



WESTERN  
ILLINOIS  
UNIVERSITY

**CATERING**  
*by Sodexo*

# WELCOME!

## WIU Catering by Sodexo

Thank you for choosing Western Illinois University's Catering by Sodexo to plan your special event! We promise to make your day just as wonderful as you are!

At Western Illinois University Catering by Sodexo, our mission is to create unforgettable events by exceeding your expectations with innovative cuisine, exceptional service and creative presentations. We will accomplish this successfully by consistently emphasizing quality above convenience in our service and food preparation, generating positive energy and respect with our clients and employees, and exhibiting an enthusiasm to customize our services to our clients' needs.

The catering staff works hard to keep up on local dining trends to ensure our clients have an excellent dining experience. Whether it's a morning brunch, a business luncheon, or an elegant dinner party, Western Illinois University Catering by Sodexo will create an unforgettable experience! This menu selection is just the beginning. Having children at your event or guests with special requests? Not a problem. Looking for a special dish not featured in this guide? No worries. Our experienced culinary team will work with you to create a menu that is sure to delight. So, peruse these pages, and let your taste buds lead you to the perfect meal. We appreciate your business and will do whatever it takes to make your event memorable, from start to finish. If you have any questions regarding our services, please call our Catering Event Planner at (309) 298-1292.

**We look forward to serving you!**



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# MORNING FARE

## Breakfast is served

Selections from these items are presented buffet style. Services include linen-draped service tables, set up and clean up. Paper service is included. China service is available upon request. We proudly serve Fair Trade Aspreto Coffee and Decaf, and Numi Teas.

### **The Classic Continental . . . . . \$8.29 / person**

Seasonal Fresh Fruit Tray  
Choice of Two: Assorted Breakfast Breads, Danish, Cinnamon Rolls, or Assorted Bagels  
Bottled Juices, Coffee, Decaf, and Hot Tea

### **The Healthy Start . . . . . \$9.49 / person**

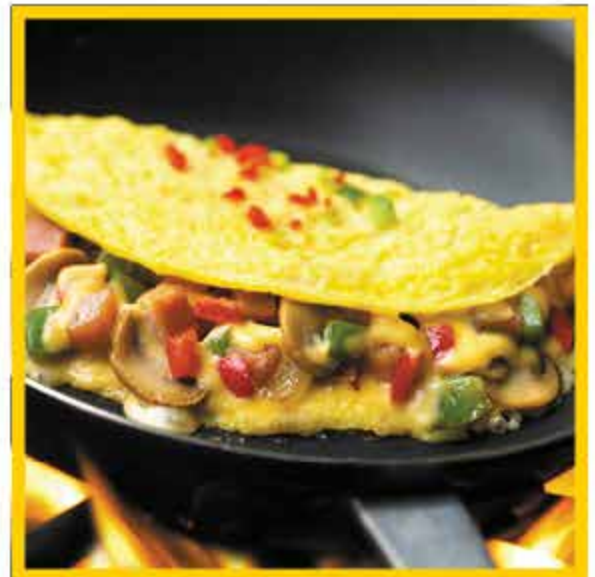
Seasonal Fresh Fruit Tray  
Low Fat Yogurt Parfaits  
Assorted Granola Bars  
Bottle Juices, Coffee, Decaf and Hot Tea

### **WIU Breakfast Buffet . . . . . \$13.99 / person**

Seasonal Fresh Fruit Tray  
Muffins and Danish  
Hashbrowns or Home Fries  
Scrambled Eggs  
Choice of Ham, Bacon or Sausage  
Bottled Juices, Coffee, Decaf, and Hot Tea

### **Omelet Station . . . . . \$4.99 / person**

Cooked to order Three Egg or Egg White Omelets with available ingredients including Ham, Bacon, Peppers, Onions, Tomatoes, Mushrooms and Cheese. **There is a 15 person minimum for this station!**



## PLATED BREAKFASTS

**Fresh Baked Quiche . . . . . \$9.99 / person**

Choice of Vegetable or Bacon and Cheese Quiche, served with choice of Home Fries or Crispy Hashbrowns and Seasonal Fresh Fruit

**Sunrise Scrambler . . . . . \$8.99 / person**

Scrambled Eggs with Ham, diced Peppers, Onions and topped with Cheese, served with choice of Home Fries or Crispy Hashbrowns and Seasonal Fresh Fruit

