



C A T E

R I N G



AT **AUGUSTA**  
**STATE**  
**UNIVERSITY**





# Our Menu

WELCOME LETTER

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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 innovative 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 are trained professionals dedicated in making your event memorable.



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 guests 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.

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### EARLY RISER

An assorted pastry basket of mini danish, donuts, or mini muffins, and juice assortments of orange, apple and cranberry.

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### EYE OPENER

An assorted pastry basket of mini danish, and donuts, or mini muffins, and assortment of orange, apple and cranberry and an assortment of fresh seasonal sliced fruit.

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### SUNRISE START

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

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### 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

- Mushroom cheese strata
- Breakfast casserole
- Yogurt with granola
- Assorted seasonal sliced fruit
- Scrambled eggs
- Bacon
- Ham steak
- Sausage links
- French toast
- Pancakes
- Home fried potatoes
- Hash browns
- Grits
- Sausage biscuits
- Ham & cheese croissants

### BEVERAGES, 16 SERVINGS PER GALLON

- Canned iced tea
- Assorted canned soft drinks
- Assorted juice - by the gallon
- Assorted carafe juice
- Bottled water
- Fresh brewed coffee
- Fresh brewed decaffeinated coffee
- Hot water for tea (includes decaffeinated)
- Hot chocolate

### BAKERY A LA CARTE, SOLD PER PERSON

- Assorted bagels with condiments
- Assorted donuts
- Mini croissants
- Mini pastry
- Mini cinnamon rolls
- Assorted scones
- Breakfast breads
- Biscuit
- Biscotti
- Assorted muffins
- Cinnamon rolls

# B R E A K F A S T



## LUNCH TIME

### EXPRESS LUNCHES: (10 GUEST MINIMUM)

Our signature specialty sandwiches can be prepared to suit your event. We package these to go with you. Limited time for a lunch? They can be pre-set along with beverages and dessert to keep your program on time.

#### ALBUQUERQUE CHICKEN

Chicken sandwich with a Southwest flair served with side salad of the day, condiments, potato chips, cookies and a canned beverage or bottled water.

#### BISTRO GRILL

Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on focaccia bread with the side salad of the day, condiments, potato chips, cookies and a canned beverage or bottled water.

#### GRILLED VEGETABLE BAGUETTE

Grilled vegetables with fontina cheese on a baguette with side salad of the day, condiments, potato chips, cookies and a canned beverage or bottled water.

#### GRILLED PORTOBELLO ON FOCACCIA

Grilled portobello mushroom sandwich with provolone cheese served with side salad, condiments, potato chips, cookies and a canned beverage or 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 and a canned beverage or bottled water.

#### TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream cheese on a flour tortilla, condiments, potato chips, cookies and a canned beverage or bottled water.

#### PICNIC LUNCH

Assorted deli sandwiches on a roll or choice of sliced bread, featuring tuna, roast turkey breast, ham & swiss, condiments, potato chips, cookies and a canned beverage or bottled water.

EXPRESS LUNCHES



## LUNCHEON SALADS

### LUNCHEON SALADS: (10 GUEST MINIMUM)

Our signature specialty salads can be prepared to suit your event. We can package these to go with you. Limited time for a luncheon? 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 and butter, cookies or a brownie, a choice of a canned 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.

#### TRI-SALAD COMBO

A special mixture of fresh greens topped with a choice of three salads; chicken salad, egg salad, tuna salad and ham salad.

#### COBB SALAD

A bed of mixed greens with smoked turkey, avocado, egg, bacon and crumbled blue cheese served with blue cheese dressing.

#### 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.

#### CAESAR SALAD

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

\* Add grilled balsamic chicken breast

\* Add beef strips

## LUNCHEON SALADS



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#### ANTIPASTO SALAD

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

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#### 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 a Thai dressing.

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#### VEGETARIAN HUMMUS PLATE

Hummus with pita & vegetable sticks. A traditional Hummus served with black olives, carrot and celery sticks and pita wedges.

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#### BIG GREEK SALAD

Crisp mixed greens with Tabbouleh, roasted red pepper, crumbled feta cheese and falafel in a flat bread cone.

