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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

Sodexo campus services catering at Stonehill College is committed to making your event a success. From morning breakfast baskets with freshly brewed coffee to casual feasts and elegant hors d'oeuvres, our catering menus are filled with fresh contemporary ideas.



This menu represents only a starting point. Our commitment is to customize menus for your occasion. We will assist with planning your event and offer creative menus, elegant presentations and thoughtful service to provide your guests with a pleasant experience.

To plan your next event or for further assistance, please contact our catering department at 508-565-1616







A GREAT START

SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired please contact our catering department. All breakfasts include freshly brewed coffee, decaffeinated coffee and hot tea.

EARLY RISER

An assorted basket of muffins, tea breads and Danish served with a bottled juice assortment of orange, apple and cranberry

EYE OPENER

An assorted basket of muffins, tea breads and Danish served with a bottled juice assortment of orange, apple and cranberry and an assortment of fresh, seasonal fruit

HEALTHY START

An assortment of low-fat muffins with flavored low-fat yogurts, granola and seasonal fruit served with a bottled juice assortment of orange, apple and cranberry

STONEHILL BREAKFAST (20 GUEST MINIMUM)

An assorted basket of muffins, tea breads and Danish, scrambled eggs, crisp bacon or sausage patties and home fried potatoes with a bottled juice assortment of orange, apple and cranberry

Please see your Catering Director about our Famous Cooked to Order Omelet Bar or Create a Breakfast Buffet



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.

TRADITIONAL STONEHILL BREAKFAST ADDITIONS

- Quiche (serves 8)
- French toast
- Waffles
- · Cereal with milk
- Individual yogurt
- Seasonal whole fresh fruit
- · Seasonal fresh sliced fruit

BAKERY A LA CARTE, PER PERSON

- Assorted bagels with cream cheese
- Croissants
- Danish
- Pecan rolls
- Assorted scones
- Tea breads
- Assorted muffins

BEVERAGES

- Assorted soft drinks
- Assorted bottled juices
- Bottled water
- Fresh brewed coffee
- Fresh brewed decaffeinated coffee
- Hot water for tea (Includes assorted flavored teas)
- Hot chocolate
- Lemonade
- Fruit punch
- Hot or cold cider (seasonal)

A CUSTOMER FAVORITE, COFFEE CAKES (SERVES 16 GUESTS)

- Lemon poppy
- Cinnamon
- Blueberry
- Chocolate walnut
- Banana



LUNCH TIME

EXPRESS LUNCHES: (10 GUESTS MINIMUM)

Our signature gourmet sandwiches can be prepared to suit your event, served buffet style or as a boxed lunch. All express lunches come with pasta salad, condiments, potato chips, cookies and brownies and a choice of soda or bottled water.

BLT CHICKEN BREAST SANDWICH

Grilled chicken breast with crisp bacon, lettuce, tomato and pesto mayonnaise on focaccia

BISTRO GRILL

Grilled chicken breast with mozzarella and sun dried tomato mayonnaise on focaccia

ROASTED VEGETABLE WRAP

Grilled zucchini, yellow squash, red pepper and onion with field greens, feta cheese and chipotle mayonnaise on a wrap

GRILLED PORTABELLA

Grilled portabella mushroom with mozzarella and boursin cheese on focaccia

VEGETABLE MEDITERRANEAN WRAP

Served on a wheat wrap stuffed with carrots, cucumbers, olives, tomatoes, feta cheese and hummus with herb mayonnaise

BEEF AND CARAMELIZED ONION BAGUETTE

Shaved roast beef with caramelized onions and Dijon mayonnaise on French baguette

ITALIAN SUB

Salami, ham, provolone and roasted red peppers on an Italian roll with garlic mayonnaise

CALIFORNIA CLUB

Roast turkey with crisp bacon, field greens and sun-dried tomato pesto on focaccia

PICNIC LUNCH

Assorted deli sandwiches on a variety of breads and rolls featuring turkey breast, veggie wraps and ham and Swiss



LUNCHEON SALADS

LUNCHEON SALADS: (10 GUESTS MINIMUM)

All luncheon salads include a dinner roll with butter, cookies and brownies and, a choice of a soda or bottled water.