**French toast . . . . . \$9.49 / person**

Thick cut Texas toast, grilled to a golden brown, served with choice of Sausage Links, Bacon, or Seasonal Fresh Fruit

Add Bacon . . . . . \$1.49 / person

Add Sausage Links . . . . . \$1.49 / person

Add Fresh Baked Muffin . . . . . \$1.39 / person

Add Croissant . . . . . \$1.29 / person

## ALA CARTE SELECTIONS

Assorted Fresh Baked Muffins . . . . . \$15.99 / dozen

Assorted Bagel with Cream Cheese . . . . . \$13.99 / dozen

Assorted Danish . . . . . \$9.99 / dozen

Assorted Donuts . . . . . \$11.99 / dozen

Fresh Baked Cinnamon Rolls . . . . . \$14.59 / dozen

Individual Assorted Yogurts . . . . . \$2.19 / each

Individual Fruit Yogurt Parfait. . . . . \$3.99 / each

Breakfast Sandwich . . . . . \$3.99 / each

Egg and Cheese with your choice of Ham, Bacon or Sausage Patty on an English Muffin

Assorted Granola Bars . . . . . \$1.49 / each

Seasonal Fresh Fruit Tray . . . . . \$29.99 / serves 25

\$49.99 / serves 50

69.99 / serves 75



# ALL DAY AT THE UNION

## Spend your Day at the Union

Designed for full day conferences or meetings, this service simplifies your event planning. Menu offerings are presented buffet style. Services include linen draped service tables, set up and clean up. Paper service is included, and China service is available upon request.

### START YOUR DAY WITH BREAKFAST

The Classic Continental includes:

Seasonal Fresh Fruit Tray

Choice of Two: Assorted Breakfast Breads, Danish, Fresh Baked Cinnamon Rolls, or Assorted Bagels and Cream Cheese

Bottled Juices, Coffee, Decaf, and Hot Tea

### MID-MORNING BREAK

Refresh Coffee Service

Seasonal Fresh Fruit Tray

Assorted Granola Bars

Assorted Canned Soft Drinks

Iced Water Station

### LUNCH BUFFET

Our Event Coordinator and Executive Chef would be delighted to help you select an appropriate menu, including Salad, Entrée with Sides, Dessert and Beverages.

### AFTERNOON SNACK

Choose Two: Assorted Bags of Chips, Assorted Cookies or Dessert Bars, Carrots and Celery Sticks with Ranch Dressing, Whole Fresh Fruit. Freshly Brewed Iced Tea and Lemonade, and Assorted Canned Soft Drinks are included.

**This full day of fun is \$31.99 / person**



# GRAB & GO

## Grab & Go Salads & Sandwiches

All Boxed Salads are served with a Roll or Breadstick with Butter. All Boxed Sandwiches are served with choice of Potato Salad, Cole Slaw or Pasta Salad and Bag of Chips. All include Cookie or Brownie and a Canned Soft Drink or Bottled Water.

### Caesar Salad . . . . . \$8.49

Fresh Romaine Lettuce topped with Grated Parmesan Cheese, Homemade Croutons and served with a Creamy Caesar Dressing. **Add Chicken for \$1.00**

### Chef Salad . . . . . \$9.99

Mixed Greens with Ham, Turkey, Mozzarella and Cheddar Cheese, Tomato and Cucumber, served with choice of French, Ranch or Italian Dressing

### Greek Salad . . . . . \$8.99

Crisp Mixed Greens with Tabbouleh, Roasted Red Pepper, Feta Cheese and Falafel

### Oriental Salad . . . . . \$9.99

Mixed Greens with Red Leaf Lettuce tossed with Oriental Sesame Dressing and Grilled Chicken Breast, and topped with Crispy Won Ton Strips

### Spicy Italian Baguette. . . . . \$8.99

Sliced Ham, Salami, Pepperoni and Provolone Cheese on a French Roll with Garlic Mayo

### Turkey and Cheddar . . . . . \$8.99

Sliced Oven Roasted Turkey Breast, Sharp Cheddar Cheese, Leaf Lettuce, and Tomato on a Ciabatta Roll

### Roast Beef and Cheddar. . . . . \$9.39

Sliced Roast Beef and Cheddar on a Ciabatta Roll with Horseradish Cream Spread

### Grilled Tuscan Chicken. . . . . \$9.79

Grilled Chicken Breast, Provolone, Leaf Lettuce, Tomato and Pesto Mayo on Focaccia Bread

