

❖ *Trinidad State Junior College* ❖ *Campus Catering Services*



is so proud to be partnered with Trinidad State Junior College.

As we discuss your catering needs, we are open to every menu possibility in any setting... from finger foods or a dozen cookies to over-the-top Ice sculptures, Sodexo offers a wide variety of services from pick-up or delivery to full service buffets or Black-Tie affairs for family, friends and businesses.

We offer coffee breaks, refreshments, breakfasts, lunches, dinners and receptions.

We also do hospitality suites, afternoon teas, or pizza parties.

This brochure is intended to assist all of us planning your event, to get the creative juices flowing and help you understand the wide scope of our Catering and Dining Repertoire.

You are encouraged to bring fresh ideas to the table, as we will be happy to customize a menu and event to fit your specific requirements.

We are a Comprehensive Service Solution. You deserve nothing less.

Please contact our  Catering Services Office

Work: 719-846-5629 *Fax:* 719-846-5628 *Email:* Jim.Tonkovich@Sodexo.com



❖ Planning ❖

In order to insure we meet your expectations, please determine what type of event you will be having- Buffet, served/plated, reception, coffee break, picnic, etc.

What type of food would you like served?

Do you have a theme or certain colors you would like to use? How many individuals will be attending?

Do you have a location in mind for the event? In the initial stages of planning, an estimated number of guests is recommended. You will be asked for a final guarantee four full week-days prior to event.

For events occurring during holiday periods; Thanksgiving, Christmas or during summer months, an earlier guarantee date may be required.

We understand that functions can run late but please be aware that the quality of food can deteriorate in as little as 30 minutes or less.

Guarantees for events occurring on Mondays must be turned in by noon the prior Thursday. You will be charged for the guaranteed figure or actual attendance whichever is greater. If no guarantee is provided in the time required you will be charged for the estimated number given at the time of booking or actual attendance, whichever is greater. All prices set forth in this guide are subject to applicable sales tax. The prices listed include the linen, silverware, glassware, and personnel for events. Additional charges may be required for special requests, a guest chef or carving station and/or any decorations we do not currently possess. These will be identified at the time the arrangements are made with the catering department. There is no gratuity expected. On campus departments, an invoice will be sent to you following the event. Payment is due within 14 days of the event date.

For off-site groups, a deposit of 75% of the estimated bill is requested upon confirmation of the booking. The remaining 25% or adjusted guest amount will be requested the day of the event.



❖ Guidelines ❖

Reservations for rooms

Please reserve any on-campus function space through Trinidad State Junior College with Ginger McComas -719-846-5644, then we can look forward to booking your event. When reserving the room, please allow three hours before and two hours after for set-up and clean up.

Advance Notice

To guarantee that all items and services will be available for your event, please contact the Campus Catering Service as soon as possible. Office hours are Monday through Friday 9:00am to 4:00pm.

Works: 719-846-5629 *Fax:* 719-846-5628 *Email:* Jim.Tonkovich@Sodexo.com

Charges/Guarantees/Cancellations

All cancellations and/or changes referring to the menu, the guest count or event arrangements are to be confirmed three full weekdays prior to the event. When placing a catering order, an estimated guest count is to be provided. You will be charged for the guaranteed number or the exact count, whichever is greater. If no guarantee is provided 72 hours prior to the event you will be charged the estimated number given at the time of booking or actual guest count, whichever is greater.

Table Set-ups

For on-campus events, all physical table set-ups need to be coordinated through TSJC. For off campus events the client is responsible to make all the arrangements for table rental and set-up. We will gladly assist in the planning of the set-up needs.

Payment

We accept cash, check, and credit cards.

