- \$13.99 per person

- Sliced Smoked Brisket In-House BBQ Sauce. Served with a Side Starch, Vegetable, one Roll and Butter.

Stuffed Pasta Shells - \$13.99 per person

- Pasta Shells filled with Ricotta Cheese, Parmesan Cheese and Herbs, Baked over Red Marinara Sauce, topped with Alfredo Sauce. Served with a side of Vegetables and one Garlic Bread Stick.

Four Cheese Lasagna - \$13.99 per person

- Served with side of Vegetables and one Garlic Bread Stick.

Oven Roasted Salmon - \$14.99 per person

- Salmon Filet Roasted and topped with a Creamy Garlic Dill Sauce. Served with a Side Starch, Vegetable and one Roll and Butter.

Grilled Vegetable Tower - \$16.99 per person

- Served with side of Brown Rice and Quinoa.

There will be a 10% upcharge for events that offer multiple entree selections for one event. A specific count for each entree ordered is required by 12 p.m. three business days prior to date of event.

Lunch and Dinner Buffet

Deli Buffet - Min. 15 Guests - \$14.99

Garden Salad with Ranch or Italian Vinaigrette - Pre-made with Dressing Packets

Choose Three Pre-made Individually Wrapped Sandwiches or Wraps Cut in Half

- Oven Roasted Turkey & Havarti with Pesto Mayo on Hawaiian Bread
- Baked Ham & Swiss with Honey Mustard on Hawaiian Bread
- Roast Beef & Boursin Cheese with Horseradish Spread on Hawaiian Bread
- Grilled Portabella Mushroom, Red Pepper, Cucumber, Red Onion Stacker with Hummus Spread on Hawaiian Bread
- BLT Wrap with Cheddar Cheese and Mayo
- Grilled Chicken Caesar Wrap with Romaine Lettuce, Shaved Parmesan and Caesar Dressing
- Southwest Wrap with Grilled Portabella Mushroom, Black Bean Spread, Cilantro, Red Onion, Tomatoes, Corn, Shredded Lettuce and Salsa.

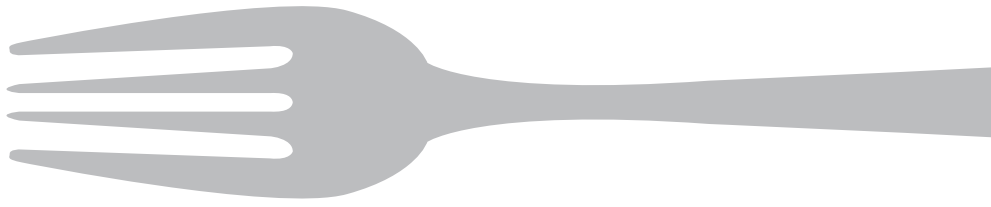
Choose One Salad Below

- Mustard Potato Salad
- Macaroni Salad
- Pasta Salad
- Creamy Coleslaw

Includes the following:

- Assorted Bags of Chips
- Dill Pickle Spears
- Mustard, Mayo, Horseradish and Relish Packets
- Chef Choice of Dessert
- Bottled Water, Bottled Tea and Soft Drinks

Lunch and Dinner Buffet



Soup and Salad Buffet - Min. 15 Guests - \$14.99

Garden Salad with Ranch or Italian Vinaigrette - Pre-made with Dressing Packets

Choose One Salad Only (Salad will be pre-made with dressing packets)

- Caesar Salad - Romaine Lettuce, Shaved Parmesan Cheese, Croutons and Caesar Dressing
- Chef Salad - Romaine Lettuce, Turkey, Ham, Shredded Cheddar Cheese, Hard Boiled Eggs and Tomatoes with Ranch Dressing
- Greek Salad - Romaine Lettuce, Feta Cheese, Grape Tomatoes, Red Onions, Kalamata Olives with Greek Dressing
- Tuscan Harvest - Fresh Tender Greens Topped with Apple Slices, Dried Cranberries, Praline Pecans & Feta Cheese Crumbles served with Poppy Seed Dressing
- Southwest Salad - Romaine Lettuce, Roasted Corn, Black Beans, Grape Tomatoes, Diced Onion, Shredded Cheddar Cheese, Cilantro, Tortilla Strips served with Ranch Dressing