### Roasted Vegetable Multigrain . . . . . \$9.49

Roasted Seasonal Vegetables, Eggplant and Herbed Chevre on Multigrain Bread

### Vegetable Hummus Wrap . . . . . \$8.49

Roasted Eggplant, Zucchini, Red Peppers and Onions with Hummus wrapped in a Flour Tortilla



# HORS D'OEUVRES

## Hot Hors D'oeuvres

**Gator Cakes . . . . . \$30.99 / 50 pieces**

Fried Chicken Cakes combined with Peppers, Onions and Cajun Seasoning served with a Bayou Remoulade Sauce

**Chipotle Maple Bacon**

**Wrapped Chicken . . . . . \$34.99 / 50 pieces**

Tender Chicken Breast wrapped in Bacon marinated in Chipotle Adobo Sauce and drizzled with Maple Syrup

**Ginger Chicken Satay. . . . . \$45.99 / 50 pieces**

Tender Chicken Breast marinated in Ginger, Garlic, Lime and Coconut Milk served with an Oriental Dipping Sauce

**Pork Pot Stickers . . . . . \$37.99 / 50 pieces**

Lightly Browned Classic Pot Stickers served with a Garlic Soy Sauce

**Mini Ham Biscuits with Mustard Sauce \$31.99 / 50 pieces**

Fresh Baked Mini Biscuits Stuffed with Smoked Ham

**Sausage Bites . . . . . \$59.99 / 50 pieces**

Tender Sausage Bites served with Dijon Mustard Dipping Sauce

**Mini Crab Cakes . . . . . \$53.99 / 50 pieces**

Lightly Breaded and Baked Crab Cakes served with Cajun Remoulade Sauce for dipping

**Maple Glazed Apple Rumaki . . . . . \$27.99 / 50 pieces**

Breaded and Baked Bacon wrapped Apple Slices with Dijon Mustard and Parmesan Cheese

**BBQ Mini Meatballs . . . . . \$25.99 / 50 pieces**

Oven Roasted Meatballs topped with a Sweet & Savory Barbecue Sauce

**Mini Greek Pizzas . . . . . \$34.99 / 50 pieces**

Cherry Tomatoes, Feta Cheese and Spinach Basil Pesto served on Baked Pita Bread

**Baked Mini Egg Rolls. . . . . \$38.99 / 50 pieces**

Served with a Spicy Dipping Sauce

**Beef Satay . . . . . \$49.99 / 50 pieces**

Grilled Beef Tenderloin on a skewer served with Sweet Thai Chili Sauce



# Cold Hors D'oeuvres

**Smoked Salmon Bruschetta with Roasted Garlic Hummus . . . . . \$56.99 / 50 pieces**  
Smoked Salmon and Hummus topped Bruschetta served with Fresh Basil

**Ham and Cheese Pinwheels . . . . . \$15.99 / 50 pieces**  
Smoked Ham and Cheddar Cheese Rolled in Puff Pastries and Baked to perfection

**Assorted Finger Sandwiches 3 per serving \$79.99 / 50 servings**  
On White and Wheat Bread made with Tuna, Chicken, Ham and Egg Salads with Leaf Lettuce and Boursin Cheese

**Shrimp Cocktail . . . . . \$59.99 / 50 pieces**  
This classic is served with Cocktail Sauce and Cajun Remoulade

**Prosciutto wrapped Melon . . . . . \$33.99 / 50 pieces**  
Fresh Cantaloupe wrapped in Thinly Sliced Prosciutto served with a Dijon Mayonnaise Dipping Sauce

**Cool Salmon Canapes. . . . . \$24.99 / 50 pieces**  
A Combination of Salmon and Seasoned Cream Cheese piped onto Fresh Cucumber Slices topped with Fresh Dill

**Spicy Mango Shrimp Crostinis . . . . . \$41.99 / 50 pieces**  
Mango, Red Peppers, Onions and Shrimp served on a toasted Crostini





# BUFFETS

## Specialty Buffets

Selections from this menu are presented buffet style. Services include linen on buffet and guest tables, set up and clean up. Paper service is included, and china service is available on request.

