

**Dillard
University
Catering Services**

*Catering
Guide*



C A T E R I N G

www.dudining.com/catering

Overview

Thank you for considering Dillard's Catering Services for your catering needs. Our staff of experienced professionals is dedicated to providing excellent service to make your event a success. This guide is intended to serve as a beginning to your planning process. We welcome the opportunity to work with you to develop a customized menu that is just right for your special occasion. Whether it is an elegant banquet, a business luncheon or a simple coffee service, Dillard's Catering offers customized service and professional assistance for all of your event arrangements on and off the campus of Dillard University. Our staff of experienced professionals is dedicated to providing excellent service to make your event a success.

Here are a few helpful tips for planning your next event:

Q. What is the best way to determine how many portions of food to allow per guest for an average party?

A. For a small party allow for 10 to 15 bites per person. Think of a bite as about a tablespoon. It's the average –size morsel most guests cut when slicing their food. Most people eat between 20 on the low side and 30 on the high side. Women would eat more on the low side and men eat on the high side.

Another good rule to keep in mind is that the more talking your guests are going to do, the less bites you're going to need. Take a look at your guest list and plan accordingly. If it's a large group where people may not know each other, say at a business dinner, you may need more food. If it's a gathering where lots of networking and talking is going to happen, say at a political event or even a casual gathering of good friends, surprisingly you may need less food.

Q. How many servings of drinks should you estimate per person?

A. The standard in the catering business is easy to remember- 3-2-1. That's three drinks per person in the first hour, two the second hour and one the third hour. Of course, once again, you need to take a look at your guest list and plan according to their needs and your budget.

Q. Do you have tips on keeping hot foods hot and cold foods cold for the length of the party?

A. Instead of trying to keep everything hot or cold for the entire length of the party, it's usually best to serve smaller quantities of food at optimal temperature and refresh often.

Fresh foods on a buffet usually have a 20 to 30 minute life before they start to lose their flavor and temperature. Set everything up, from plates and utensils to serving spoons and forks, and then put food out right before people are ready to eat. People tend to eat for the first hour and a half of a party, and then eating tapers off to nibbling.

Q. In what order should you place eating utensils, napkins, plates, and food on a buffet table?

A. Eating utensils, plates, and napkins are placed at the beginning of a buffet line, giving guests a natural starting place.

Q. What is the best way to keep the flow going?

A. One of the most common sticking points at a buffet is food that must be sliced or cut when serving. Eliminate foods that are trickier to serve, or do the work for your guests in advance by having the food item pre-sliced and offering easy to use utensils such as tongs. The right serving utensils can keep the buffet line flowing smoothly and keep your guests happy. Food at a party should be hassle free, easy to access and easy to eat.

Q. What kind of eating utensils, napkins and plates should be used at a buffet style party?

A. If there is no place to eat the food, then it needs to be fork edible. If cocktail tables or something similar are not available for guests to "park" themselves and easily cut and eat their food, then you must consider the plate size. The plate should be large enough for a guest to comfortably sit with the plate in their lap and cut and eat their food with a fork and knife, as well as rest the utensils on the plate when they are not being used. If you fit in a few small cocktail tables here and there, you can scale back, but if not, you must give people a large enough plate. Of course, another solution is to eliminate these kinds of foods and stick with easier-to eat- portions.

We hope that these points help in the planning of your event and as always please contact us so that we may assist you in making your event all that you wish it to be.

Sincerely,
Dillard Catering by Sodexo

Planning Your Event

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.

RESERVATIONS

Reserve the room for your event.

PLEASE CONTACT THE CATERING DEPARTMENT (504)816-4000 AT LEAST SEVEN BUSINESS DAYS PRIOR TO YOUR EVENT. WHEN YOU CONTACT THE OFFICE, PLEASE HAVE THE FOLLOWING INFORMATION READILY AT HAND:

- Name of the group sponsoring the event
- Name of the event coordinator
- Event Date
- Address, phone and fax number
- Number of Participants
- Event location
- Beginning and ending times
- Budget parameters
- Menu Ideas
- Type of Service

CONFIRMATION

Once the details of your event have been finalized, you will receive a confirmation sheet to be signed and returned at least three business days prior to the event. This process helps ensure the successful completion of the event according to your individual specifications. Your final guest count must be turned in at this time.

GUARANTEE

In order to ensure proper service, we must have the final guarantee of the number of guests to be served no later than three business days prior to the event. Additional charges may be incurred for increases to the guaranteed number made with less than three business days notice.