Choose One Soup Only (Soup will be served by Catering staff)

- Chicken Noodle
- Chicken with Rice
- Chicken Gumbo
- Italian Wedding
- Potato with Bacon
- Vegetable Beef
- Cream of Broccoli
- Vegetable
- Cheesy Cauliflower
- French Onion
- Potato
- Roasted Red Pepper Gouda

Includes the following:

- Chef Choice of Dessert
- Served with Rolls, Butter and Crackers
- Bottled Water, Bottled Tea and Soft Drinks

Protein Add-On

- Sesame Roasted Tofu - \$3
- Grilled (6 oz.) Chicken Breast - \$4
- Herb Roasted (4 oz.) Salmon - \$4
- Flat Iron Steak (4 oz.) - \$10

Additional Soup Add-On \$2.25 per person

Additional Salad Add-On \$3.25 per person

Lunch and Dinner Buffet

BBQ Buffet - Min. 15 Guests - \$15.99

Choose Two Sides

- Creamy Coleslaw
- Mustard Potato Salad
- Macaroni Salad
- Corn on the Cob
- Baked Beans
- Macaroni and Cheese

Choose Two Entrees Below

- Smoked Bone-In Chicken
- BBQ Porksteaks
- Brats
- Pulled Pork
- Pulled Chicken
- Pulled Jackfruit (V)

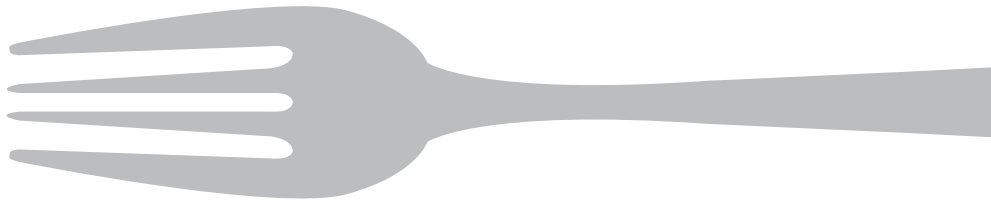
Includes the following:

- Corn Bread Muffin and Butter
- Three Types of BBQ Sauce in Squeeze Bottles
- Chef's Choice of Dessert
- Bottled Water, Bottled Tea and Soft Drinks

Down Home Buffet - Min. 15 Guests - \$14.99

- Garden Salad with Ranch or Italian Vinaigrette (Pre-made with dressing packets)
- Mashed Potatoes with White Gravy
- Southern Style Green Beans with Onions and Bacon
- Macaroni & Cheese
- Fried Chicken
- Mostaccioli with or without Meat Sauce
- Biscuits with Honey and Butter
- Chef's Choice of Dessert
- Bottled Water, Bottled Tea and Soft Drinks

Lunch and Dinner Buffet



Taste of Tuscany Buffet - Min. 15 Guests - \$14.99

Choose One Salad

- Caesar or St. Louis Hill Salad

Choose Two Entrees

- Wild Mushroom Gnocchi (V)
- Mushroom Ravioli (V)
- Four Cheese Lasagna (V)
- Chicken Alfredo
- White Fish Caprese
- Breaded Chicken Parmesan
- Mostoccioli with or without Meat Sauce

Includes the following:

- Lemon Pepper Broccoli
- Seasoned Green Beans
- Bread Sticks
- Chef's Choice of Dessert
- Bottled Water, Bottled Tea and Soft Drinks

Cocina Buffet - Min. 15 Guests - \$14.99

- Tortilla Chips
- Queso Dip
- Flour Tortillas
- Grilled Chicken
- Roasted Corn & Black Beans (V)
- Seasoned Rice
- Refried Beans
- Shredded Lettuce
- Individual Salsa, Sour Cream and Guacamole Packets
- Bottled Water, Bottled Tea and Soft Drinks

Appetizer and Snack Menu

(Price is based on full order of 50 pieces, unless otherwise indicated.)

