CATERING MENU & GUIDELINES

We in Conference Services look forward to arranging the food and beverage service for your event. We offer morning and afternoon break packages, luncheon buffets, wait-served lunches and dinners, and receptions. In keeping with the ambiance of our conference facility, most meals and refreshments are served on china with glass stemware, and on skirted linen-covered serving tables.

We encourage you to let the Conference Services office at (414) 227-3195 know the food service you would like for your event as soon as possible. Your cooperation to this end allows us to make the most economical food and beverage purchases and to schedule staff in such a way as to keep our prices at a minimum.

We also ask that you read over the Catering Guidelines below in an effort to better understand how our facility operates its food and beverage service. Thank you.

~ Catering Guidelines ~

◊ Food and beverage selections, and an estimated guest-count, must be received two weeks prior to the start of the event. A late charge of $25 will be assessed for each break and meal ordered less than two weeks prior.

◊ A guaranteed count must be received two business days prior to the event. For SCE classes with standard catering, the guaranteed count will be determined 48 hours prior to the class based upon the number of students registered in the class at that time. You will be charged for the number guaranteed, or the number served, whichever is greater.

◊ Guarantees may be adjusted up 10% for lunches and afternoon breaks up until 9:15 AM on the day of the service. Notice of any special diet requirements (especially food allergies) for lunch must also be received by 9:15 AM on the day of the event.

◊ We offer a buffet which includes assorted beverages, two soups, salad bar, two hot entrées with sides and a vegetarian offering, and a cookie bar. A minimum of 25 guests total for all events eating in the dining room that day is required for the buffet. If there are not enough guests to meet the minimum, Conference Services will select an entrée to be wait-served from that day’s scheduled entrées, in consultation with the respective program coordinators.

◊ No food may be carried out of the dining room.
Gluten free entrées and hot breakfast items are available upon request with sufficient notice.

Ordered sit-down luncheons/dinners include beverage, salad, one pre-selected entrée from the daily menu, and accompanying side dishes.

Catered functions running past 5:00 PM, Monday-Friday, are subject to a $25/hour surcharge, with a one hour minimum. Catered functions running on a Saturday or Sunday are subject to a $25/hour surcharge, with a five hour minimum.

An 18% service charge will be added to food and beverage purchases where the paying department is not within the School of Continuing Education. Sales tax will be added when applicable.

Morning refreshments and food will be cleared from the room at noon.

The minimum charge for a custom brunch, hot breakfast, buffet, or dinner is $15.00 per person.

If the standard buffet is to be served in a classroom there is a minimum of 25 guests and an additional charge of $3.00 per person.

All of the break packages have been priced so as to offer the most popular items at the most economical prices, while still covering our costs. Additional items can be added to any of the packages for the additional cost of the item only. If items, other than coffee and soft drinks, are ordered ala carte, or if substitutions are requested, there will be a $1.50 per person special order charge.

Prices are determined with the expectation that unused items that are in fact reusable (unopened soft drinks, bagged snacks, wrapped nutrition bars, whole fruit, and so on) will be collected by the catering staff after the event and reused. Removal of these items by program coordinators and staff is not permitted as these items remain State of Wisconsin property. Programmers may take non-reusable break items (donuts and bagels, sliced fruit, or cookies) back to their work area after program participants have finished with them for their personal consumption or to share them with their department colleagues. Any trays or baskets removed from the 7th floor MUST be returned to the kitchen later that day and food should not be left out overnight. Please do not return these items to a classroom or set them on the credenzas or tables outside the classrooms.

All food and beverage served in the conference facility, regardless of the floor, must be coordinated through the Conference Services office and be provided by Entrée Catering. Departments/Groups that are found to have brought in outside food are subject to a penalty charge equal to the cost of the food had they purchased it through Conference Services.

This menu booklet replaces those dated October 31, 2011, and all earlier versions. All prices and specific menu items in this booklet are subject to change without notice.
REFRESHMENT BREAK OPTIONS

~ Standard AM Break Package ($7.25/person) ~

The Standard AM Break Package includes:
- Assorted Juices
- Assorted Soft Drinks and Waters
- Brewed Regular & Decaffeinated Coffee
- Herbal & Regular Tea Packs w/Hot Water
- Plain Bagels with Assorted Cream Cheeses

Plus an assortment of the sweet item of the day:

- Weekdays a rotation of ~ Muffins ~ Kringle ~ Coffee Cake ~ Scones ~ Breakfast Bread
- Weekends ~ Miniature Muffins and Danish

~ Simpler AM Break Package ($4.75/person) ~

The Simpler AM Break Package includes only:
- Assorted Juices
- Brewed Regular & Decaffeinated Coffee
- Herbal & Regular Tea Packs w/Hot Water

Plus a choice of either an assortment of the sweet item of the day or plain bagels w/assorted cream cheeses

- Weekdays a rotation of ~ Muffins ~ Kringle ~ Coffee Cake ~ Scones ~ Breakfast Bread
- Weekends ~ Miniature Muffins and Danish
~ Standard/Simpler AM Break Additions ~
(These items may be added to either the Standard or Simpler AM Break Package for an additional cost)