CANCELLATION

Cancellations of any function should be made three days prior to the event to ensure that no extra charges will be levied. Cancellation after this period will result in a charge of no less than 50% of your total bill. Cancellations within twenty-four hours of any scheduled function will be billed at 100%.

BILLING

All University functions will be guaranteed through a purchase requisition. A purchase requisition must be received prior to the event. Off campus events will require a down payment of 50% at the time of confirmation, with the balance being due three days prior to the event. All payments should be made payable to Sodexo Campus Services.

MISCELLANEOUS

- All published prices are for events held on the campus of Dillard University. There may be additional charges for other venues.
 - A minimum purchase of \$150.00 is required for events occurring on Saturday and Sunday.
- A minimum \$30.00 charge will be assessed to all campus events that are delivered. An extra cost may be incurred for service provided off campus.
 - All functions ordered less than seventy-two hours will be assessed a \$50.00 service charge.
- Tax exempt organizations are required to submit a copy of their tax exemption certificate prior to event.
- Any food items left from an event are the property of the food service. Due to Federal and State Liabilities, no food is permitted to leave the event.

Our Menu

BREAKFAST MENUS

BOXED LUNCHES

LUNCH AND DINNER BUFFETS

LUNCH AND DINNER SELECTIONS

SALADS/ SOUPS

DESSERTS AND WILD PIZZA

TRAYS/ CARVING STATION

HORS D'OEUVRES BY THE DOZEN

BEVERAGES AND MORE


CREOLE DELIGHTS AND FAMOUS TAKEOUT

Welcome

From basic coffee services to outdoor events of unlimited numbers, our goal is to provide you with a full range of quality and innovative catering services backed by a diverse, service-oriented staff and a wide range of resources available from our international network.

As a catering service, our main function is Food! Our trained, professional staff is dedicated to providing the highest level of catering services. The quality of your food, however, does not rest upon the chefs alone. Every member of the Catering Department receives monthly training on food and beverage services, as well as day-to-day experience on the job.

This brochure provides you with fresh, contemporary menus. However, this represents only a starting point. Our commitment is to customize and create whatever is required to provide your guests with an unforgettable experience. We look forward to the opportunity to work with you!



BREAKFAST MENUS

BREAKFAST BUFFETS

Our breakfast menu provides a delightful menu selection for morning meetings and brunches. Minimum of 15 people. All are served buffet style only. Prices based on one (1) time pass through serving line per guest. If a served breakfast or unlimited buffet is desired for your guest, the catering department will design a menu and service proposal for your event. China rental are available at an additional \$1.50 per person.

THE CONTINENTAL

Freshly Brewed Coffee (Regular or Decaffeinated)
Individual Assorted Bottled Breakfast Juice
Assorted Pastries or Muffins

THE BLUE DEVIL

Freshly Brewed Coffee (Regular or Decaffeinated)
Hot Tea
Individual Assorted Bottled Breakfast Juice
Assorted Pastries and Muffins
Fresh Fruit Tray

FRESH DU GRIDDLE

Freshly Brewed Coffee (Regular or Decaffeinated)
Individual Assorted Bottled Breakfast Juice
Scrambled Eggs
French Toast, Pancakes, or Waffles (choice of one)
Hash Browns
Home-style Biscuits & Gravy

DOWN HOME BAYOU

Grits or Oatmeal
Bacon or Sausage
Breakfast Potatoes
Scrambled Eggs
Fresh Fruit Tray
Biscuits and Sausage Gravy
Individual Assorted Breakfast Bottled Juice
Freshly Brewed Coffee (Regular or Decaffeinated)

DOWN HOME BAYOU

With Waffles or Pancakes (choice of one)

ADDITIONAL OPTIONS

Assorted Pastries
Per dz

Donuts (Krispy Kreme)
Per dz

Croissants
Per dz

Biscuits
Per dz

Assorted Bagels with Cream Cheese
Per dz

Crispy Bacon/Sausage/Lil Smokies
Per Serving

Coffee (Maxwell House)
Per Gallon

Breakfast Juice
Per Gallon

Bottled Juice

Bottled Water

Soda

BOXED LUNCHES

All box lunches include Plastic ware, Napkins, Plastic Cups, Chips, Gourmet Cookies, pieces of Fresh Fruit and one canned Soda. All are served on a Croissant.

