

CATERING GUIDE



WRIGHT STATE UNIVERSITY
HOSPITALITY SERVICES

WELCOME

Welcome to Wright State University's **Hospitality Services Catering**. From boxed lunches and buffets to coffee breaks and meetings, you've made the right choice to make any event memorable.

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General Information

We are happy to create a menu specific to your event needs, budget, and dietary restrictions (vegan, vegetarian, halal, food allergies, etc.). If you do not see something that meets your exact specifications, please contact our Catering Director to discuss your options.

Hospitality Services Catering

937-775-4668



IN ANY EVENT



BREAKFAST



FRESH START

Meeting Well Continental

9.00

Strawberry and vanilla yogurt and granola, selection of breakfast cereals and milk, hot oat meal with dried fruit and brown sugar, served with bagels, cream cheese, butter and preserves

Served with orange juice and a seasonal cut fruit platter

Traditional Continental

5.50

Your choice of two fresh breakfast pastries including scones, muffins, danish or bagels

Hearty Continental

8.00

Your choice of two fresh breakfast pastries including scones, muffins, danish or bagels

Served with orange juice and a seasonal cut fruit platter

First Flight Breakfast Buffet

10.00

Cinnamon french toast or buttermilk pancakes, fresh cheddar cheese scrambled eggs, warm maple syrup, and choice of roasted red bliss potatoes and herbs, crisp bacon or sausage links

Served with orange juice, seasonal cut fruit platter, yogurt, and granola

Brothers Breakfast Buffet

9.50

Assorted muffins, farm fresh scrambled eggs, home fried breakfast potatoes with green onion, applewood smoked bacon, and sausage links

Served with orange juice and a seasonal cut fruit platter

Minimum of 10 people. Priced per person. All selections include iced water, hot tea, and regular coffee. Decaf available upon request.

Any additions or substitutions to "set" menus will incur an additional fee.



FRESH START ADDITIONS

Chef Stations

Omelets 5.50

Made to order fresh eggs or egg whites with your guests' choice of the following ingredients: ham, sausage, bacon, smoked salmon, swiss and cheddar cheeses, mushrooms, spinach, peppers, onions, tomatoes, and salsa.

*Minimum of 10 guests. Must be ordered in addition to the Brothers or First Flight Breakfast Buffet for an additional price per person.
A \$75 per hour Chef fee may apply to orders under 100 guests.*

Plated Breakfasts

Looking for a formal plated breakfast instead of a buffet? Our Catering Director can create a customized menu for your guests. Call 937-775-4668 for breakfasts at Wright State University's Nutter Center.

Minimum of 10 people. Priced per person. All selections include iced water, hot tea, and regular coffee. Decaf available upon request. Any additions or substitutions to "set" menus will incur an additional fee.

Fresh Start Additions

Bagels	16.00/dz
with cream cheese, butter, and jelly	
Scones	20.00/dz
Muffins	18.00/dz
Donuts	14.00/dz
Homemade Breakfast Breads	17.00/loaf
Zucchini, Banana, Cranberry	
Fresh Fruit Salad	2.75/person
Yogurt with Granola	2.75/person
Whole Fruit	1.50/person
Granola Bar	2.00/person
Oat Meal	5.50/person
with Sliced Strawberries, Apples, Raisins, Cranberries, Cinnamon, Brown Sugar	



LUNCHES



PLATED LUNCHEONS

The Wright Salad

10.50

Baby greens, apples, dried cranberries, and bleu cheese
Served with a balsamic basil dressing

Spinach Salad

10.50

Fresh baby spinach, bacon, mushroom, red onion, chick peas
Served with a citrus vinaigrette dressing

Caesar Salad

11.00

Romaine, shaved parmesan, and herb croutons
Served with a creamy caesar dressing

Traditional Garden Salad

9.50

Mixed greens topped with cherry tomatoes, cucumbers, shredded cheese
Served with assorted dressing

Add 4 oz. of protein at market price.

Choose from steak, chicken, salmon or tofu.