LUNCHEON SALADS



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

## SPECIALTY BUFFETS: (20 GUEST 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 and provolone accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, potato chips, cookies, brownies and pitchers of lemonade, iced tea or water.

#### OPTIONS

- Canned beverages
- Pasta salad, potato salad, garden salad, Caesar salad or tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons

### 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 bread and rolls, relish tray with lettuce, tomato, pickles, and onion, condiments, potato chips, cookies, brownies and a canned beverage.

### CAESAR BAR

Romaine lettuce tossed with parmesan cheese, croutons, and caesar dressing served with rolls and butter, dessert bars and a canned beverage.

#### OPTIONS:

- Add grilled chicken, 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. Served with breadsticks, foil butter, shredded parmesan cheese, cookies and pitchers of lemonade, iced tea and water.

# B U F F E T S



## MOVABLE FEASTS

### MOVABLE FEASTS: (20 GUEST MINIMUM)

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

#### BASIC BBQ

Hamburgers, hot dogs, veggie burgers, sliced cheese, choice of potato salad, macaroni salad or coleslaw, relish tray with lettuce, tomato, pickles and onions, condiments, potato chips, cookies, brownies, lemonade, iced tea and water.

#### TEXAS STYLE BBQ

Pulled BBQ pork, BBQ chicken breasts, corn on the cob, baked beans. Potato Salad, coleslaw or macaroni salad. Relish tray with lettuce, tomato, pickles, onion, condiments, cookies, brownies and lemonade, iced tea, and water.

#### OPTIONS

- Canned beverage
- Watermelon

#### HOLIDAY DINNER

Tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with your choice of two dressings.

Roast turkey, with whipped potatoes and giblet gravy, country stuffing, corn, cranberry sauce, rolls and butter, apple pie. Served with coffee, decaffeinated coffee, hot tea or ice tea.

#### FAJITA BAR

Choice of chicken, beef, shrimp or vegetable fajitas warm flour tortillas accompanied with spanish rice and traditional toppings with lemonade, ice tea, 20 oz bottled beverages and Xangos™ ...Sweet Street™ original cheesecake.

#### WINGS AND THINGS

Buffalo wings, blue cheese dressing, celery sticks, carrot sticks, and a 4ft. turkey or ham sub sandwich with assorted canned beverages.

# CLASSICS



## 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    | <b>FILET MIGNON</b><br>Beef Tenderloin filet with your choice of sauce   | PORK | <b>SOUTHWESTERN GLAZED PORK LOIN</b><br>Carved and served with a zesty chipotle pepper sauce           |
|         | <b>ROAST TOP ROUND OF BEEF</b><br>Sliced roast top sirloin of beef carved and served with au jus                   |      | <b>STUFFED PORK CHOP</b><br>Center cut pork chop stuffed with Cornbread and apple stuffing             |
|         | <b>PRIME RIB</b><br>Delicious beef rib served with a horseradish cream sauce                                       |      | <b>PORK TENDERLOIN</b><br>Sliced tenderloins of pork dressed with a savory Dijon sauce                 |
| POULTRY | <b>CHICKEN PICCATA</b><br>Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers | VEAL | <b>VEAL PICCATA</b><br>A classic! Scaloppini of veal sautéed and flavored with lemons and capers       |
|         | <b>CHICKEN CORDON BLEU</b><br>Boneless breast of chicken rolled with imported ham and swiss cheese                 |      | <b>VEAL OSCAR</b><br>Veal cutlets topped with asparagus, lump crab and drizzled with hollandaise sauce |
|         | <b>FRIED CHICKEN</b><br>ASU's famous fried chicken fried to perfection.  |      |  |
|         | <b>BAKED ROSEMARY CHICKEN</b><br>Chicken breast with rosemary and garlic   |      |  |
|         | <b>ITALIAN CHICKEN</b><br>Boneless breast of chicken seasoned with Italian marinade and grilled                    |      |  |