### Old Fashioned BBQ . . . . . \$17.99 / person

Seasonal Fresh Fruit Salad, Country Potato Salad, Ranch Style Baked Beans, Fresh Baked Cornbread with Butter, Barbecue Chicken, Barbecue Beef Brisket, Hot Apple Cobbler, Lemonade and Freshly Brewed Iced Tea

### Little Italy . . . . . \$15.99 / person

Caesar Salad with Homemade Croutons, Fresh Baked Breadsticks, Italian Blend Vegetables, Chicken Marsala, Meatballs with Marinara Sauce, Cheese Stuffed Tortellini and Penne Pasta, Tiramisu Cake, Assorted Canned Soft Drinks and Freshly Brewed Iced Tea

### Deli Buffet . . . . . \$13.99 / person

Creamy Cole Slaw, House made Pasta Salad, Assorted Breads and Rolls, Sliced Roasted Turkey, Ham and Roast Beef, Sliced Provolone, Swiss and American Cheese, Leaf Lettuce, Sliced Tomatoes, Sliced Onions, Dill Pickles, Mayonnaise, Yellow and Dijon Mustard, Assorted individual Bags of Chips, Assorted Cookies and Brownies, Freshly Brewed Iced Tea and Iced Water. **Add Soup for \$1.50 / person**

### Fiesta Buffet . . . . . \$16.99 / person

Cilantro Cole Slaw, Spanish Rice, Corn and Bean Salad, Beef and Chicken Fajitas with Soft Tortillas, Sautéed Peppers and Onions, Sour Cream, Shredded Cheese and Salsa, Cheese Enchiladas, Assorted Churros and Brownies, Lemonade and Freshly Brewed Iced Tea

### Back Yard Cookout . . . . . \$16.99 / person

Creamy Coleslaw, House made Potato Salad, Ranch Style Baked Beans, Grilled Hamburgers & Hot Dogs with Fresh Baked Buns with all of the fixings, Assorted individual Chips, Brownies & Cookies, Lemonade & Freshly Brewed Iced Tea



# Build your Own Buffet

Selections from this menu are presented buffet style and includes Freshly baked rolls with Butter. Services include linen on buffet and guest tables, set up and clean up. Paper service included, and china service is available upon request. Build your buffet by selecting one Entrée, one Salad, Two Sides, Two Desserts & Two Beverages.

**Chicken Marsala . . . . . \$16.49 / person**

Tender Chicken Breast served with a Sweet Marsala Wine Sauce

**Lemon Parmesan Chicken . . . . . \$16.99 / person**

Tender Chicken in a White Wine Chive Sauce

**Braised Beef Sicilian . . . . . \$19.99 / person**

Seasoned and Tenderly Braised Beef in a Basil Tomato Sauce

**Beef Stroganoff. . . . . \$17.99 / person**

A classic, We recommend Egg Noodles as the perfect side

**Mustard Herb Pork Loin . . . . . \$16.99 / person**

Slow Roasted to perfection with a Tangy But Tasty Crust

**Asian Pork Loin . . . . . \$16.99 / person**

Tender Pork Loin Roasted with Honey and Soy Glaze

**Garlic Shrimp Skewers . . . . . \$19.99 / person**

Lightly Broiled with a Hint of Garlic

**Stuffed Green Peppers . . . . . \$15.99 / person**

Rice and Vegetable Stuffed Peppers with Herbed Tomato Sauce

**Pasta Primavera . . . . . \$13.99 / person**

Garden Fresh Vegetables and Pasta in a Classic Cream Sauce

**Citrus Crusted Tilapia . . . . . \$16.99 / person**

Light and Flaky, with a Hint of Citrus Flavor

**Salmon with Dill Butter. . . . . \$17.99 / person**

Baked to perfection served in a Light Dill / Butter Sauce

**Salads**

**Classic Caesar Salad** - Fresh Chopped Romaine, Parmesan Cheese and Homemade Croutons with Caesar Dressing

**Market Salad** - Fresh Chopped Mixed Greens with your choice of three dressings

**Sides**

Oven Roasted Herbed Potatoes • Country Mashed Potatoes • Roasted Fingerling Potatoes with Truffle Oil • Rice Pilaf • Fresh Green Beans • Steamed Broccoli with Carrots • Roasted Asparagus (in season) • Caribbean Vegetable Medley • Glazed Baby Carrots • Sautéed Zucchini

**Desserts**

Red Velvet Cake • Chocolate Layer Cake • Designer Key Lime • Dutch Apple Pie • Pecan Pie • Assorted Cookies and Bars

**Beverages**

Lemonade • Freshly Brewed Iced Tea • Iced Water Station • Freshly Brewed Fair Trade Aspetto Coffee & Decaf



# SERVED MEALS

## Served Lunches

All served lunches include chef's choice of potato and Vegetable, Freshly baked rolls, Freshly brewed Aspreto Coffee, Decaf, and Herbal Numi Teas, Freshly brewed Iced Tea, and Iced Water. Services include linen on guest tables, set up and clean up.