Cold Appetizers

Antipasto Skewer - \$49.99

- Artichoke, Mozzarella & Tomato Kabob.

Fruit Kabobs with Amaretto Dip - \$49.99

Vegetable Hummus Cups - \$49.99

- (9oz.) Cup with Baby Carrots, Celery Sticks, Cucumbers and Sliced Peppers.

Hot Appetizers

Mozzarella Sticks with Marinara - \$31.99

Toasted Ravioli (Beef or Cheese) with Marinara - \$43.99

Cheddar Stuffed Jalapeno Poppers - \$39.99

Crab Rangoon with Sweet and Sour Sauce - \$49.99

Teriyaki Beef Kabobs - \$62.99

Teriyaki Chicken Kabobs - \$56.99

Spanakopita - \$118.99

Assorted Petite Quiche - \$87.49

Breaded Chicken Tenders with Honey Mustard - \$68.74

Sweet and Sour Meatballs (100 pcs) - \$37.49

Individual Packaged Snacks

\$1.50 each

- Granola Bars
- Assorted Bagged Nuts
- Trail Mix
- Assorted Chips
- Cookies

\$2.00 each

- Assorted Candy Bars

\$2.50 each

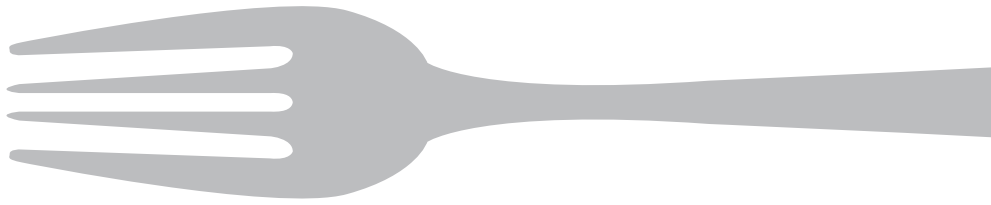
- Sweet Street Rice Krispy
- Sweet Street Brownie

Beverages

\$3.00 each

- Bottled Water (20 oz.)
- Bottled Soft Drink (20 oz.)
(Pepsi, Diet Pepsi, Mt. Dew, Diet Mt. Dew, Sierra Mist & Diet Sierra Mist)
- Bottled Lipton Iced Tea (Sweet or Unsweet)
- Bottled Juice (16oz.)
(Apple, Cranberry and Orange)
- Milk (2% or Chocolate)

Hot Beverages



Regular and Decaf Coffee

- Gallon (128 oz.) \$12.49
- To Go (96 oz.) \$11.99

Starbucks Regular and Decaf Coffee

- Gallon (128 oz.) \$14.49
- To Go (96 oz.) \$13.99

Hot Tea (Herbal and Regular)

- Gallon (128 oz.) \$13.99
- To Go (96 oz.) \$12.49

Hot Chocolate

- Gallon (128 oz.) \$14.99
- To Go Not Available

Hot Apple Cider

- Gallon (128 oz.) \$19.99
- To Go Not Available

A la Carte Disposables

- Eco-friendly Plate \$.12
- Plastic Plate 9" \$.15
- Cutlery Combo with Napkin \$1.00
- Disposable Serving Tong \$1.00
- Disposable Serving Spoon \$1.00
- Sterno (burn time 4 hours) \$1.75
- Disposable Chafing Rack (includes water pan) \$8.00

Bakery

We can provide full or half sheet cakes of the following below.