ROAST BEEF, HAM, OR TURKEY

Premium-cured, sliced fresh Deli Meats served with Garden- Fresh Vegetables

VEGGIE SANDWICH

Grilled or Raw Seasonal Vegetables made to perfection.

CHICKEN OR TUNA

Fresh home-style Chicken or tuna salad served with garden-fresh Vegetables

DU BOX LUNCHES

Sandwich, Chips, Fruit, Cookies, and a Beverage

PO-BOYS

Overstuffed 6 inch Po-Boy
(Your Choice of Shrimp, Catfish, or Oyster)

LUNCH AND DINNER BUFFETS

All buffets include the appropriate condiments for each theme.

China rental is available at an additional \$1.50 per person.

(Minimum of 25 ppl)

DELI DELIGHT

Enjoy a light and tasty selection of deli delights with choice of Ham, Turkey, or Roast Beef. Served with Lettuce, Tomatoes, Pickles, Potato Chips, Potato or Pasta Salad, Assorted Breads, Desserts, Iced tea, & Water.

TEXAS BARBECUE

Enjoy the zesty flavor of a genuine BBQ with any two selections of Spareribs, Beef Briskets, Chicken, or Smoked Links. Served with Southern Style Baked Beans, Potato Salad or Cole Slaw, one vegetable, Bread, a Dessert, Iced Tea, & Water.

ORIENTAL STIR-FRY SENSATION

Enjoy a variety of Beef, Chicken, and Shrimp stir-fry prepared right before your eyes. Served with Rice, Mini Egg Rolls, Dinner Rolls, a Dessert, Iced Tea, & Water.

Oh... and don't forget the fortune cookies!

SOUTH OF THE BORDER

Let the fiesta begin with Beef or Chicken Fajitas, Enchiladas, Nacho Chips with Chili & Cheese, Spanish Rice, and Refried Beans. Served with Diced Tomatoes, Diced Onions, Jalapenos, Shredded Lettuce, Shredded Cheddar Cheese, Picante Sauce, a Dessert, Iced Tea, & Water.

ITALIAN FEAST

Get a taste of Italy with your choice of Pastas- Ziti, Bowtie, Rotini, Spaghetti, and Pena Pasta. Served with Meat, Marinara and Alfredo Sauces, a Tossed Salad, Italian Green Beans, Bread Sticks or Garlic Bread, a Dessert, Iced Tea, & Water.

BACK DOOR GRILL

Come and get a mouth-full with Hamburgers, Hot Dogs, Marinated Chicken Breast, a Tossed Salad, one Vegetable. Served with a French Relish Tray with Condiments, a Dessert, Iced Tea, & Water.

LUNCH AND DINNER SELECTIONS

Waited service or buffet style available with choice of entrée and accompaniments. All entrees include your choice of Salad, Vegetable, Bread, Iced Tea, and Water. Premium desserts have an additional charge. Served Meals are an additional \$1.00 per person.

BEEF

Sliced Roast Beef
Chicken Fried Steak
Beef Kabob
London Broil W. Mushroom Sauce
Beef Wellington
Rib Eye Steak
Prime Rib
Sliced Beef Tenderloin
Beef Filet Mignon
Petite Filet with Jumbo Shrimp

POULTRY

Rotisserie Style Chicken Quarters (Dark)/
Mixed
Blackened Chicken Breast
Grilled Chicken Breast
Lemon Chicken
Chicken Kabob
Chicken Parmesan
Jamaican Chicken
Half Cornish Game Hen
Whole Cornish Game Hen
Chicken Breast Cordon Bleu
Stuffed Chicken Breast

SEAFOOD

Fried Blackened, or Grilled Catfish
Fried, Blackened, or Grilled Shrimp
Shrimp Fettuccine
Salmon
Red Snapper
Mahi Mahi
Blackened Trout
Trout Almandine
Red Fish with Crawfish Sauce
Pecan Crusted Catfish

CHOPS

Center Cut Lamb Chops
Center Cut Pork Chops
Stuffed pork Chops

ENTRÉE ACCOMPANIMENTS

SALAD

Tossed Garden, Spinach, Caesar, Waldorf,
Fresh Fruit Salad

STARCH

Wild Rice, Rice Pilaf, White Rice,
Broccoli & Rice Au Gratin,
Red Roasted Potatoes, Baked Potatoes, Twice
Baked Potatoes, Au Gratin Potatoes, Scalloped
Potatoes, Red Parsley Potatoes, Candied Sweet
Potatoes, Buttered Noodles, Cornbread Dressing