C L A S S I C S



## CULINARY CLASSICS

### LAMB

#### LAMB CHOPS

Broiled lamb chops served with mint jelly

### SEAFOOD

#### SHRIMP SCAMPI

Shrimp sautéed with fresh herbs and garlic served over basil orzo

#### FLOUNDER STUFFED WITH CRAB

Flounder fillet stuffed with sweet lump crab meat stuffing

#### BROILED SALMON WITH DILL BUTTER

Salmon fillet broiled to perfection served with dill butter

#### MARYLAND CRAB CAKES

Mouthwatering Maryland lump crab cakes

#### ALMOND COCONUT TILAPIA

Baked tilapia fillet crusted with coconut, almonds and cuban seasonings

#### GARLIC ORANGE CHILI SHRIMP

Shrimp stir-fried with Asian vegetables, ginger, garlic and green onions in garlic orange sauce

### VEGETARIAN

#### VEGETABLE NAPOLEON

Vegan Napoleon with portobello mushroom, eggplant, peppers, zucchini and yellow squash

#### VEGETARIAN LASAGNA

Lasagna noodles layered with fresh ricotta, mozzarella, and parmigiana cheese topped with a marinara sauce

#### EGGPLANT PARMESAN

Sliced eggplant layered with mozzarella and parmesan cheese topped with marinara sauce

C L A S S I C S



## MENU ACCOMPANIMENTS

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

### SALADS

#### TOSSSED 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

#### BUFFALO MOZZARELLA

Tomato and fresh basil with garlic vinaigrette

#### SPINACH SALAD WITH WARM BACON DRESSING

#### TOMATO & CUCUMBER SALAD

#### ORZO

Sautéed spinach and feta

#### PASTA SALAD

#### ICEBERG WEDGE WITH MAYTAG BLEU CHEESE



## MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert. Below is a list of the accompaniments to the entree.

### 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
- 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
- Baby squash
- Tomato casserole
- Squash casserole

### DESSERTS

#### PIES AND COBBLERS

- Dutch apple pie
- Pecan pie
- Peach cobbler
- Chocolate pie
- Sweet potato pie
- Key Lime pie
- Lemon meringue pie
- Pecan pie

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#### CAKES

- Chocolate cake
- Carrot cake
- Red velvet cake
- German chocolate cake
- Carmel granny apple
- Cheesecake with strawberries
- Lemon poundcake
- Bread pudding
- Strawberry shortcake

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#### SPECIALTY

- Sorbet
- Parfaits
- Tiramisu
- Crème Brûlé



## FINISHING TOUCHES

### DESSERT BARS, BY THE DOZEN OR PER PERSON

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
- Chocolate fondue
- Oreo dream bar
- Turtle brownie bar
- Triangle petit fours

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### COOKIES, BY THE DOZEN OR PER PERSON

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Chocolate chocolate chip
- Macadamia cookies
- Assorted biscotti

### ICE CREAM SUNDAE BAR, 50 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
- Strawberry

Select 3 from the following toppings:

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

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### SNACKS, BY THE POUND OR PER PERSON

- Popcorn
- Potato chips
- Pretzels
- Chips and salsa
- Pita chips with hummus
- Mixed nuts
- Granola bars
- Mini candy bars
- Soft pretzels



## GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

ASSORTED DIPS,  
BY THE POUND OR PER PERSON  
Served with crackers

- Red pepper hummus
- Spinach and artichoke dip
- French onion dip
- Garden vegetable dip
- Ranch dip
- Crab dip
- Shrimp dip
- Seven layer dip with tortilla chips

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

- Crudités and dip
- Cheese and crackers
- Imported/specialty cheese and gourmet crackers
- Fresh seasonal fruit and cheese
- Smoked salmon with condiments
- Mini rollers
- Tea sandwiches with assorted fillings: (Select 3 types)  
tuna salad, egg salad, chicken salad,  
seafood salad, or ham salad
- Fresh seasonal fruit

CARVING STATION,  
BY THE POUND OR PER PERSON

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef.