SIGNATURE SALAD

Tossed greens topped with chicken salad and tuna salad with your choice of dressing

COBB SALAD

A bed of mixed greens with smoked turkey, ham, tomato, avocado, egg, bacon and crumbled blue cheese

CAESAR SALAD

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

- * Add grilled balsamic chicken breast
- * Add grilled flank steak
- * Add grilled shrimp

MAPLE CHICKEN SALAD

Field greens with sliced maple infused chicken, spiced walnuts, tomato, julienne carrot and maple vinaigrette

ANTIPASTO SALAD

Fresh greens with salami, ham, sliced olives, diced tomatoes, provolone cheese and red wine vinaigrette

GRILLED BEEF AND WATERCRESS SALAD

Grilled flank steak served over watercress salad with asparagus, walnuts, blue cheese and mustard vinaigrette

MARYLAND CRAB CAKE SALAD (PLATED ONLY)

Our Maryland crab cake served on a bed of spring greens with baby corn, vine ripe tomatoes and asparagus, served with lemon thyme dressing

BIG GREEK SALAD

Crisp mixed greens with roasted red peppers, tomatoes, cucumbers, olives and crumbled feta cheese

- * Add grilled balsamic chicken breast
- * Add grilled marinated flank steak
- * Add grilled Mediterranean shrimp



BOUNTIFUL BUFFETS

SPECIALTY BUFFETS: (10 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 and are served with assorted cold beverages.

DELUXE SLICERS BUFFET

Roast beef, ham and smoked turkey with smoked gouda, boursin, american cheeses and a variety of breads and rolls with pasta salad, lettuce, tomato, pickles, onions, potato chips, cookies and brownies

SIGNATURE SALAD BUFFET

Shrimp salad, chicken salad, tuna salad and tossed garden salad with tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings all accompanied by pasta salad, assorted breads and rolls and cookies and brownies

Ask about our soup options

PIZZA PARTY

Fresh baked pizza (based on 2.5 slices per person), tossed green salad, assorted cookies or brownies and assorted cold beverages

 Add toppings
 (pepperoni, sausage, meatballs, grilled chicken, ham, red and green peppers, red onion, mushrooms, olives, roasted red peppers, broccoli, spinach, pepperoni, jalapeno peppers, garlic or pineapple)

CAESAR BAR

Romaine lettuce tossed with parmesan cheese, croutons and Caesar dressing served with assorted breads and rolls, and cookies and brownies

OPTIONS:

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



MOVABLE FEASTS

MOVABLE FEASTS: (20 GUESTS MINIMUM)

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

BASIC BARBEQUE

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

OPTIONS:

- Add grilled chicken
- Add clam chowder
- Add Texas chili
- Add grilled garlic and cilantro shrimp skewers

Chef attendant fees apply to all BBQ's

FAJITA BAR

Choice of chicken, beef or shrimp with vegetables, warm flour tortillas, Spanish rice, lettuce, tomatoes, olives, sour cream and shredded cheese served with Key lime pie

STIR FRY

Fresh stir fried vegetables and steamed white rice with your choice of chicken, beef or shrimp and tossed green salad served with assorted bar desserts and assorted cold beverages

ROMA ITALIAN

Penne and cheese ravioli with marinara sauce, served with antipasto platter, breadsticks, shaved parmesan cheese, biscotti and assorted cold beverages

OPTIONS:

- Add alfredo sauce
- Add meat sauce
- Add pesto sauce
- Add eggplant parmesan
- Add chicken parmesan
- Add rolled lasagna
- Add sausage with peppers and onions
- Add chicken cacciatore

THANKSGIVING FEAST

Roast turkey with gravy, whipped potatoes, bread stuffing, green beans, tossed green salad, assorted rolls and cranberry chutney served with apple and pumpkin pies and assorted cold beverages



DINNER BUFFETS

DINNER BUFFETS: (20 GUESTS MINIMUM)

The following buffets have been created by our culinary team. All are served with freshly brewed coffee, decaffeinated coffee and hot tea or assorted cold beverages.