VEGETABLES

Broccoli Florets, , Broccoli Spears, Whole Baby
Carrots, Glazed Sliced Carrots, Cauliflower, Corn on
the Cob, Green Beans Almandine, Cut Green Beans,
Whole Petite Green Beans, Grilled Squash,
Zucchini Carrot Medley

BREAD

White Dinner Rolls, Wheat Dinner Rolls, Clover Rolls,
Mini Croissants, Silver Dollar Rolls, Corn Muffins,
Breadsticks

DESSERTS

Assorted Bundt Cakes, Assorted Mousse Cups, Gourmet
Cookies, Brownies

PREMIUM DESSERTS

(Additional \$2.50)

Apple Pie, Blueberry Pie, Sweet Potato Pie, and Pecan
Pie, Plain Cheesecake, Strawberry Cheesecake, Turtle
Cheesecake, Black Forest Cheesecake
Apple Cobbler, Peach Cobbler, Cherry Cobbler, and
Blueberry Cobbler, Italian Wedding Cake, German
Chocolate Cake, Carrot Cake, Touch of Strawberry
Cake, Sock-it-to-me Cake ,Rocky Road Cake,
Pineapple Orange Cake, Terry's Bread Pudding
And a whole lot more.....

SALADS / SOUPS

THE LIGHTER SIDE

All salad plates includes plastic ware, Napkins, Plastic Cups, Bread, and one canned Soda

Chef's Salad

Made with turkey, ham and Swiss cheese on a bed of Fresh Mixed Greens, Boiled Eggs, and tomatoes.
Served with Choice of Dressing.

Trio Salad

Made with three of the Following: Tuna, Chicken, Pasta, Potatoes, and Cole Slaw. Served with pieces of Fresh Fruit.

Caesar Salad

Available with Grilled Chicken Strips or Grilled Shrimp.

Stuffed Tomato

A large hollowed-out and stuffed with our delicious Tuna or Chicken Salad on a bed of Leaf Lettuce. Served with pieces of Fresh Fruit and five jumbo- size Shrimp.(Extra Shrimp is available for (\$.50 each)

Fruit Salad

Tropical seasonal Fresh Fruit salad mix.

ALSO ENJOY SOME OF OUR SALADS BY THE POUND

Tossed Garden Salad with Dressing

Stir-Fry Vegetables

Potato Salad

Cole Slaw

Pasta Salad

Three-Bean Salad

Macaroni Salad

Chicken Salad

Tuna Salad

Confetti Cole Slaw

Three Color Fruit Salad

Spinach Salad with Red Chiles

SOUPS

Enjoy delicious styles of hot soups prepared by our chef.
Per Cup

Chicken or Beef Noodle

Chicken Vegetable

Beef Vegetable

Vegetable

Cream of Broccoli

... a whole lot more!

DESSERTS AND WILD PIZZA

THE BAKER'S CORNER FRESHLY BAKED TO ORDER

Our catering department can provide special occasion cakes inscribed with your message. Please discuss cake flavors, fillings, and emblems with your catering coordinator. There may be additional charges for decorations, depending on the complexity of design. Assorted Pies available upon request.

ROUND DOUBLE LAYER CAKE
(serves 12)

SINGLE LAYER HALF SHEET CAKE
(serves 30)

SINGLE LAYER FULL SHEET CAKE
(serves 60)

DOUBLE LAYER FULL SHEET CAKE
(serves 100)

WILD PIZZA

14-inch Large Pizzas

CHEESE PIZZA

Cheese, Cheese, and Cheese

ONE-TOPPING PIZZA

Choose From the List

SUPREME PIZZA

Pepperoni, Sausage, Black Olives, Onions,
Green Peppers, and Mushrooms

TRADITIONAL MEAT LOVERS PIZZA

A generous amount of Fresh Vegetables
including Black Olives, Onions, Peppers, and
Mushrooms

ADDITIONAL TOPPINGS

Pepperoni, Sausage, Ham, Ground Beef,
Onions, Green Peppers, Tomatoes, Black
Olives, Mushrooms

TRAYS / CARVING STATION

TRAYS

Available in small, medium, and large.

DELI TRAY

S-12-20

M25-35

L40-55

CHEESE & CRACKER TRAY

S-25-45

M50-75

L75-100

2 oz serving

VEGETABLE TRAY

S-25-45

M50-75+

L75-100

3 oz serving

FRUIT TRAY

S-25-45

M50-75+

L75-100

2 oz serving

CARVING STATION

Includes Dinner Rolls and Appropriate Condiments.