Club Sandwich

10.50

Oven roasted turkey breast, applewood smoked bacon, swiss cheese, lettuce, tomato, and mayo on a multigrain bread

North Carolina Pulled Pork Sandwich

10.50

Slow braised dry-rub pork shoulder piled high on a toasted baguette with smoked gouda, sweet bbq sauce and deli pickles

Served with creamy coleslaw

Grilled Chicken Caesar Wrap

10.75

Fresh caesar marinated chicken strips, crisp romaine, shredded parmesan wrapped in a whole wheat tortilla

Minimum of 10 guests. Priced per person.

Our plated luncheon specials include bread, tier 2 dessert, iced water, lemonade or iced tea, and regular coffee. Decaf available upon request.



CHILLED LUNCHEONS

French Style Croissant Luncheon

11.50

Your choice of smoked turkey, honey ham, or chicken salad on a buttery croissant
Served with cheese, lettuce, tomato, and condiments

Deli Board Luncheon

13.00

Assorted deli meats and cheeses, assorted artisan breads, lettuce, tomato, condiments, and potato chips, with choice of mustard potato salad, creamy coleslaw, pasta salad, or tossed garden salad
Served buffet style

Grab and Go Buffet

10.50

Assorted half sandwiches including grilled chicken caesar wraps, garden vegetable wraps, deli ham and swiss on marble rye, roast beef and provolone on baguette, and turkey club on wheat kaisers
Served with choice of whole fresh fruit, and individual bagged potato chips or pretzels

Grilled Salad Bar

10.50

Spring greens, romaine, cottage cheese, fresh cantaloupe, cucumber, onion, broccoli florets, carrots, tomatoes, shredded cheddar cheese, black olives, sun nuts, hard boiled eggs, croutons, grilled vegetables, julienne chicken breast, and marinated steak
Served with breadsticks, ranch and italian dressings

Build Your Own Combo

12.00

Choose two of the following: Au Bon Pain Soup, Salad Bar, Assorted Croissant Sandwiches

Dessert Selections

Chocolate Brownies

Lemon Bars

Rice Krispy Treats

Fresh Baked Cookies

Minimum of 10 guests. Priced per person.

Our chilled luncheon specials include tier 1 dessert, iced water, lemonade or iced tea, and regular coffee. Decaf available upon request. Dessert upgrade options available.



BOXED LUNCHES

Classic Turkey Breast and Cheddar Cheese	9.50
Honey Ham and Swiss Cheese	9.50
Thinly Sliced Roast Beef with Cheddar Cheese	9.50
Chicken Salad	10.75
Tuna Florentine	10.75
Garden Vegetable Wrap	10.75

Boxed lunches include Lay's® Classic Potato Chips, jumbo cookie, and your choice of 12 oz. Aquafina or canned soda.

All sandwiches served on a multigrain bun unless noted otherwise.

Upgrade bread and dessert options available upon request.

Boxed lunches can be set buffet style or served in prepackaged containers.

Minimum 10 guests. Priced per person. Choose one sandwich variety per five guests.



CASUAL EVENTS



CASUAL EVENTS

Smokey BBQ

14.00

Grilled chicken breast, pulled pork, and grilled vegetables served with a kaiser roll
Includes baked beans, corn cobettes, coleslaw or potato salad, and fresh fruit salad

All American Casual Cookout

14.00

Grilled hamburger, grilled all beef hot dogs, buns, potato chips, lettuce, tomato, onion, and condiments

Veggie burgers and turkey burgers available for 3.00 each

Pasta Buffet

15.00

Italian salad with mixed greens, tomatoes, black olives, red onions, pepper rings, croutons, parmesan cheese, and zesty italian dressing

Penne and fusilli pastas with alfredo sauce, marinara sauce, meatballs, and breadsticks

Add lasagna for 46.00 (serves 12)

Add italian sausage with peppers and onions for 2.50 per person

Add grilled chicken for 3.00 per person

Taco Buffet

15.00

Soft flour tortillas, corn tortilla chips, spicy taco beef and fajita chicken, shredded lettuce, tomatoes, shredded cheddar, salsa, sour cream, spanish rice, and black beans

Sopapillas available as dessert alternative

Baked Potato Bar

12.00

Baked Idaho and sweet potatoes with beef chili, cheddar cheese sauce, steamed broccoli, sauteed mushrooms, peppers and onions, shredded cheddar cheese, sour cream, bacon bits, scallions, brown sugar, and butter

Pizza and Wings Buffet

17.00

Jumbo chicken wings with assorted dipping sauces, celery and carrot sticks

Choice of meat lovers, four cheese, pepperoni, or vegetable pizza

Served with mixed greens garden salad, herb breadsticks and marinara sauce, and assorted fresh baked cookies and brownies

Minimum 10 guests. Priced per person.