China & linen outside the Sullivan Center

Sodexo Campus Catering Services provides high quality plastic products as our standard for events in other buildings, unless otherwise requested. If china service is desired, there will be an additional fee of \$1.00 per person. Exceptions are for events with the Foundation Board and President's office. As a standard we provide tablecloths for draping of all food set-up tables. Linen for guest tables is included only when food is provided to the event. If you would like linen to be placed on guest tables, for non food events and boxed lunches, there will be a \$5.00 fee for each tablecloth. The same applies to registration tables, name tag tables, head tables, and any addition table that will not be directly used for food set-up. For events off campus please add an additional \$5.00 per tablecloth and .50 per linen napkin charge for each.

Exhibition Cooking

Exhibition Cooking displays require a display chef, carving stations require a carving chef and outdoor cookouts require a grill chef. The charge for these chefs is \$25.00 per hour for each chef with a minimum of three hours.

❖ *Services Available* ❖

Buffet Service...Our most popular service! Guests may help themselves to an array of food on a buffet set-up. Choices consist of one entrée, a starch, one vegetable, and a mini salad bar with two dressings, plus desserts and beverages. If a second entrée is requested please add an additional \$3.00 per person to the higher priced entrée.

Plated/Seated Service...Guests are served their selected menu by our professional catering staff. For groups with a time constraint, or as a request, we offer preset salads and desserts. Menu selections consist of the selected entrée, an accompanying starch, a freshly prepared vegetable, a chilled salad, house-prepared dessert, and hot or cold beverages. Service staff is based on one server for every 25 people unless more are requested.

Dining Room Service...Our dining room is open to the public. Individuals may come through our Dining room servery with credit or cash, entitling them to the same dining services as our students.

Arrangements may be made to have an account billed for the number of people coming through the servery. This method is also a great idea for a small group (under 10 people). When large groups are visiting our campus and plan on choosing this dining option, arrangements can be made in advance with Campus Dining at 719-846-5629.

Receptions and Refreshment Services...Guests can choose from a number of hors d' oeuvres, coffee service, and party platters for any occasion from morning breaks, afternoon meeting, retirement party, weddings or funerals.

Delivery Service/Pick up...You can arrange to have food and beverages delivered to your location and set up for service or you can arrange to pick up your order in the cafeteria. There is a \$25.00 delivery charge for non-campus affiliates.

Box Lunches or Picnic Service...Guests can select from our cold lunch and picnic menus or have a box lunch made to their specifications. The guests can pick up their selection in the cafeteria, or have them delivered. There is a \$25.00 delivery charge.

Special Arrangements

We will gladly cater to any events off campus for an additional fee of \$5.00 per person in addition to the prices already listed in this guide. The services will be of the same high quality as provided to our on campus events.

❖ Beverages ❖

We recommend one gallon of beverage for each ten guest.
(Approximately sixteen cups (8 oz cups) per gallon)

- ◆ Freshly Brewed *ASPRESSO* Coffee or Decaf \$12.95/gallon
- ◆ Assorted Tazo Hot Teas (Starbucks) \$1.75/bag
- ◆ Orange Juice \$13.50/gallon
- ◆ Apple Juice or Grape Juice \$12.00/gallon
- ◆ Bottled Spring Water (20oz) \$1.75/bottle
- ◆ Hot Chocolate packets \$1.50/each
- ◆ Lemonade \$9.00/gallon
- ◆ Sparkling Punch \$13.50/gallon
- ◆ Iced Tea \$9.50/gallon
- ◆ Hot Cider \$9.50/gallon