**Beef Stroganoff . . . . . \$15.49 / person**

A classic, served over Egg Noodles with a side of Vegetables

**Chicken Marsala . . . . . \$14.49 / person**

Tender Chicken Breast served with a Sweet Marsala Wine Sauce

**Pasta Primavera . . . . . \$13.49 / person**

Garden Fresh Vegetables and Pasta in a Classic Cream Sauce

**Citrus Crusted Tilapia . . . . . \$15.49 / person**

Light and Flaky, with a Hint of Citrus Flavor

**Chicken Picatta . . . . . \$14.99 / person**

Tender Chicken Breast in a Lemon Caper Sauce

**Seafood and Spinach Lasagna . . . . . \$15.99 / person**

Layered with Shrimp, Lobster, Crab Meat and Fresh Spinach

**Pork Loin with Apples & Onions . . . \$15.99 / person**

Roasted with Granny Smith Apples, Onions and Orange Marmalade

**Orzo Basil Portobello . . . . . \$15.99 / person**

Stuffed with Chevre, Tricolored Orzo and Fresh Basil

**Broiled Salmon with Salsa . . . . . \$19.99 / person**

Salmon Filet served with Sweet and Spicy Salsas

**Smoked Gouda Farfalle . . . . . \$15.29 / person**

Butterfly Pasta baked with Spinach and Creamy Gouda Cheese

**Lemon Pepper Chicken . . . . . \$15.29 / person**

Tender Chicken Breast baked with Citrus and Lightly Seasoned with Lemon Pepper

**4 Cheese Ziti . . . . . \$13.49 / person**

Pasta baked with Parmesan, Romano, Asiago and Mozzarella Cheeses

**Honey Baked Ham . . . . . \$14.99 / person**

Oven baked tender Ham served with Choice of Potato and Vegetable

**Chicken Cordon Bleu . . . . . \$15.99 / person**

A classic, stuffed with Ham and Swiss Cheese

**Herb Roasted Turkey . . . . . \$15.49 / person**

Oven Roasted Turkey Breast served with a light gravy

**Country Fried Steak . . . . . \$14.99 / person**

Served with a Classic Pepper Gravy

**Add a Market Salad . . . . . \$2.49 / person**

Fresh Chopped Mixed Greens with your choice of three dressings

## DESSERTS

Chocolate Molten Cake . . . . . \$4.49

Red Velvet Cake . . . . . \$3.29

New York Cheesecake . . . . . \$3.99

Apple Caramel Bread Pudding. . \$1.99

Designer Key Lime Pie . . . . . \$2.99

Chocolate Almond

Ganache Cake . . . . . \$2.29

White Chocolate Raspberry

Crème Brulee. . . . . \$3.99

Desserts priced per person!



# Served Dinners

All served dinners include a choice of Mixed Green Salad or Caesar Salad, chef's choice of Vegetable and potato or starch, Freshly baked rolls with butter, choice of dessert, and Freshly brewed Aspreto Coffee, Decaf, and Herbal Numi Teas, Freshly brewed Iced Tea and Iced Water. Services include linen on guest tables, set up and clean up.