All casual event menus served with iced water, lemonade or iced tea, and your choice of dessert from tier one.



SERVED EVENTS



SERVED EVENTS

Tuscan Chicken French-cut chicken breast marinated in fresh rosemary, garlic and olive oil	17.50
Honey BBQ Chicken Breast with bacon, tomato and corn relish	17.50
Herb Roasted Chicken marinated in fresh herbs and pan seared	17.00
Sesame Soy Glazed Salmon with sauteed spinach and red bell peppers	17.50
Petite Filet Mignon with Maitre d' Butter	26.00
Ribeye Steak with Blue Cheese Butter	22.00
Maple Mustard Glazed Pork Tenderloin	17.50
Horseradish Crusted Cod with lemon-thyme beurre blanc	18.50
Vegetarian Napoleon	18.50

Minimum 10 guests. Priced per person.

All entrées served with chef's choice of pre-set salad, starch, vegetable, plus rolls and butter.

Dessert available for additional charge.

All served events served with iced water, lemonade or iced tea, and regular coffee. Decaf available upon request.



SERVED EVENTS

Chicken Marsala

Pan seared with shallots, mushrooms, and a marsala demi glaze

17.50**Yankee Pot Roast**

Slow braised top round of beef

18.50**Spice Rubbed Pork Loin**

Slow roasted with bourbon pan sauce

17.50**Grilled Salmon**

Fresh atlantic salmon filet with sweet chili onion glaze

18.50

Minimum 10 guests. Priced per person.

All entrées served with chef's choice of pre-set salad, starch, vegetable, plus rolls and butter.

Dessert available for additional charge.

All served events served with iced water, lemonade or iced tea, and regular coffee. Decaf available upon request.



BUFFETS



BUFFETS

Buffets including only Poultry, Pork and Vegetarian Entrées

Single Entrée	17.00	Double Entrée	19.00
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Buffets including at least one Beef Entrée

Single Entrée	20.00	Double Entrée	23.00
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Buffets including at least one Seafood Entrée

Single Entrée	Market Price	Double Entrée	Market Price
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Chef attended carving station can be added at \$75 per hour, per station

Minimum of 20 guests. Priced per person.

Buffet meals include choice of entrée, salad, starch, vegetable and choice of tier 1 dessert. Or leave it to the Executive Chef with our "Chef's Choice" option.

Breads, iced water, lemonade or iced tea, and regular coffee are included. Decaf available upon request.

Salads

The Wright Salad

Baby greens with sliced local apples, candied walnuts, blue cheese, and dried cherries
Served with a maple vinaigrette

Traditional Garden Salad

Spring mix topped with cherry tomatoes, cucumbers, shredded cheese, and assorted dressings

Spinach Salad

Roasted beets, cucumbers, chopped hard boiled egg, and balsamic vinaigrette dressing

Caesar Salad

Romaine lettuce, garlic croutons, and shaved parmesan with a creamy caesar dressing



BUFFETS

Poultry Entrées

Artichoke Chicken Roasted chicken breast seasoned with herbs and served with a creamy artichoke sauce

Italian Chicken Sautéed parmesan encrusted chicken breast, topped with tomato basil sauce and finished with fresh parmesan cheese

Lemon Chicken Pan sautéed chicken breast with lemon butter caper sauce

Stuffed Chicken Breast Boneless chicken breast stuffed with wilted spinach, mozzarella cheese, topped with roasted red pepper purée

Chicken Marsala with sauteed mushrooms

Jerk Grilled Chicken Grilled chicken seasoned with caribbean jerk seasoning, topped with pineapple salsa

Traditional Turkey Breast Tender, juicy breast of turkey with pan gravy

Teriyaki Chicken Tender grilled chicken breast with grilled pineapple and peppers

Vegetarian & Pasta Entrées

Eggplant Tower Topped with fresh mozzarella cheese and plum tomato sauce

Stuffed Portobello Mushrooms Spinach and ricotta cheese topped with roasted pepper sauce

Vegetarian Lasagna in velvety spinach vegetable cream

Bowtie Pasta with capers, tomatoes and fresh basil olive oil

Minimum of 20 guests. Priced per person.