10" Round Cake \$19.99

Flavors Include: Chocolate, Yellow and White

Basic Sheet Cake Flavors Include: Chocolate, Yellow, White and Marble

Basic Icing Flavors Include: Chocolate or White

Basic Half Sheet \$29.99

Basic Full Sheet \$49.99

Premium Sheet Cake Flavors Include: Italian Cream, Carrot and Red Velvet

Premium Icing Flavors Include: Chocolate, White and Cream Cheese

Premium Filling Flavors Include: Lemon, Blueberry and Strawberry

Premium Half Sheet \$54.99

Premium Full Sheet \$99.99

Add \$9.99 for Filling on Half Sheet

Add \$19.99 for Filling on Full Sheet

Cupcakes Minimum Order One Dozen, Priced Per Dozen

Basic Cupcakes \$11.99

Flavors Include: Chocolate, White or Yellow

Premium Cupcakes \$19.99

Flavors Include: Italian Creme, Carrot or Red Velvet

Assorted 4 oz. Muffins \$1.99

Mousse \$1.29 per person

Flavors Include: Chocolate, Strawberry or Vanilla

Assorted Cheesecakes \$2.49 per person

Cookies Minimum Order One Dozen, 1.5 oz. \$1.50 each

Flavors Include: Chocolate Chip, Oatmeal Raisin, Peanut Butter, Sugar, Chocolate Chocolate Chip and M&M's

Special Dietary

Chocolate Flourless Torte (Gluten Free) \$5.99 per person

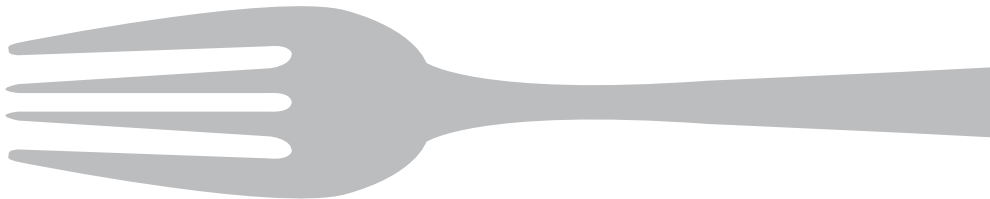
No Sugar Added New York Style Cheesecake \$4.99 per person

No Sugar Added Pies \$4.99

Flavors Include: Apple, Pumpkin, Cherry and Blueberry

***Carry out Bakery items do not include plates, napkins and cutlery**

Bar Service



Illinois State Law prohibits the purchase or consumption of alcoholic beverages by persons under the age of 21. SIUE will not serve alcohol to any guest without a valid driver's license or state-issued ID.

No alcohol will be provided without food ordered for the event. A food order must consist of a meal or substantial order of appetizers which will be provided by Catering Services. If at any time food is not available, alcohol service will discontinue.

Open Bar

Open Bar Service is available for no less than two hours and no more than four hours and is priced per person with a minimum order of ten guests.

Full Open Bar (Beer, Wine, Mixed Drinks, Soda and Bottled Water)

Two Hours \$13.29

Three Hours \$14.29

Four Hours \$15.29

Limited Open Bar (Beer, Wine, Soda and Bottled Water)

Two Hours \$10.79

Three Hours \$11.79

Four Hours \$12.79

Host Bar

Host Bar Service is available for no less than two hours and no more than four hours and is priced on consumption. Bar service is charged by the drink. There is a \$75.00 minimum charge for a Host Bar. Sponsors will be charged the greater or actual consumption or the minimum \$75.00 charge.

Soda/Bottled Water (Pepsi Products) \$3.00

Bottled Beer \$5.00

Wine \$6.00

Mixed Drinks \$7.00

Bar Service

Cash Bar

Cash Bar set up fee is \$150.00 per event which includes one bartender for no less than two hours and no more than four hours and is priced per drink.

A service fee of \$125.00 will be charged for each additional bartender for no less than two hours and no more than four hours.

Soda/Bottled Water (Pepsi Products) \$3.00

Bottled Beer \$5.00

Wine \$6.00

Mixed Drinks \$7.00

Bar Selections

Bottled Beer

Budweiser

Bud Light

Bud Select

Michelob Ultra

Mixed Drinks

Absolut Vodka

Captain Morgan Spiced Rum

Bacardi Rum

Johnny Walker Black Label Scotch

Tangeray Gin

Bulleit Bourbon

Jack Daniels Whiskey

Bols Amaretto

Jose Cuervo Tequilla

Wine

Sycamore Lane Merlot

Sycamore Lane Cabernet

Blufeld Riesling

Yellow Tail Moscato

Woodbridge Red Zinfandel

Sycamore Lane Pinot Grigio

Sycamore Lane Chardonnay