China Rental is available at an additional \$1.50 per person. A carver is available for your convenience at an additional \$25.00 per hour, with a two hour minimum.

Price per person

Roast Beef

London Broil

Smoked Pit Ham

Toast Turkey Breast

Prime Rib

HORS D'OEUVRES BY THE DOZEN

HORS D'OEUVRES BY THE DOZEN

COLD

Assorted Finger Sandwiches

Chilled Shrimp with Cocktail Sauce

Deviled Eggs

Mini Cheesecakes

Assorted Pinwheels

SNACKS

Assorted Gourmet Cookies

Fudge Brownies

Lemon Bars

Fancy Mixed Nuts

Mini Pretzels

Goldfish Snacks

Potato Chips W/ Dip

Tortilla Chips with Salsa

SPECIALTY DIPS

Per Gallon

Crab or Shrimp Dip

Spinach & Artichoke Dip

HOT

Fried Catfish Nuggets

Mini Crawfish Pies

Meatballs
(Sweet and Sour, Barbecue, Italian, or
Swedish)

Stuffed Mushrooms

Spring Rolls

Chicken Drumettes

Boneless Buffalo Chicken Tenders

Spanikopita

Grilled or Fried Chicken Strips

Assorted Mini Quiche

Coconut Shrimp

Mini Crab Cakes

Fried Cheese Mozzarella Sticks

Hot Wings

BEVERAGES AND MORE

Coffee (Maxwell House)
Per Gallon

Juice
Per Gallon

Bottled Juice

Bottled Water

Soda

See Insert for Bar Information

BEVERAGES AND MORE

CREOLE DELIGHTS AND FAMOUS TAKE OUT

CREOLE DELIGHTS

Boudin Balls
Boudin Links
Seafood Gumbo
Chicken Gumbo
Chicken & Sausage Gumbo
Seafood Etoufee
Shrimp Creole
Red Beans & Rice
Cajun Sausage
Cajun Style Rack-of- Ribs
Black-eyed Peas & Corn Salsa
Creole-style Grouper on a Spinach Bed
Chicken & Sausage Jambalaya

FAMOUS TAKE OUT DISHES BY THE PAN

Seafood Jambalaya
Chicken & Sausage Jambalaya
Meat Lasagna
Shrimp Pasta
New Orleans Style Red Beans
Chicken Pasta
Macaroni & Cheese

VEGETABLES

California Blend
Key West
Savory Green Beans

Additional Catering Services

Additional catering services beyond our normal catering provisions.

SERVICE PERSONNEL

Attendants are \$20.00 per hour event. Bartenders are \$30.00 per hour event (Minimum of 4 hours).

ADDITIONAL LINEN RENTAL FEES

Table Skirting is \$45.00 per table. Tablecloths are \$6.00 each.

SPECIALIZED ITEMS

You may desire to enhance your event with items which are not normally a part of the food presentation. This includes ice sculptures, specialty theme decorations, floral arrangements, centerpieces and modified service style. All of these are available with costs negotiated on a per-event basis. The choices and other options are as unlimited as your imagination.

GLOSSARY OF TERMS

Buffet Service: This style of service allows your guest one time through a self serve, two sided table, and rolled silverware is placed on the buffet table and a beverage station(s) is set for your guests to help themselves. Prices are based on one time through the serving line per guest.

Preset Service: A style of service which has your beverages, salad, dessert and utensils on the table prior to your arrival. Some entrees can also be preset. This style is used for some business and meeting lunches.

Served Meal: A served meal format has the linens and tableware set on the table. The beverages and all other parts of the meal are served by a wait staff in courses. There are variations of this type of service which will be tailored to your specific requirements.

Passed Reception: A service style which has our wait staff serving beverages and hors d' oeuvres to your guests on service trays as they walk throughout the room.

Tailor Made: All of our menus can be altered to meet the specific needs of a group. An example would be a group who has a large vegetarian contingent. We can develop a menu which would meet the specific needs of the group. Another example would be adding a carved menu meat item to a buffet. These are both examples of how we can work with you to develop a program tailored to the needs of your group.

Standard Meal Packages Includes: Table linen for food and service tables, flatware, linen napkins, table skirts for buffet and head tables, beverages service and a bud vase centerpiece

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