Buffet meals include choice of entrée, salad, starch, vegetable and choice of tier 1 dessert.

Breads, iced water, lemonade or iced tea, and regular coffee are included. Decaf available upon request.



BUFFETS

Pork Entrées

Asian Spiced Pork Loin Spice rubbed and served with mango salsa

Roast Pork Loin with Rosemary Au Jus Seasoned and slowly roasted

Pulled Pork Seasoned and slowly roasted North Carolina style with traditional BBQ and vinegar sauces served on the side

Baked Ham Slow roasted with a honey glaze

Minimum of 20 guests. Priced per person.

Buffet meals include choice of entrée, salad, starch, vegetable and choice of tier 1 dessert.

Breads, iced water, lemonade or iced tea, and regular coffee are included. Decaf available upon request.



BUFFETS

Beef Entrées

Medallions of Beef Braised beef with a red wine demi glace

Sliced Marinated Flank Steak with sherry mushroom sauce

Sliced Roast Beef with au jus and horseradish cream

Yankee Pot Roast with jardiniere vegetables

Seafood Entrées

Grilled Salmon Fresh atlantic salmon filet with sweet chili onion glaze

Lemon Herb Tilapia Served with lemon parsley bechamel sauce

Almond Crusted Boston Cod Served with lemon aioli

Ask our catering sales representative for additional vegetarian, vegan or gluten free options.

Minimum of 20 guests. Priced per person.

Buffet meals include choice of entrée, salad, starch, vegetable and choice of tier 1 dessert.

Breads, iced water, lemonade or iced tea, and regular coffee are included. Decaf available upon request.



BUFFETS

Starch Selections

Rosemary Roasted Red Potatoes
Roasted Garlic Mashed Potatoes
Scalloped Potatoes
Wild Rice Pilaf
White Cheddar Polenta
Sweet Potato (Mashed or Roasted)
Four Cheese Macaroni
Bowtie Alfredo
Penne Pesto

Vegetable Selections

French Style Green Beans
Glazed Baby Carrots
Seasonal Roasted Vegetables
Steamed Broccoli Florets
Buttered Corn O'Brien
Brussel Sprouts and Roasted Tomatoes (Seasonal)

Desserts

Tier One Desserts: Chocolate Brownie, Lemon Bars, Rice Crispy Treats, Jumbo Cookie

Tier Two Desserts: Chocolate Layer Cake, Red Velvet Cake, Berry Cheesecake, Apple, Pecan, Cherry or Boston Cream Pies

Tier Three Desserts: Tiramisu, Carrot Cake with Cream Cheese Frosting, Turtle Cheesecake, Lemon Twist Cake, Creme Brulee Cheesecake, Decadent Chocolate Cake

Dessert upgrade options available.

Minimum of 20 guests. Priced per person.

Buffet meals include choice of entrée, salad, starch, vegetable and choice of tier 1 dessert.

Breads, iced water, lemonade or iced tea, and regular coffee are included. Decaf available upon request.



DESSERTS

Tier One

2.00 each

Choice of 1: Chocolate Brownie, Lemon Bars, Rice Crispy Treats, Jumbo Cookie

Included in buffets, chilled luncheons and casual events

Tier Two

5.00 each

Chocolate Layer Cake, Red Velvet Cake, Berry Cheesecake, Apple, Pecan, Cherry or Boston Cream Pies

Add to a buffet for 3.00 each

Tier Three

7.00 each

Tiramisu, Carrot Cake with Cream Cheese Frosting, Turtle Cheesecake, Lemon Twist Cake, Creme Brulee Cheesecake, Decadent Chocolate Cake

Add to a buffet for 5.00 each



RECEPTIONS & BREAKS



CHEF STATIONS

Carved Ham

Served with rolls, mayonnaise, and spicy mustard

5.00

Carved Turkey Breast

Served with rolls, mayonnaise, and cranberry sauce

6.50

Carved Pork Loin

Served with rolls, spicy mustard and cinnamon apples

5.00

Carved Beef Tenderloin or Prime Rib

Served with rolls, horseradish cream sauce, and spicy mustard

Market Price

Mashtini Bar

Mashed potatoes and sweet mashed potatoes with caramelized onions, diced tomatoes, chives, garlic herbed cheese, gorgonzola, cheddar cheese, sour cream, butter, bacon, honey, cinnamon, walnuts, and brown sugar served in a martini glass