**Portobello Mushroom Napoleon. . . . \$21.29 / person**

Stuffed with Peppers, Zucchini, Mushrooms and Onions

**Chicken Picatta . . . . \$19.95 / person**

Tender Chicken Breast in a Lemon Caper Sauce

**Chevre, Orzo and Basil Portobello . . . \$21.99 / person**

Filled with Tomatoes, Basil, Orzo, topped with a Pesto Cream Sauce

**Braised Short Ribs . . . . \$22.49 / person**

Slowly braised to tender perfection

**Spinach Stuffed Beef Tenderloin. . . . \$24.99 / person**

Slow Roasted Tenderloin filled with a Spinach Stuffing

**Blackened Flank Steak . . . . \$21.99 / person**

Seasoned, then broiled to perfection

**Pork Loin with Apples & Onions . . . \$21.99 / person**

Roasted with Granny Smith Apples, Onions and Orange Marmalade

**Grilled Bruschetta Chicken . . . . \$20.99 / person**

Chicken Breast, grilled to perfection, with Classic Bruschetta Topping

**Lemon Basil Chicken . . . . \$21.49 / person**

Baked Chicken Breast, with Lemon Pepper, Basil and Citrus Marinade

**Seafood Spinach Lasagna . . . . \$22.99 / person**

Layered with Shrimp, Lobster, Crab Meat and Fresh Spinach

**Garlic Shrimp Skewers . . . . \$22.49 / person**

Broiled to perfection with just a Hint of Garlic

**Spaghetti Squash . . . . \$21.99 / person**

Garlic, Onion, Paprika, Peppers, and Tomatoes cooked in Olive Oil, served with Pinto Beans

**Beef and Crab Combo. . . . \$24.99 / person**

Medallions of Beef Tenderloin and Succulent Crab Cakes

**Broiled Salmon with 2 Salsas . . . . \$23.99 / person**

Salmon Filet served with Sweet and Spicy Salsas

**Smoked Gouda Farfalle . . . . \$21.99 / person**

Butterfly Pasta baked with Spinach and Creamy Gouda Cheese



## Desserts

Red Velvet Cake • Chocolate Molten Cake • Designer Key Lime • New York Cheesecake • Apple Caramel Bread Pudding • Chocolate Almond Ganache Cake • White Chocolate Raspberry Crème Brulee

# DIPS & DISPLAYS

## Gourmet Dips & Displays

### DIPS

**Warm Parmesan Artichoke Dip . . . . \$13.99 / pound**

Served with Pita Chips

**Warm Spinach and Crab Dip . . . . \$13.99 / pound**

Served with Bagel Chips

**Creamy Mediterranean Dip . . . . \$11.99 / pound**

Served with Pita Chips

**Fiesta Layer Dip . . . . \$14.99 / pound**

Served with Tortilla Chips

### DISPLAYS

**Farm Fresh Crudite Display . . . . \$29.99 / 25 servings**

**\$54.99 / 50 servings**

**\$79.99 / 75 servings**

An assortment of Fresh Vegetables including Carrots, Celery Sticks, Broccoli, Cauliflower, Peppers, Zucchini and Grape Tomatoes

**Domestic Cheese Display . . . . \$23.99 / 25 servings**

**\$39.99 / 50 servings**

**\$59.99 / 75 servings**

An assortment of Domestic Cheeses including Colby, Monterey Jack, Mozzarella and Swiss Cheeses, served with Assorted Crackers

**Artisan Cheese Display . . . . \$51.99 / 25 servings**

**\$99.99 / 25 servings**

**\$145.99 / 75 servings**

An assortment of Gourmet Cheeses, including Chevre, Creamy Havarti with Dill, Maytag Bleu Cheese, Swiss Cheese, Sharp Cheddar, and Brie, garnished with Red and Green Grapes and served with Assorted Crackers



# Specialties & Carving Stations

## SPECIALTY

**Roast Vegetable Cheesecake . . . . . \$32.99 / each**

Roasted Fresh Vegetables in Parmesan and Cream Cheese served with Assorted Crackers

**Savory Pesto and Sundried Tomato Cheesecake. . . . . \$21.99 / each**

Sundried Tomatoes, Fresh Basil and Pine Nuts combined with a savory Pesto Sauce served with Assorted Crackers

**Crawfish Cheesecake with Remoulade . . \$54.99 / each**

Made with Boursin, Parmesan and Cream Cheese served with a Remoulade Sauce and Assorted Crackers

## CARVING STATIONS

Our Beef, Poultry, and Pork selections are cooked to perfection and carved by an experienced uniformed Chef. Served with wonderful sauces and condiments, as well as Assorted Mini Rolls or Baguettes. **There is a 20 person minimum for the Carving Stations.**

