Planning Your Event

Contact Operations Manager Carolyn Rochester at 410-758-2403 x-256 for catering order form, which will be sent by E-mail. Contact Carolyn at carolyn.rochester@qacps.org. Catering Order Forms should be confirmed by the Manager 10 days prior to your event. Large functions may require a planning appointment, which allows us time to sit down and discuss all the details of your event, helping you make all the necessary decisions to determine which of our services best suit your need. Our business office hours are Monday through Friday, 8:00 am – 3:00 p.m. Rooms should be booked in advance by calling the Jolene Gottleib at 410-758-2403 X-140.

Guarantees

To ensure proper service, we must have a final number guarantee no later than 5 business days prior to your event. The guaranteed number of guests represents the minimum billing. Should the number of guests in attendance exceed the number guaranteed, we will bill accordingly. If we are not contacted with a final count by the above stated times, we will prepare for the estimated number of guests and bill accordingly. Last minute increases are not usually a problem.

Cancellations

All cancellations must be made no later than three business days prior to the event. If you find it necessary to cancel a function, any expenses incurred by Sodexo becomes the responsibility of the patron. Weather related cancellations will be given special consideration.

Linen and China

Tablecloths will be provided for all buffet tables at no additional cost. Linen for guest tables will be charged as follows:
- 52" square tablecloth (Overlay) .... $4 each
- 85" square tablecloth (For Large Round) .... $5 each
- Banquet tablecloth (Classroom Style) .... $5 each
- Linen napkins .... $0.50 each

Quality paper products are included at no additional cost with every event as well as Tablecloths for our Buffets. Upgraded plastic-ware is available for a small fee. China, glass and silverware are available for events at an additional charge due to rentals. Consult the Food Service Manager for further details.
Evening and Weekend Charges
Sodexo operates Monday through Friday. Catered events scheduled for weekends or nights will be subject to 15% surcharge, or a minimal fee in the case of smaller events to off-set overtime labor.

Food Removal Policy
Due to Health Regulations, it is our policy that excess food items from events not be removed from the event site. Items purchased for pick-up must be stored properly (cold food 41 degrees or below, and Hot Food 135 degrees or above) prior to the event and removed and disposed of by the host of the event. Perishable Foods left out beyond 4 hours must be discarded.

Equipment and Supplies
As 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 equipment or supplies may be charged to your account, at replacement cost.

EARLY RISER ALA CARTE

VIP Coffee Service
Freshly Brewed Coffee, Decaf, Herbal and Regular Hot Teas
$2.25

Assorted Beverages
Bottled Juices
Soft Drinks & Bottled Waters
$2.50

Seasonal Fruit Platter
Arranged, Sliced Fresh Fruit
$3.00

Sweets
Assorted Danish, Breakfast Breads
Muffins, Bagels w/ Cream Cheese
$2.75
**Healthy Start**
Freshly Brewed Coffee, Decaf and Hot Tea  
Chilled Orange Juice and Apple Juice  
Mini Bagel, Fruit Salad (Seasonal)*, Low Fat Vanilla Yogurt & Granola  
$6.50  
Add Mixed Berries $7.50  
Add Assorted Bottled Juice & Water $8.50

**Quick Start**
Freshly Brewed Coffee, Decaf and Hot Tea  
Chilled Orange Juice and Apple Juice,  
Choice of Two Bakery Items: Assorted Muffins, Donuts, Mini Bagels, or Assorted Danishes  
$4.75

**Continental Delight**
Freshly Brewed Coffee, Decaf and Hot Tea  
Chilled Orange Juice, and Apple Juice,  
Fruit Salad (Seasonal)*  
Choice of Two Bakery Items: Assorted Muffins, Coffee Cake, Mini Bagels, or Assorted Danishes  
$ 5.75

**Assorted Quiche**  
*(Minimum 25 People)*  
Freshly Brewed Coffee, Decaf and Hot Tea  
Chilled Orange Juice, and Apple Juice,  
Fruit Salad (Seasonal)*  
Pastries  
Homemade Assorted Quiche  
$ 9

**Eastern Shore Favorite**  
*(Minimum 25 People)*  
Freshly Brewed Coffee, Decaf and Hot Tea  
Chilled Orange Juice  
Fruit Salad (Seasonal)*  
Scrambled Eggs  
Crisp Bacon, Sausage Links  
Golden Home Fried Potatoes  
French Toast or Pancakes, Maple Syrup  
Pastries  
$10

*Tropical Fruit Salad will be served when fresh fruit is out of season, or poor quality*
EXPRESS LUNCHEON SALADS

All Luncheon Salads Include Roll and Butter or Crackers, Cookies
Fresh Brewed Iced Tea & Ice Water.
Served in Plastic hinged Salad Containers, or Buffet Style for larger groups
Side Salads may be added for an additional $2.00pp
(Minimum of 10 People)

**Classic Chef Salad**
Sliced ham, turkey, cheddar, and swiss served on a bed of Mixed Greens and topped
with Hard Cooked Eggs, Tomatoes, and shredded carrots.
Served with a Choice of Salad Dressings
$9.75