7.50

Italian Pasta Toss

Cheese tortellini, penne, and fusilli pastas, pan tossed with roasted garlic alfredo, marinara, or garlic cream sauce

Toppings include: Sautéed Mushrooms, Bell Peppers and Onions, Shaved Parmesan Cheese

Includes garlic bread sticks

Add Grilled Italian Chicken for 3.50 per person

Add Sicilian Meatballs for 2.50 per person

Add Italian Sausage for 2.50 per person

7.00

Wok Wonders

Chicken breast, sirloin steak strips, or gulf shrimp, wok-fried with broccoli florets, bell peppers, water chestnuts, bok choy, green onions, bean sprouts, pea pods, carrots, yellow squash and zucchini in stir fry and sriracha chili sauces

Also served with jasmine rice and chow mein noodles

13.00

Minimum of 25 guests. Price per person.

Chef attended stations may be subject to a \$75 per hour fee per station.



DISPLAYS & PLATTERS

Vegetable Crudité

63.00

Carrots and celery sticks, broccoli and cauliflower florets, radishes, bell peppers, green onions, tomatoes, and cucumbers

Served with ranch or roasted green onion dip

Fresh Fruit

80.00

Fresh cubed seasonal melons, grapes, and berries

Add fruit dip for 10.00

Premium Cheese Board

88.00

Bay swiss, pepper jack, smoked gouda, cheddar, provolone, and colby-jack cheeses with fresh grapes, and berries

Crisp baguette bread and assorted crackers

Antipasto Tray

150.00

Prosciutto ham, genoa salami, pepperoni, cappicola ham, aged provolone and fresh mozzarella cheeses, roasted red and banana peppers, and olives served with crostini

Breads & Spreads Display

75.00

Spinach parmesan artichoke dip, cheddar beer cheese, baked crab dip, or buffalo chicken

Served with choice of tortillas or crostini

Cheese Ball

120.00

Choice of one: Mango Chutney, Cheddar Bacon, Herb Bleu Cheese, Boursin, Chipped Beef Horseradish

Served with crackers

Serves 25 guests. Priced per platter.



DISPLAYS & PLATTERS

Build Your Own Bruschetta

86.00

Garlic and parmesan baguettes with tomato bruschetta toppings, marinated mushrooms, and roasted vegetables

Mediterranean Tapas

95.00

Roasted garlic hummus, roasted red peppers, fresh roma tomatoes and mint, feta cheese, black olive tapenade, tzatziki dip, celery, cucumbers, and carrots

Served with pita chips and crostini

Standard Sub Platter

95.00

Choice of two: Turkey, Roast Beef, Ham, and Vegetable

All subs served with lettuce and tomato

Specialty Sub Platter

TBD

Choice of two: American, Italian, Tuna, and Chicken Salad

All subs served with lettuce and tomato

Serves 25 guests. Priced per platter.



HORS D' OEUVRES

Priced per 25 pieces. Order in increments of 25.

Warm Petite Quiche	40.00
Spanakopita	40.00
Stuffed Mushrooms Vegetable Cheese, Spinach and Feta, or Sage Sausage	34.00
Vegetable Quesadillas Tortillas, Black Beans, Pico de Gallo, and Pepper Jack Cheese	30.00
Cocktail Meatballs Swedish, BBQ, or Sweet and Sour	38.00
Sesame Chicken Strips with Dipping Sauce	85.00
Jumbo Chicken Wings Traditional or Boneless with Dipping Sauces	32.00
Chicken Satay Skewered Chicken with Curry Peanut Sauce	30.00
Chicken Wellingtons	85.00
Vegetable Spring Rolls with a Sweet and Sour Sauce	50.00
Mini Crab Cakes with Remoulade Sauce	30.00
Coconut Shrimp	100.00
Raspberry and Brie Encroute Fruit and Cheese Wrapped in Phyllo Dough	100.00
Parmesan Cheese Straws Fennel and Asiago Cheese Stuffed Pastry Twists	25.00
Pork Potstickers with Sesame Soy Ginger Dipping Sauce	35.00
Loaded Red Skins Twice Baked Potato with Broccoli, Bacon, and Cheddar	27.00
Scallops and Bacon Oven Toasted with Brown Sugar	100.00
Beef Empanadas	42.00
Bacon Wrapped Chicken Bites with Deviled Mayo and Scallions	42.00



HORS D' OEUVRES

Priced per 12 pieces. Order in increments of 12.