SMOKEHOUSE BUFFET

Garden greens with grilled vegetables, herb croutons, pecans and blue cheese dressing.
BBQ quarter chickens, smoked beef brisket with cumin rub and molasses sauce, baked beans, creamed spinach and corn bread.

DESSERT: Down south strawberry shortcake with biscuits, strawberries and fresh whipped cream

ATHLETICS FAVORITE

Caesar salad, chicken parmesan, mozzarella topped baked ziti and roasted zucchini with assorted rolls and garlic bread

DESSERT: Assorted bar desserts

UPSCALE ATHLETICS FAVORITE

Caesar salad, vegetable antipasto salad, ricotta ravioli with basil butter and tomatoes, Italian herb roasted quarter chickens, rosemary roasted potatoes and garlic green beans with assorted rolls and garlic bread

DESSERT: Assorted miniature pastries

YANKEE SEAFOOD BUFFET

New England clam chowder with assorted crackers, steamed mussels with ale, onions and lemon butter, Caesar salad with herb croutons and Parmesan cheese, baked cod with kettle chips and herb shrimp sauce, grilled flat iron beef steaks with roasted peppers and scallion mustard roasted red bliss potatoes and creamed spinach

DESSERT:

Warm apple crisp with fresh whipped cream

ASIAN BUFFET

Crisp vegetable spring rolls, steamed pork potstickers, plum chicken, vegetable lo mein, steamed white rice and asian vegetables

DESSERT:

Pineapple upside-down cake with fresh whipped cream

OPTIONS:

- Beef and broccoli
- Shrimp shaomai
- Pork fried rice
- Teriyaki beef skewers
- Crab rangoon



CULINARY CLASSICS

20 GUESTS MINIMUM, UNDER 20 GUESTS INCUR AN ADDITIONAL CHARGE

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad, two accompaniments, fresh baked rolls and butter, a dessert from our pastry chef and coffee, decaffeinated coffee and tea.

BEEF FILET MIGNON

Beef tenderloin filet with port wine reduction

STEAK AU POIVRE

Beef sirloin with classic brandy sauce and green peppercorns

NEW YORK STRIP

Grilled New York strip with herb butter

POULTRY STONEHILL STUFFED CHICKEN BREAST

Boneless, skin-on chicken breast with your choice of traditional, apple-walnut or cranberry VEGETARIAN GARDEN RAVIOLI bread stuffing served with supreme sauce

CHICKEN SORRENTO

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

AVOLINO CHICKEN

Statler breast of chicken with mushrooms and capers served with beurre blanc

CHICKEN MARSALA

Boneless breast of chicken served with a rich mixed mushroom sauce

*Ask about our pork, veal and lamb options.

SEAFOOD SOLE ROULADE

Baked stuffed sole with crabmeat stuffing and lemon beurre blanc

BROILED SALMON

Salmon filet broiled to perfection with dill butter

MARYLAND CRABCAKES

Pan seared Maryland crabcakes with remoulade

Ricotta ravioli with roasted vegetables and basil butter

RATATOUILLE NAPOLEON

Grilled ratatouille napoleon with yellow and zucchini squash, portabella mushroom and swiss cheese served with tomato-pepper coulis

ROASTED PORTABELLA

Marinated, roasted portabella with roasted red pepper coulis, Kabocha pumpkin risotto served with butter bean green onion sautee

TOFU STUFFED ZUCCHINI

Zucchini and tofu roulade with toasted barley and lemon vinaigrette



MENU ACCOMPANIMENTS

All culinary classic dinners include salad, one vegetable, one starch and a dessert. Our chef will be happy to pair accompaniments that best fit your meal.