❖ Continental Breakfast ❖
And
❖ Coffee Break Selection ❖

All orders must be for a minimum of one dozen

◆ Breakfast Egg Tartlets	\$14.50/doz
◆ Variety of Breakfast Pastries	\$10.00/doz
◆ Sausage Biscuits	\$12.50/doz
◆ Donuts	\$7.50/doz
◆ Sausage Egg Biscuits	\$14.00/doz
◆ Fruit Tartlets	\$15.50/doz
◆ Mini Cinnamon Rolls	\$8.00/doz
◆ Cinnamon Rolls	\$10.75/doz
◆ Assorted Mini Muffins	\$7.95/doz
◆ Assorted Muffins	\$7.95/doz
◆ Assorted Danish	\$8.95/doz
◆ Assorted Breakfast Breads	\$9.95/doz
◆ Bacon Bagelettes	\$12.95/doz
◆ Mini Bagels w/cream cheese	\$6.95/doz
◆ Bagels w/cream cheese or butter & jelly	\$9.95/doz
◆ Scones	\$9.95/doz
◆ Apple Fritters	\$8.95/doz
◆ Sliced Fresh Fruit Platter:	
Small to serve 15 pp	\$35.95/each
Medium to serve 45 pp	\$56.95/each
Large to serve 75 pp	\$75.95/each
◆ Assorted Whole Fruit	\$2.25/each
◆ Breakfast Bars	\$2.00/each
◆ Yogurt Selection	\$1.99/each

All items listed above include any condiments, plates, utensils, napkins, and cups that are required.

❖ Breakfast Offerings ❖

(Served as a buffet)(Plated arrangements are available)

"Top of the Morning"

Orange juice
Scrambled eggs
Choice of bacon or sausage
Breakfast potatoes
Biscuits and Gravy
Coffee on request
\$8.95/per person

"Fishers Peak"

Orange juice
Breakfast Croissants
(egg, cheese, and ham on a warm Croissant)
Mini Fruit Bowl
Coffee and Hot Tea Selections
\$8.95/per person

"Contential breakfast"

Variety of pastries
Bowl of fresh cut fruit
Orange Juice & water
Coffee on request
\$4.95/per person

"Deluxe Breakfast Buffet"

Fresh Cut Fruit Salad
Biscuits and gravy
Muffins
Scrambled Eggs
Choice of French toast or Pancakes
Bacon or Sausage
Breakfast Potatoes
\$10.95/per person

"Yogurt Bar"

Variety of yogurts
Granola
Raisin bran cereal
Trail mixes
Fresh cut fruit bowl
Orange juice
Coffee on request
\$6.50/per person

"Morning Eye Opener"

orange juice
Fresh cut fruit
Pancakes/French toast
Preserves and syrup
Choice of bacon/sausage
Coffee and Hot Tea Selection
\$8.95/per person

"Good Morning TSJC!"

Choice of Slice Fruit
Bacon Bagelette
Breakfast Egg tart
Muffin
\$8.95/per person

"Tart Your Morning"

Fruit Tartlets
Egg Tartlets
Bacon Bagelette
Orange Juice, Coffee or Hot Tea
\$7.95/ per person

"Bagel Bar"

variety of bagels
Strawberry & regular cream cheese
Margarine & jelly
Orange juice & water
Coffee on request
\$3.99/per person

"Just a quickie"

Orange juice
Fresh fruit bowl
Breakfast casserole
Muffins
\$7.95/per person

Don't forget that Morning Coffee Break!!!



❖ *Salad or Sandwich Plates* ❖

Chicken Curry Salad Supreme

\$9.50

Curry Chicken Breast Salad on a Croissant, a side salad – fruit or pasta and chips.

Taco Grande Salad

\$9.50

A plate of crisp tortilla chips piled high with lettuce, seasoned ground beef, grated cheese, diced tomatoes, sour cream and salsa.

Pub Club Sandwich Plate

\$9.50

Ham, Turkey, American cheese, lettuce, bacon and tomato served on toasted Sourdough. Served with mayonnaise, pickle spear and potato salad.

Chicken Caesar Salad

\$9.70

Tender Seasoned & grilled chicken and Romaine lettuce tossed with croutons, Parmesan cheese and Caesar dressing.

Southwestern Grilled Chicken

\$10.60

Marinated chicken breast, cheddar pepper jack cheese, lettuce, tomato, and spicy salsa mayonnaise served on a Hoagie roll.

.TSJC Club Sandwich

\$9.45

Generous layers of turkey, bacon, and cheese on a flaky croissant with mayonnaise.