Italian Bruschetta Roma Tomato and Herb Compote on Toasted Baguette	18.00
Gazpacho Shooter South American Chilled Spicy Tomato Soup in a Shot Glass	25.00
Candied Bacon Ladders Oven Toasted with Brown Sugar	20.00
Goat Cheese Tarts Served with Sundried Tomatoes and Pesto	18.00
Caprese Skewers	20.00
Silver Dollar Sandwiches Turkey, Ham, Roast Beef, Chicken Salad or Veggie Sandwiches on Mini Rolls	24.00
Crab and Cream Cheese Tarts	21.00
Shrimp Cocktail with Horseradish Dipping Sauce	30.00
Cucumber with Smoked Salmon	30.00
Prosciutto Wrapped Asparagus Grilled Spears Wrapped with Dry Cured Ham	48.00



SWEET & SALTY

Munchies Break Bowls of popcorn, chips and pretzels	3.50
South of the Border Trio Tortilla chips with guacamole, spicy queso, and salsa	4.00
Trail Mixer Dried fruits, candies, nuts, and crunchy snacks	7.00
Seventh Inning Stretch Warm jumbo pretzels with spicy mustard, dry roasted peanuts, cracker jacks	3.75
Power Up Nutrigrain and granola bars, whole fruit, and yogurt cups	4.50
Ice Cream Social Prescooped Ice Cream: vanilla ice cream with assorted toppings: chocolate and strawberry sauce, salted caramel, chopped nuts, sprinkles, whipped cream, and maraschino cherries Minimum of 25 guests.	4.75
Mixed Nuts	20.00/lb
Chex Mix	8.00/lb
Chips or Pretzels	7.00/lb
French Onion Dip	5.00/pt

Minimum 10 guests. Priced per person unless otherwise noted.



THE BAKERY



THE BAKERY

Homemade Breakfast Breads	17.00/loaf
Zucchini, Banana, Cranberry	
Assorted Donuts	14.00
Assorted Breakfast Pastries	17.00
Assorted Bagels	16.00
With cream cheese and jellies	
Assorted Muffins	18.00
Fresh Baked Cookies*	8.00
Fresh Baked Jumbo Cookies *	17.00
Chocolate Brownies*	12.00
Lemon Bars*	16.00
Blonde Bars*	16.00
Rice Krispy Treats*	16.00
Assorted Gourmet Dessert Bars**	24.00
Confectioneries**	15.00
Fruit Tarts**	14.00
Cupcakes**	31.25
Mini Cupcakes**	25.00
Chocolate Dipped Strawberries**	28.00
Mini Shooters**	25.00
Banana Split, Hot Chocolate, Caramel Apple, Raspberry Shortbread	

**Priced per dozen.*

***Priced per dozen. Minimum 2 dozen.*



BEVERAGES



BEVERAGES

Price Per Gallon

Orange Juice	16.50
Iced Tea	10.50
Lemonade	10.50
University Punch	14.50
Orange Juice, Pineapple Juice, and Sierra Mist	
Seattles Best Coffee	15.50
(Regular & Decaffeinated)	
Starbucks Coffee	21.00
(Pike's Place or Bold and Decaffeinated)	
Hot Tea	13.00
Hot Chocolate	15.00
Hot Apple Cider (seasonal)	18.00



Price Per Can or Bottle

Bottled Water (12 oz)	1.50
Bottled Juice (10 oz)	2.25
Apple and Orange	
Canned Soda	1.50
Pepsi, Diet Pepsi, Sierra Mist, Mountain Dew, Diet Mountain Dew, and Dr. Pepper	
Milk Chug	2.00



Generally, there are 16 cups per gallon.

WINES & SPIRITS

Bar Service

Premium Bar 6.00 per drink

Jim Beam	Maker's Mark
Dewars	Johnnie Walker Black
Bacardi	Captain Morgan
Buckeye	Absolute
Boodles	Tanqueray
Sauza	Jose Cuervo Gold

All liquors will be billed based on consumption.