**Asian Chicken Salad**
Boneless Breast of Chicken Marinated in Sesame Oil, Soy Sauce,
Ginger, Garlic, and Crushed Red Peppers
Includes Tomato, Red Onions,
Pepper Slices over a Bed of Fresh Mixed Greens
Served with a Choice of Salad Dressings & Chow Mein Noodles
$10

**Chicken Salad Supreme**
Herb Roasted Chicken Breast, Toasted Almonds, Tomatoes,
Hard Boiled Egg, Carrots and Seedless Grapes
Served with Assorted Dressings on a Bed of Fresh Mixed Greens
$9.50

**Grilled Chicken Caesar Salad**
Grilled Tender Strips of Chicken on a Bed of Fresh Romaine,
Served with hard Cooked Eggs, Tomatoes, & Carrots
Caesar Dressing, Parmesan Cheese and Crisp Croutons
$9.75

**Greek Salad**
Fresh Romaine Lettuce Tossed with Feta Cheese, Pepperoncini, Red Onion, Tomatoes
Fresh Peppers and Olives Served with Assorted Dressings
$9
EXPRESS LUNCHEON SANDWICHES

All Express Lunches Include a Choice of Side Salad, Potato Chips, and Cookies
Fresh Brewed Iced Tea and Ice Water

**Skipjack Deluxe**
Sandwiches may include: Roasted Turkey Breast, Deli Style Ham, and Vegetarian (Cheese)
Chicken Salad or Tuna Salad on your choice of White Bread, Whole Wheat Bread, Rye Bread, Pumpernickel Bread, Kaiser Roll
$10.75
This buffet can be presented “Tortilla Wraps” style if you wish.
Add Soup $2

**Classic Croissant Club**
Fresh Croissant Sandwich with Roast Turkey Breast or Deli Ham,
Crisp Strips of Bacon, and Cheese
Lettuce and Sliced Tomatoes
$12

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**Boardroom Box Lunch**
Choice of Ham and Turkey, or vegetarian (Cheese) Sandwich
Bag of Chips, Whole Fruit, Package of Cookies, and Soda
$8.75

**Executive Box Lunch**
Choice of Ham, Turkey, Chicken Salad or Tuna Salad, and Vegetarian (Cheese)
Served on your choice of Bread or Kaiser Roll
Large bag of Lays Chips
Whole Fruit or Choice of Potato, Pasta, or Cole Slaw Salads
Fresh Baked Otis Spunkmeyer Cookie, and Soda
$10

Croissant or Wraps Add $0.50
THEME BUFFETS

The Picnic
(Minimum 25)
Hamburgers and All Beef Hot Dogs
Tray of Fresh Shredded Lettuce, Sliced Tomatoes, Sliced Onions and Pickles
Ranch Style Baked Beans, Sliced Cheese Tray, Creamy Cole Slaw
Potato Chips & Assorted Cookies
Fresh Brewed Iced Tea & Ice Water
$11
Add Chicken Breast $2

Country Barbecue
Minimum 25
Barbecue Chicken, Sliced Barbecue Beef
Old Fashioned Potato Salad, Buttered Corn
Ranch Style Baked Beans, Rolls & Butter Cookies
Fresh Brewed Iced Tea & Ice Water
$16

Chicken Nicoise
Baked Chicken Breast on a Bed of Wild Greens with Roasted Veggie Salad,
Tomato Wedges, Hard Boiled Eggs, Herbed New Potato Salad and
Olives Served with Assorted Dressing, Assorted Rolls & Butter
Assorted Fresh Baked Cookies or Brownies
Fresh Brewed Iced Tea & Ice Water
$12.50

Taco Buffet
Southwestern flavored Chicken & Beef
Served with Flour Tortilla, Tortilla Chips, Cheddar Cheese
Shredded Lettuce, Diced Tomatoes, Jalapenos, Salsa, and Sour Cream
Choice of Side Salad
Assorted Fresh Baked Cookies and Brownies
Fresh Brewed Iced Tea & Ice Water
$10.50

Pizza Party
Fresh Baked Pizza with Choice of Toppings (Pepperoni, Sausage, Vegetarian)
Served with Tossed Salad and Dressing
Potato Chips, Cookies and Beverage
$8.50
CREATE YOUR OWN MENU

Each Buffet Includes Choice of Two Entrees, Salad, Starch, Vegetable (found on the following page)
Rolls & Butter, Cookies
Fresh Brewed Iced Tea & Ice Water

(Minimum 25 People)

**BEEF**
Bar-B-Que Top Round
Sliced Roast Beef AuJus or Gravy
Beef Lasagna
*London Broil Add $2

**PORK**
Roast Pork loin w/ Mushroom Sauce
*Pork Tenderloin
Italian Sausage & Peppers (hot or mild)

**POULTRY**
Fried Chicken
Baked Chicken-Whole Pieces
Marinated Breast of Chicken
Chicken Parmesan
Chicken Stir Fry
*Chicken Normandy (Apple stuffing w/ Apricot glaze) Add $1
Sliced Turkey & Gravy