WRAP IT UP!

\$10.25

Any of the above sandwiches or any other of many combinations can be served as a wrap.

❖ Express Buffet Service ❖

Sack Lunches

A Hoagie roll, stuffed with Ham or Turkey and cheddar cheese, lettuce & tomato
Condiments, chips and a granola bar.
Apple or orange juice
Bottled water
\$7.50 per person

Boxed Lunches

Choice of Meat- Shaved turkey or shaved ham, chicken salad or tuna salad
Choice of Hoagie or Croissant
Chips, Fresh Fruit Cup, Potato or Pasta salad, Cookie or dessert bar
\$8.10 per person

Deli Style Sandwich Buffet

Tossed salad w/two dressings
Meat tray (shaved slices of ham, turkey, pastrami, and salami)
Relish Tray (lettuce, tomato, onions, and pickles)
Cheese tray (selection of three types of sliced cheese)
Condiments, selection of sliced breads & chips
brownies or cookies
Iced tea and water
\$8.35 per person

Salad & Baked Potato Bar

House salad bar w/two dressings
Piping hot baked potatoes
Topping selections of butter, sour cream, bacon bits, cheddar cheese,
salsa, olives, diced onions, broccoli, cheese sauce & chili
Cookies or brownies
Iced tea and water
\$9.50 per person

Pizza and Salad Bar

Tossed salad w/two dressings
Pizza (select three toppings)
Bread sticks w/marinara sauce
Brownies and cookies
Coffee, tea, and water
\$9.95 per person

Soup and Salad

Three soups with three accompanied salads
chips & cookies
\$8.95 per person

Fajita Bar

Beef and chicken fajita with flour tortillas,
Onions and bell peppers
Mexican rice, corn and chips and salsa.
brownies.
\$12.00 per person

Salad Fiesta

An array of lettuce salads, pasta salads, tuna salad,
& chicken salad with bread selection and crackers.
11.00/ per person

❖ Entrees-Plated on Buffet ❖

If requesting a second entrée please add \$2.00 per person to the listed price
Of the higher priced entrée.

Mini Salad Bar w/ choice of two dressings or salad selection listed below
Selection of one entrée, one vegetable and one starch to be determined by entrée selection,
dessert selected by Chef
Iced Tea and water

◆ Pulled BBQ Beef Sandwich	\$9.50
◆ Southwest Chicken Breast w/Mango cilantro relish	\$12.35
◆ BBQ Chicken	\$11.40
◆ Baked Chicken Breast w/herb sauce	\$12.30
◆ Lasagna	\$12.85
◆ Spinach Lasagna	\$11.15
◆ Chicken & Cheese Enchiladas w/green chili sauce	\$11.45
◆ Mexican Fiesta Bar (Enchilada casserole, taco bar, and nachos)	\$12.95
◆ Italian Dream (combination or various Italian dish selection)	\$12.95
◆ Honey Cured Pork Lion w/Hunter Sauce	\$12.50
◆ Chicken Teriyaki served with fresh stir-fry vegetables	\$11.05
◆ Fettuccine Frederick w/Ham, mushrooms & Cream	\$12.95
◆ Chicken Fried Steak	\$11.85
◆ Honey mustard baked chicken w/rice pilaf	\$12.45
◆ Pork roast w/pan gravy	\$13.95
◆ Prime Rib Au Jus (12 oz)	\$24.00
◆ Fried or Baked Catfish	\$12.95
◆ Whole Salmon Charcutiere	\$15.75
◆ Flank Steak Roulade	\$15.95
◆ Roast Beef w/au jus	\$13.95
◆ Sliced Beef Top Round	\$12.65
◆ Roast Turkey w/dressing and tradition fare	\$14.95

❖ Select one Salad ❖

- Mini salad bar with fresh tossed salad with choice of two dressings
- Spinach salad topped with mandarin oranges served with raspberry dressing
 - Caesar salad with fresh parmesan, croutons & Caesar dressing
 - Fresh fruit salad



❖ Receptions, Breaks & Hors D' Oeuvres ❖

A beautiful reception can be created by combining a variety of Hors d'oeuvres and specialty stations. Hot items are served in chafing dishes and may require an attendant. Please discuss your reception with our catering department.