ON THE SIDE - SELECT TWO

- Baked potato
- Country mashed potatoes
- Baked sweet potatoes
- Creamy parmesan polenta
- Oven roasted garlic potatoes
- Rice pilaf
- Basmati rice
- · Long grain and wild rice
- Whipped sweet potatoes

- Olive couscous
- Basil orzo
- Mushroom risotto cake
- Asparagus spears
- · Fresh zucchini with garlic and oregano
- Green beans
- Baby carrots
- Baby squash
- Balsamic mushrooms
- Sauteed spinach with garlic

SALADS - SELECT ONE

TOSSED GARDEN SALAD

Mixed greens with tomatoes, cucumbers, red onions, croutons and your choice of dressing

CAESAR SALAD

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

PEAR AND WALNUT SALAD

Spring greens with caramelized pears, toasted walnuts and crumbled blue cheese

GREEK SALAD

Crisp romaine, tomatoes, red onion, kalamata olives and feta cheese with greek dressing

MESCLUN GREENS

Seasoned mesclun greens with tomatoes, feta cheese and sherry vinaigrette

BUFFALO MOZZARELLA (SEASONAL)

Fresh mozzarella, tomatoes and basil with garlic vinaigrette

BABY SPINACH

Baby spinach with tomatoes, cucumbers and chopped egg with warm bacon vinaigrette

BOSTON BIBB

Boston bibb lettuce topped with mandarin oranges and cashews, drizzled with toasted sesame and mandarin orange dressing

^{*}Ask about our soup options.



FINISHING TOUCHES

DESSERTS CAKES & TORTES, PRICED PER PERSON

- Butterscotch mocha torte
- Chocolate mousse cake
- Lemon butter cream torte
- Mocha cappuccino tart
- New York style cheesecake
- Carrot cake
- Tiramisu
- Chocolate fudge cake
- Marble cheese cake
- Orange angel food cake with mandarin oranges and fresh whipped cream

DESSERT BARS, PER PERSON

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

COOKIES, PER PERSON

- Chocolate chip
- M&M
- Double chocolate
- Oatmeal raisin
- Peanut butter drop
- White chocolate macadamia nut
- Cinnamon pecan

DESSERTS PRICED PER PERSON

- Apple, berry or cherry crisp
- Key lime pie
- Lemon meringue pie
- Dutch apple pie
- Pumpkin pie
- Boston cream pie
- Pecan pie
- Banana cream pie

ICE CREAM SUNDAE BAR (25 GUESTS MINIMUM)

Includes your choice of vanilla, chocolate or strawberry ice cream served with hot fudge, butterscotch, whipped cream and cherries

Select three from the following toppings:

- Walnuts nuts
- Sprinkles
- Crushed Oreos
- Granola
- M & M's

THE GRAND PASTRY DISPLAY, PER PERSON (50 GUEST MINIMUM)

Our pastry chef's finest selection of assorted cakes, tortes, pies and miniature pastries

MINIATURE PASTRY DISPLAY, PER PERSON (20 GUEST MINIMUM)

Our chef's finest selection of miniature pastries



TRAYS AND DISPLAYS/SNACKS/CARVING STATIONS

(10 GUESTS MINIMUM)

TRAYS AND DISPLAYS, PER PERSON

- · Crudités and dip
- Cheese and seasonal fruit platter
- Artisan cheese display of domestic and imported cheeses with seasonal berries, dried fruits, spice nuts and assorted crackers and breads
- Smoked salmon with condiments (Serves 25)
- Old tyme Boston warm pretzels with assorted mustards, individual pizzas, mini hot dogs and potato wedges with chili cheese dipping sauce
- Mexican layer dip with tortilla chips
- · Chips and salsa
- Pita chips with hummus
- Conference mini sandwiches; Our assorted finger sandwiches served on croissants
- Warm baked brie wrapped in puff pastry with assorted breads, crackers and seasonal fruit (Serves 10-15)