**Roast Turkey Breast with Cranberry and Orange Relish . . . . . \$4.99 / person**

**Roast Beef Tenderloin with Horseradish Aioli and Mustard Sauce . . . . . \$6.49 / person**

**Mustard Apricot Glazed Ham with Honey Mustard Sauce. . . . . \$4.99 / person**



# SWEET & SALTY

## SWEET

- Gourmet Bars . . . . . \$13.99 / dozen
- Assorted Mini Petit Fours . . . . . \$11.99 / dozen
- Assorted Homestyle Cookies . . . . . \$9.99 / dozen
- Gourmet Brownies . . . . . \$15.49 / dozen
- Multi Grain Bars and Granola Bars . . . . . \$1.49 / each

## SALTY

- Individual Bags of Pretzels or Chips . . . . . \$1.29 / each
- Mixed Nuts. . . . . \$11.99 / pound

## FROSTED SHEET CAKES

- Quarter Sheet Cake.** . . . . . \$29.99 / each  
This Cakes serves 20 people
- Half Sheet Cake** . . . . . \$39.99 / each  
This cake serves 40 people
- Full Sheet Cake.** . . . . . \$64.99 / each  
This cake serves 80 people

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- Ice Cream Sundae Bar.** . . . . . \$3.99 / person  
Choice of one Ice Cream flavor per 45 people  
Chocolate • Vanilla • Strawberry
  - Choice of Two Sauces**  
Chocolate • Strawberry • Butterscotch
  - Choice of Three toppings**  
Sprinkles • Cookie Crumbles • Peanuts • Heath Bar Pieces • M&M's  
\*Maraschino Cherries and Whipped Topping are included



# BEVERAGES

## Quench your Thirst

Paper service is included. China is available upon request. Services include linen-draped tables, set up and clean up. Appropriate accoutrements provided.

### Morning Coffee and Tea Service . . . . \$2.49 / person

Includes Freshly Brewed Fair Trade Aspetto Coffee, Decaffeinated Coffee, and Numi Herbal and Non-Herbal Teas

Freshly Brewed Fair Trade Aspetto Coffee & Decaf	\$15.49 / gallon
Numi Herbal and No-Herbal Teas . . . . .	\$14.99 / gallon
Orange Juice . . . . .	\$14.49 / gallon
Cranberry Juice. . . . .	\$15.99 / gallon
Apple Juice . . . . .	\$14.49 / gallon
Lemonade . . . . .	\$12.49 / gallon
Freshly Brewed Iced Tea . . . . .	\$12.49 / gallon
Orange Blossom Punch . . . . .	\$14.99 / gallon
Strawberry Lemonade. . . . .	\$14.99 / gallon
Sparkling Fruit Punch . . . . .	\$16.99 / gallon
Fruit Punch . . . . .	\$11.99 / gallon
Iced Water Service . . . . .	.\$8.99 / gallon

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Bottled Fruit Juice . . . . .	.\$1.99 / each
Apple • Orange • Cranberry	
Bottled Water . . . . .	.\$1.69 / each
Assorted Canned Soda . . . . .	.\$1.59 / each





# BEER, WINE & LIQUOR

## Alcoholic Beverages

All alcoholic beverages must be provided and served by Western Illinois University's service personnel and proof of age will be required. A food order must be present in order to have alcoholic beverages present at the event. Western Illinois University Catering by Sodexo reserves the right to refuse service of alcoholic beverages to any person.

### FULL BAR

If you wish to have a Full Bar setup at a dinner or reception, your bar setup charge will be \$55.00. All necessary bar items are provided with this charge including handling of alcohol prior to event, portable dry bar including non-alcoholic beverages, ice, mixers, napkins and eco-friendly cups. We recommend at least one bartender for every 50-75 guests for Full Bar Service. The charge for a bartender is \$10.50 / hour. If you would like to upgrade your bar with glassware, a minimal charge will be applied. **There is minimum of \$50.00 in Bar Sales.** Balances below that total will be the responsibility of the client paying for the event.

### BEER AND WINE BAR

If you wish to have a Beer and Wine Bar at your event, please let us know in advance. A setup charge of \$45.00 will apply. Bartender Service is available at a rate of \$10.50 / hour. One bartender recommended for every 75-100 guests. **There is minimum of \$50.00 in Bar Sales.** Balances below that total will be the responsibility of the client paying for the event.

### ALCOHOL PROCEDURE AND POLICY

All beverages are to remain within the facility and consumed in designated area. Beverages not consumed will remain the property of Western Illinois University. Personnel have completed the Serv Safe Training Program for Alcohol Service.