We will help you select items which compliment one another and make an attractive display. All orders are for a minimum of one dozen or the small tray.

❖ Hot Hors D' Oeuvres ❖

Cocktail sausages in grape wine sauce	\$13.00/doz
Cocktail meatballs-Italian, barbecue or Swedish	\$13.00/doz
Cream Cheese Fruit tartlette	\$15.50/doz
Buffalo-Style chicken wings	\$19.00/doz
Assorted petit Quiche	\$16.00/doz
Mushrooms w/cream cheese filling	\$14.10/doz
Fried Chicken strips w/assorted dipping sauces	\$17.50/doz
Garlic bread sticks w/ marinara sauce	\$11.60/doz
Hot spinach & Artichoke dip	\$23.00/qt.
Cheese Ball w/ crackers (Large)	\$25.00/each
(Choice of cheddar or pepper jack cheese)	

❖ Hors D' Oeuvre Sandwiches ❖

Assorted dollar sandwiches- turkey, ham, salami, pastrami	\$21.95/doz
Assorted finger sandwiches- chicken salad or tuna salad	\$15.95/doz
Chicken curry salad	\$19.00/doz

❖ Cold Hors D' Oeuvres ❖

Cucumber canapés with herbed cream cheese	\$10.00/doz
Ham cream cheese roll ups	\$12.00/doz
Stuffed Cherry tomatoes	\$12.00/doz
Deviled Eggs	\$9.00/doz
Iced shrimp with cocktail sauce	market price
Nine layer fiesta dip with tortilla chips (serves approx 25)	\$36.00/tray

❖ Quiches ❖

Lorraine, ham & cheese, broccoli & cheese, Mexican or Italian	\$36.00/pie
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❖ Reception Trays ❖

	(serves 25 pp)	(serves 50 pp)	(serves 85-100pp)
Domestic cheese tray (cheddar, Swiss, pepper jack, served with cracker assortment.)	\$27.95	\$53.95	\$77.95
Vegetable Crudités & Dip (baby carrots, celery, broccoli, cauliflower, and other seasonal vegetables)	\$31.95	\$52.95	\$86.95
Fresh Fruit Tray (cantaloupe, pineapple, strawberries, red or green grapes, other seasonal fruits)	\$49.00	\$67.00	\$97.00
Relish Tray (black olives, green olives, pickled okra, baby corn, dill pickles, sweet pickles, and cherry peppers)	\$25.00	\$49.00	\$69.00

Cascades are priced based on combination of items and amount needed.

❖ Snacks ❖

All dip prices include the chips

◆ Ranch or Onion Dip	\$8.50/qt
◆ Cold Spinach Dip	\$13.00/qt
◆ Pace Picante Sauce	\$5.00/qt
◆ Fresh Made Salsa	\$9.00/qt
◆ Hot Chili Con Queso	\$16.00/qt
◆ Mixed Nuts	\$16.00/lb
◆ Nutrigrain Bar	\$2.00/ea
◆ Trail mix	\$6.00/qt
◆ Potato chips or Tortilla Chips	\$4.00/bag

❖ Desserts ❖

Hot Cobblers (minimum 24 people)	\$36.00/cobbler
Plain Cheesecake w/choice of Strawberry or Chocolate Sauce	\$29.00/cake
Gourmet Cookies	\$9.50/dozen
Fudge Brownies	\$9.90/dozen
Lemon Bars	\$10.00/dozen
Rice Krispies Treat	\$7.90/dozen
Key lime pie	\$11.00/pie
Chocolate Cream Pie	\$13.00/pie
Apple, peach, or Cherry Crisp	\$36.00/crisp