Prices include mixers and condiments.

Beer

Domestic 3.00 per drink

Budweiser
Bud Light
Yuengling

Premium 4.00 per drink

Samuel Adams
Sierra Nevada Pale Ale
Stella Artois

House Wine 23.00 per bottle | 5.00 per glass

Chardonnay
White Zinfandel
Merlot
Moscotto
Cabernet Sauvignon

House wines will be served at all functions unless otherwise specified.

Wine list is available upon request. Please allow five (5) business days for premium wine requests.

Bartenders will be charged at \$25.00 per hour per bartender with a two (2) hour minimum, four (4) hour maximum. One (1) bartender per 75 guests for consumption bars. One (1) bartender per 100 guests for cash bars.

Bar closes one (1) hour prior to event end time.

\$50 Bar Setup Fee

\$40 per hour for Bar Back

\$45 per hour for butler--food or alcohol



GENERAL INFORMATION



General Information

We understand that pricing and costs are a top concern. Your budget is our first consideration.

Please note the following:

- Prices reflected in the catering guide are for a minimum number of guests (minimums are indicated in each menu section). Additional charges may be added to the per person amount if the order falls below the minimum number of guests.
- Pricing varies with the selected menu and the specific requirements of each function. Additional charges may occur if the event requires more resources than what is customary. For example, if labor intensive set up is required, an additional fee may be applied.
- Prices are guaranteed three (3) months prior to the event.

Ordering Guidelines and Information

Please follow the guidelines below when placing a catering order. If you have questions or need additional information, please contact Wright State University Hospitality Services Catering at 937-775-4668.

For effortless planning, please have the following information available:

1. Date, time and place of your event.
2. Timeline of your event activities, including setup and service times (full service meals are based on four hours including set up and break down -- two hours set-up, one hour service, and one hour for breakdown). If your event exceeds four (4) hours or has special requirements for set up and break down, additional fees may apply.
3. Type of service (buffet, plated, delivery or pick up).
4. Menu preferences, special requests and dietary and allergy needs.
5. Billing information.
6. Budget estimate.

You will receive a confirmation within five (5) business days. Please carefully review all information for accuracy and completeness. If you have questions or changes, please contact us immediately. This is an absolute necessity in order to ensure the success of your event.

Step 1: Reserve your Room

Reserve the Berry Room by calling 937-775-3670. A room must be reserved before initiating a catering request.

General Information

Step 2: Contact Wright State University's Hospitality Services Catering by phone or e-mail

Plan the specifics of your event by contacting our Catering Director to assist you with your menu. For events at Wright State University's Nutter Center, please call 937-775-4668.

Step 3: Contract, Booking Deadlines, Final Guarantee, and Cancellations

All catering events require a written contract approval from the contact person with an accepted method of payment. We recommend the catering order be submitted at least two (2) weeks in advance. This allows us time to provide appropriate staffing, order linens, and to offer the very highest quality product at the best possible cost to you.

Orders for refreshment breaks should be placed a minimum of five (5) business days prior to the event. Requests for meals and receptions should be placed a minimum of ten (10) business days prior to the event, and the event should be finalized no less than seven (7) business days in advance of the event. Events scheduled less than five (5) business days in advance may be assessed an additional fee. Two hours of service are normally provided for catered meals from start to finish. If additional service is needed, there will be a \$20.00 per hour, per worker service charge.

Note: Events with less than 72 hours notice will be scheduled on a case by case basis. A late fee may be assessed to accommodate late event requests. We will attempt to accommodate all orders; however, late notice decreases our ability to provide adequate service and supplies. For larger or more elaborate events, we recommend 30-60 days in advance.

A confirmed number of guests must be specified three (3) business days prior to the event. This number is considered the guaranteed guest count. There is a 5% variance allowance on your guest count. For example, a guest count of 100 has an overage allowance of five guests (105), or an under allowance of five guests (95). If the actual number of guests exceeds allowed variance, every effort will be made to accommodate the additional guests. After we finalize all the details of your event, you will receive a confirmation through CaterTrax generated e-mail. We ask that you look this over to confirm all details prior to your catered event. Please contact us with any questions.