**SEAFOOD**
Baked Cod
Tilapia
*Seafood Linguine
*Shrimp Scampi
*Crab Cakes
*Fresh Salmon Filet

**VEGETARIAN**
Vegetable Lasagna
Stir Fried Rice w/ Fresh Veggies
Stuffed Shells w/ Marinara
Baked Ziti Marinara
Pasta with Chunky Roasted Vegetable Sauce

$16 per person
* Additional Cost

* Please consult Food Service Manager for Custom Hot Food Receptions
## Menu Accompaniments

Menu Accompaniments for Create Your Own Buffet
All Meals Include One Salad, One Vegetable, One Starch and One Dessert

### Salads
- Tossed Green Salad with Choice of Dressing
- Mixed Field Greens with Choice of Dressing
- Romaine Salad with Creamy Caesar Dressing
- Greek Salad
- Seasonal Fresh Fruit Salad (Seasonal)
- Old Fashioned Potato Salad
- Redskin Potato Salad
- Creamy Coleslaw
- Mexican Salad

### Vegetables
- Steamed Broccoli Florets
- Cauliflower Florets
- Glazed Baby Carrots
- Green Beans Almandine
- Baked Herb Tomato *
- Sweet Peas
- Steamed Vegetable Medley
- Sweet Corn

### Starch
- Mashed New Potatoes
- Wild Rice
- Savory Rice Pilaf
- Twice Baked Potatoes *
- Scalloped Potatoes
- Parsley New Potato
- Rosemary Roasted Potatoes
- Au Gratin Potatoes

### Desserts (All additional cost)
- Apple Pie
- Pecan Pie
- Key Lime Pie
- Lemon Meringue Pie
- Chocolate Cream Pie
- Chocolate Layer Cake
- Cheesecake
- Coconut Layer Cake
- Lemon Cake
- Black Forest Cake
- German Chocolate Cake
- Fudge Brownies
- Hot Apple Crisp
- Assorted Gourmet Cookies
Fresh Crudités Tray w/ Dip:
Display of seasonal vegetables served with ranch dip
$2

Cheese and Cracker Tray:
Assorted Domestic cheeses served with crackers and garnished with seasonal fruit
$4

Fresh Fruit Trays:
Seasonal Melons, Pineapple, Strawberries and Grapes artfully displayed.
$3

Roasted Vegetables:
Vegetables roasted to perfection, then served chilled
$2.50

Combination Platter:
Fresh seasonal fruit, assortment of domestic cheeses, served with crackers
$5

Mini Soft Pretzels
$8 Doz

Snack Break
Assorted Bagged chips, Cookies, Sodas, and bottled water
$4.75

High Energy Break
Snack mix, Whole Fresh Fruit, Granola Bar, Bottled water, and Juice
$5.50

Add Hot Beverage Service (Coffee & Tea) to your Break
$2
**BREAK PACKAGES**

When you know you’re going to need a substantial Break from that long conference or meeting, we have just what you need.

Minimum 25

<table>
<thead>
<tr>
<th><strong>Sweets &amp; Treats</strong></th>
<th><strong>The Seventh Inning Stretch</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted varieties of fresh baked cookies (including chocolate chip, peanut butter, double chocolate chunk, sugar, and oatmeal raisin)</td>
<td>Mini Cocktail Franks in Puff Pastry</td>
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<tr>
<td>Whole Fresh Fruit</td>
<td>Mini Soft Pretzel Bites</td>
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<tr>
<td>Fresh Brewed Coffee &amp; Decaf</td>
<td>Nacho chips with Salsa and Nacho Cheese</td>
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<tr>
<td>Assorted Hot Teas</td>
<td>Fresh Brewed Coffee &amp; Decaf</td>
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<tr>
<td>Bottled Water</td>
<td>Assorted Hot Teas</td>
</tr>
<tr>
<td>Assorted Sodas and Bottled Juices $6</td>
<td>Bottled Water</td>
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<tr>
<td></td>
<td>Assorted Sodas and Bottled Juices $7</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>The Healthy Choice</strong></th>
<th><strong>Ala Carte</strong></th>
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<tbody>
<tr>
<td>Granola</td>
<td>Fresh Cookies $7 per dozen</td>
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<tr>
<td>Whole Fresh Fruit</td>
<td>Brownies $15 per dozen</td>
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<tr>
<td>Yogurts</td>
<td>Whole Fruit $12 per Dozen</td>
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<tr>
<td>Whole Grain Bars</td>
<td>Punch, Iced Tea, or Lemonade $9 Gallon</td>
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<tr>
<td>Bottled Water</td>
<td>Hot Beverage Service $2.00 per guest</td>
</tr>
<tr>
<td>Fruit Juices $5</td>
<td>Coffee Refresh $15 Air pot</td>
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<tr>
<td></td>
<td>Sodas &amp; Bottled Water $1.30 per guest</td>
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<tr>
<td></td>
<td>Bottled juice $1.75 per guest</td>
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<td>Milk $0.75 per guest</td>
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</tbody>
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