- By State Law all alcohol must be paid for on or before the date of the event.
- A food order must be present in order to have alcoholic beverages present at the event.
- No alcohol can be sold off campus.
- Alcohol events must end thirty minutes before the scheduled end of the event.



# PLANNING YOUR EVENT

## 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 event.

### ARRANGING & 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 calendar. You may contact Western Illinois University's Catering Department at (309) 298-1292 or fax us at (309) 298-2899. Some arrangements can be made by phone or e-mail, others require an appointment with the Catering Event Coordinator. Office Hours are Monday through Friday, 8:00 AM to 4:30 PM.

Catering arrangements and menu selections should be confirmed within three business days of your event. While we can sometimes accommodate your needs with less lead time, sufficient notice allows us to schedule production and staffing. After we have finalized all the details, you will receive a confirmation sheet of your event so you can confirm with a signature. Before signing, carefully review all information on the confirmation sheet for accuracy and completeness; and make any necessary changes. Return to us three business days prior of your event.

### RESERVING A LOCATION

Whether on or off campus, the event location needs to be reserved before we plan your event. Scheduling and Event Services can reserve your room. Contact them at (309) 298-2421 four weeks in advance to arrange tables, chairs, trash cans and other necessary equipment. When reserving the location please allow three hours for setup and two hours for clean up. Requests for room setups should be made at this time. Off-Site Delivery charged according to event needs.

### PAYMENT

All events must have a Western Illinois University billing number. Our Event Coordinator will supply you with an account set-up sheet if you do not have a current number. Non-University taxable groups or groups charging the customer are subject to sales tax at 8% for all food events. Tax exempt organizations are required to submit a copy of their exemption certificate prior to the event.

### CHANGES / GUARANTEES / CANCELLATIONS

All cancellations and / or changes referring to the menu, count and event arrangements must be confirmed three business days prior to your event. Functions cancelled with less than three business days may incur a charge. We will prepare for the client estimated number and charge accordingly should a final count not be confirmed.



## CHINA & PAPER SERVICES

Our Catering Department offers paper service. China service is available at an additional charge per person below:

<b>Full Meal China &amp; Silverware Service . . . . .</b>	<b>\$1.00 / person</b>
<b>Coffee or Beverage China Service . . . . .</b>	<b>\$0.75 / person</b>
<b>Full Bar Glass Service. . . . .</b>	<b>\$0.75 / person</b>
<b>Reception China &amp; Silverware Service . . . . .</b>	<b>\$0.75 / person</b>

## LINEN

As a standard, we provide tablecloths for all food and beverage tables. Linens for guest tables are included with full service plated breakfasts, lunches, dinners and buffets. The same applies to registration, name tag, head tables and any additional tables that will not be directly used for food and beverage setup.

<b>120 inch Cloth for Round Tables. . . . .</b>	<b>\$.50 / each</b>
<b>114 inch Rectangle . . . . .</b>	<b>\$.45 / each</b>
<b>90 inch Round . . . . .</b>	<b>\$.45 / each</b>
<b>All Squares. . . . .</b>	<b>\$.45 / each</b>
<b>Table Skirts . . . . .</b>	<b>\$.65 / each</b>
<b>Drop Cloths . . . . .</b>	<b>\$.50 / each</b>
<b>Napkins . . . . .</b>	<b>\$.025 / each</b>

## ATTENDANTS

To ensure that your event is a success, catering staff will be provided for all served meals and some buffets. If additional hours of service are needed, a fee of 50¢ / hour per guest will apply. To ensure that your event is a success, attendants may be required. When attendants are needed, services are at an additional charge of \$10.50 / hour per server. Continental breakfasts, breaks, and receptions are priced for self-serve. Buffet style functions are staffed with one attendant for every 25 guests and are included with the per person price. All served meals servers are included. The charge for each staff member is:

<b>Attendants . . . . .</b>	<b>\$10.50 / hour</b>
<b>Station Chefs. . . . .</b>	<b>\$30.00 / hour</b>

## CATERING EQUIPMENT

As the host of the catering 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 cost. For very large events, specialty equipment may need to be rented at an additional charge.

## FLORAL CHARGES

We will be happy to order, receive, and handle specific floral and decorative requests for an additional fee determined in accordance with your specific needs.



**FOOD SAFETY**  
 Due to food safety liabilities, guests **may not** remove food from the function site!