SNACKS, PER PERSON

- Popcorn
- Potato chips
- Pretzels
- Granola bars

CARVING STATION, PER PERSON

Carved Selections are accompanied by an assortment of miniature rolls, condiments and Sauces. Chef attendant fees apply to all carving stations

Carving Station options are:

- Roast turkey with cranberry chutney
- Mustard and apricot glazed ham
- Roast pork loin
- Roast tenderloin of beef
- Salmon en croute with spinach and herbs

OPTIONS:

Add country mashed potatoes, oven roasted garlic potatoes, whipped sweet potatoes or long grain and wild rice

SNACKS TRAYS AND DISPLAYS CARVING STATIONS



H O R S D'OEUVRES

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, PER PIECE (MINIMUM OF 12 PIECES PER SELECTION)

VEGETARIAN • Risotto arancini

Asparagus in crispy phyllo with Asiago

Assorted quiche

 Vegetable springrolls · Mushroom caps stuffed with spinach

and cream cheese

Kalamata, goat cheese and artichoke tartlet

· Chicken fingers with honey mustard MEAT or spicy buffalo sauce

• Thai peanut chicken satay

• Thai chicken and cashew springroll

Teriyaki beef satay

SEAFOOD Coconut shrimp

• Scallops in bacon brushed with maple glaze

· Maryland style crabcake with remoulade

• Shrimp thai money bag

COLD, PER PIECE (MINIMUM OF 12 PIECES PER SELECTION)

VEGETARIAN • Tomato, mozzarella and basil crostini

Belgian endive and herbed goat cheese

· Crostini tasting: grilled focaccia wedges with olive tapenade, basil pesto, and Parmesan reggiano

• Pear and blue cheese puff

• Marinated artichoke with boursin cheese

MEAT Asparagus wrapped in prosciutto

• Antipasto kabob with cheese tortellini, olive, prosciutto and cherry tomato

SEAFOOD

• Shrimp cocktail

 Smoked salmon with lemon and dill crème fraiche on crostini

• Marinated grilled shrimp crostini with thai curry sauce



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.



Reserving a location

Please reserve your location prior to contacting the catering department. Tables, chairs, and other equipment will need to be arranged by you through conference and events at 508-565-1177. When making the reservation, please include any table needs Sodexo dining services will be using.





At least ten business days before the event, please contact the catering office at 508-565-1616 or email us at catering@stonehill.edu. Some arrangements can be made by phone or email while others require an appointment with the Catering director. We can help you make all of the necessary decisions to determine which of the services that we offer would best fit your needs. After we have finalized all of the details for your special event, you will receive a confirmation sheet to be signed and returned. All cancellations and final changes, including the customer guarantee count and payment, must take place at least three business days prior to your function. If you do not contact us with a final count within three business days, 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 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 three business days and confirmed in writing by the customer. If Stonehill College is closed due to inclement weather, all catering events will be automatically cancelled.

Payment

All catered functions must have a secured payment prior to the event. Visa, MasterCard, American express, cash, check and departmental accounts are all valid payment methods. External groups are required to make a non-refundable deposit of 75% one week prior with the balance due on the day of the event.

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.









Attendants

To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first three hours of service. If additional time is needed, a fee of \$23 per hour, per attendant 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 disposable plasticware as our standard, unless otherwise requested. We also offer china service for any event 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.









Linens and skirting

We will provide linens for food and beverage tables at no charge. If you would like linen to be placed on guest tables for receptions, breaks, meeting tables and boxed lunches there will be a \$5 fee for each tablecloth. Other tables may be skirted and covered at \$5 per tablecloth and \$10 per skirt. The same applies to registration tables, name tag, head tables and any additional table that will not be directly used for food service.

Minimum charges

There will be a minimum charge of \$50 for food and non-alcoholic beverage orders.

Arrangements for orders less than the minimum amount can be made if they are picked up during operating hours.

Food removal policy

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