Cancellations

If notice of cancellation or guest count change is received three (3) business days in advance of the event, the adjustments will be made and no charges will occur. If you do not contact us with a final count within the three (3) business days allowed, we will prepare for the estimated number and charge accordingly. If you cancel or change an event after this deadline, some of the expenses already incurred cannot be absorbed and will have to be billed. Any cancellations made within 24 hours of the event will incur a charge of 100% of the estimated total.

Cancellations for all catering must be sent in writing to the Catering Office. Events cancelled as a result of the University closing for inclement weather or emergency purposes will not incur any charges, provided the event is rescheduled within 30 days. On the day of your event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge will apply.

General Information

Safe Food Handling

Safe food handling is a high priority for Hospitality Services Catering. Therefore, we reserve the right to limit the removal of leftover food by the customer to items that are available for carry out. For your safety, and that of your guests, a catering representative will remove food from your event in a timely manner.

Alcohol Policy

- All alcoholic beverages must be served by catering personnel and consumed in designated areas.
- Proof of age will be required. We reserve the right to refuse service to any person deemed underage or over served.

Available Bars

- Consumption Bar – client is billed actual amount of alcohol consumed.
- Cash Bar – guests are responsible for payment of each drink.

Bar Fees

Bartenders will be charged at \$25.00 per hour per bartender with a two (2) hour minimum, four (4) hour maximum. A bar setup fee of \$50.00 includes: bar table, linen top, skirting, service ware, ice, and corkage. Bar staffing and any needed additional bar back labor will be determined by the Catering Director.

Recommended Bar Staffing:

- One (1) bartender per seventy-five (75) guests for consumption bars.
- One (1) bartender per hundred (100) guests for cash bars.

Service Charges

All services charges are quoted in the per person menu price indicated unless otherwise specified. All charges are inclusive unless special requests require additional goods or services. Adequate service staff is provided for each catering event based on industry standards. Hospitality Services Catering reserves the right to require additional servers on events with complicated set up or service needs. Additional servers or attendants can be added for \$20.00 per hour, per server (2 hour minimum applies). Bartenders are \$25.00 per hour (2 hour minimum applies). All weekend orders have a minimum of 25 people. Additional floral arrangements and select colored linens are available on request. Consult the Catering Director for more information.

When planning an event that includes buffet service, please consider table requirements for the buffet service. Consult your Event Services representative for assistance in determining the appropriate amount of space needed. Buffet Service pricing is designed for ten (10) guests or more. Events with fewer than ten (10) guests will be priced separately. A customized menu is another option for smaller events.

General Information

On-Premise Catering

The following are included in the per person price for events held in Wright State University's Nutter Center:

- Food and beverage items.
- Guest seating table linens when an entrée buffet or served meal is ordered.
- Buffet table linen.
- Service staff

China, glass and flatware are available for an additional fee per person.

On Campus Delivery (Delivery, set up, return for clearing by our staff)

- Minimum of \$50.00 order outside of the Nutter Center or Student Union
- A \$25.00 delivery charge may apply to remote locations on campus outside our normal service areas.
- China and service staff may be added to deliveries outside of the Nutter Center or Student Union for an additional \$3 per person, \$50 minimum fee.

Off-Campus Delivery (Available pending approval from Catering Director)

- Will include a \$50.00 delivery charge
- All off-premise catering (outside of the Nutter Center and Student Union) is delivered using disposable service ware.
- China and service staff may be added to off premise events for an additional \$3 per person, \$50 minimum fee.
- All non-disposable catering equipment is the property of Wright State University Hospitality Services and is made available to the client during the event, including condiments and serving vessels. It is the host's responsibility to ensure the equipment is protected during the event.

Dietary Considerations

We will accommodate special dietary requests for individual guests with five (5) days advance notice. Dietary accommodations include, but are not limited to, vegan, vegetarian, halal, food allergies.

Payment Policy

All catered functions must be secured by payment before they occur.

For events at the Nutter Center, a credit card number must be held on file or payment (cash, check, department banner account number) must be received at least five (5) days before a catered event.

After the event, the payment must be processed within ten business days.

Non-University related groups are required to make a deposit of 50% two weeks prior to the catering event date with the remaining balance due the day of the event.

Sales Tax

All services are subject to sales tax. Groups who are tax exempt must submit a copy of their Tax Exemption Certificate to the catering office when booking an event.