Carving station comes with your choice of:

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

GOURMET DIPS  
TRAYS AND DISPLAYS  
CARVING STATIONS



# H O R S D ' O E U V R E S

## PRICED PER DOZEN

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
- Wings
- Sausage bites with champagne mustard and white wine
- Chicken twist
- Vegetable spring rolls
- Stuffed mushroom
- Scallops wrapped in bacon
- Potstickers
- Parmesan artichoke hearts
- Mini lamb chops
- Crab rangoon
- Roasted red pepper and gouda quesadillas
- Honey ginger chicken satay
- Crab cakes
- Mini quiche

### COLD

- Shrimp cocktail
- Crab claw cocktail
- Cantaloupe wrapped with prosciutto
- Skewered fruit with yogurt dressing
- Tomato, mozzarella and basil crostini
- Tuscan bruschetta
- Finger sandwiches (assorted)
- Silver dollar sandwich

H O R S D ' O E U V R E S



# B E V E R A G E S

HOT, SOLD BY THE GALLON:  
16 SERVINGS PER GALLON

- Starbucks Coffee
- Brewed regular and decaf coffee
- Hot Lipton tea
- Herb Tazo - celestial tea
- Hot cocoa (seasonal)

COLD

- Canned soda 12 oz.
- Bottled juice
- Sports drinks
- Canned teas
- Bottled waters 12 oz.
- Bottled waters 20 oz.

PUNCHES, SOLD BY THE GALLON:  
16 SERVINGS PER GALLON/  
SOLD BY THE PITCHER: 5 SERVINGS PER PITCHER

- Lemonade
- Apple juice
- Iced tea
- Orange blossom
- ASU peach punch

# B E V E R A G E S



# 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 10 business days before the function. You may contact the catering department via phone at 706.737.1599 or contact us on our website [www.aug.edu/foodservices/](http://www.aug.edu/foodservices/).



## **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. To reserve the Doom Room, Washington Hall Towers, Galloway, PAT or various Conference rooms across campus call the Physical Plant Office at 706-737-1593. A Physical Plant Work Request Form must be completed for any equipment needs such as Tables, Chairs, or Trash Cans.




To reserve the Ballroom, the Coffee House and all JSAC Conference Rooms located in the JSAC Building call the Student Activities office at 706-737-1610.





# Planning Your Special Event


## **Contact the Catering Office**



At least 10 days before the event, contact the catering office at 706.737.1599 or email us at [www.aug.edu/foodservices/](http://www.aug.edu/foodservices/) or stop by our office located in the JSAC Building. Some arrangements can be made by phone or email, others require an appointment with the Catering Manager. 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. The office hours are Monday through Friday, closed on some holidays. After we have finalized all the details of your special event, you will receive a confirmation sheet/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 3 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 3 business days allowed, we will prepare for the estimated number and charge accordingly.



## **Event Confirmation and Guarantees**



A guarantee is required 3 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 your food bill for any event that is not cancelled within 3 business days, and confirmed in writing by the customer. If Augusta State University is closed due to inclement weather, all catering events will be automatically cancelled.



# Planning Your Special Event

## **Payment**

All catered functions must have a secured payment before they occur. Visa, MasterCard, Discover, Cash, Check, Purchase Orders, 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 held within the JSAC Building. Deliveries outside the building may be subject to delivery Fee. Events off campus are subject to a 10% delivery fee Not to exceed \$150.00.





# 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 \$50.00 per attendant for a five hour minimum will be applied. We recommend that you have an attendant for all receptions and breaks for every 75 guests.



## **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.



## **China Charges**

Our catering department provides high-quality plastic products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge.

Full Meal Service and Silverware \$1.50

Coffee or Beverage China Service \$1.10

Reception China and Silverware \$2.00

All of the above are charged per person.




## **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 guests tables for receptions, breaks, meeting tables and boxed lunches there will be a \$5.00 fee for each tablecloth. Other tables may be skirted and covered at \$5.00 per tablecloth and \$5.00 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 \$1.00 each. Specialty linens are available upon request for an additional charge.


## **Late and Minimum Charges**



A late charge of \$50.00 will be assessed for any event booked with less than 48 hours notice. Any changes made once the event has been confirmed, under 48 hours will be charged \$50.00.

There will be a minimum charge of \$25.00 for beverage orders and \$25.00 for food orders, not including the delivery fees. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours.

## **Food Removal Policy**



Due to health regulations, it is the policy of ASU Dining 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.