Assorted Yogurts ($1.25 per person)
Whole Fresh Fruit Assortment ($1.25 per person)
Sliced In-Season Fruit Assortment ($2.25 per person)

~ Standard PM Break Package ($5.00/person) ~

Assorted Soft Drinks & Waters
Brewed Regular & Decaffeinated Coffee
Choice of either an assortment of Bagged Snacks and Snack Bars or Fresh Baked Cookies

~ Standard PM Break Additions ~
(These items may be added to above PM Break Package for an additional cost)

Assorted Yogurts ($1.25 per person)
Whole Fresh Fruit Assortment ($1.25 per person)
Sliced In-Season Fresh Fruit Assortment ($2.25 per person)
Assortment of Fresh Baked Cookies ($1.25 per person)

~ Beverage Service Only ~

Coffee and soft drink service is included with both the Standard and Simpler AM and PM Break Packages. AM & PM Break Additions may not be added to either of these limited beverage services.

Coffee Only Service $2.00 per person
(includes regular, decaffeinated, and tea)

Soft Drink Only Service $1.75 per person
(includes assorted canned soft drinks and carbonated waters)
MEAL OPTIONS

~ Lunch Buffet ($12.00) ~

The lunch buffet includes beverage (cola, diet cola, iced tea, milk, coffee, or tea), soup, salad, two hot entrées plus a vegetarian offering, and a cookie bar. The entrée selections for each day of the month are listed below:

~ Thirty-One Day Meal Rotation ~

1st
Teriyaki Chicken
Country Style Pork Ribs
Grains

2nd
Chicken Parmesan
Pepper Steak
Vegetable Couscous

3rd
Italian Baked Chicken
Jambalaya
Cheese Stuffed Manicotti

4th
Roast Turkey w/ stuffing
Spaghetti with Meatballs
Vegetable Fried Rice

5th
Chicken Cordon Bleu
Roast Beef
Penne Pasta w/ Marinara

6th
Chicken Picatta
Polish Sausage
Pesto Cavatappi w/ Alfredo

7th
Cajun Chicken
Swedish Meatballs
Grains

8th
Sweet & Sour Chicken
Baked Cod
Paste w/ Lemon Wine Sauce

9th
Fried Chicken
Beef Stroganoff
Vegetable Pasta Saute

10th
Chicken & Broccoli Alfredo
Cabbage Rolls
Vegetable Fried Rice

11th
Chicken Picatta
Ham & Scalloped Potatoes
Wheat Linguine w/ Marinara

12th
Roast Chicken w/ stuffing
Roast Beef
Grains

13th
BBQ Chicken
Lemon Pepper Talapia
Tomato Basil Pasta w/ Marinara

14th
Turkey Tetrazzini
Beef & Broccoli
Vegetable Couscous
15th
Chicken Marsala
Stuffed Green Peppers
Stir Fried Seasonal Vegetables

16th
Chicken Stir Fry
BBQ Pulled Pork
Penne Pasta w/ Marinara

17th
Southwest Chicken
Shepherd’s Pie
Pesto Cavatappi w/ Marinara

18th
Chicken Allison
Beer Battered Tilapia
Grains

19th
Honey Glazed Turkey
Beef Stroganoff
Cheese Stuffed Manicotti

20th
Cranberry & Sage Stuffed Chicken
Hungarian Goulash
Stir Fried Seasonal Vegetables

21st
Chicken Parisienne
Country Style Pork Ribs
Wheat Pasta w/ Marinara

22nd
Jamaican Jerk Chicken
Salisbury Steak
Pesto Cavatappi w/ Alfredo

23rd
BBQ Chicken
Cod Allison
Pasta w/ Lemon Wine Sauce

24th
Turkey & Stuffing
Pot Roast
Vegetable Pasta Sauté

25th
Tomato Basil Chicken
Meatloaf
Grains

26th
Fried Chicken
Shepherd’s Pie
Wheat Linguine w/ Marinara

27th
Honey Dijon Chicken
Ham & Scalloped Potatoes
Vegetable Fried Rice

28th
Southwest Chicken
Panko Crusted Cod
Pasta w/ Lemon Wine Sauce

29th
Turkey Tetrazzini
Stuffed Green Peppers
Vegetable Couscous

30th
Cranberry & Sage Stuffed Chicken
Polish Sausage
Vegetable Pasta Sauté

31st
Chicken Allison
Beef Enchiladas
Pesto Cavatappi w/ Marinara
~ Standard Dinner Buffet ($15.00) ~

The dinner buffet includes beverage assorted beverages, soup, salad, two hot entrées plus a vegetarian offering (as listed above), and linens on the tables. Dessert may be added for an additional cost. The entrée selections for each day of the month are listed above.

~ Ala Carte Desserts ~

All per person
Assorted Cookies - $1.25
Cupcakes - $2.50
Assorted Fruit Pies - $2.50
Assorted Cream Pies - $2.50
Assorted Cheesecakes - $3.00

~ Customized Breakfasts and Dinners (Starting at $15.00) ~

The Conference Services catering staff will be glad to work with you to design a custom menu solely for your special event
HORS d’OEUVRES

Hors d’oeuvres Minimum
There is a $200 minimum on hors d’oeuvres orders

SNACKS

Pretzels
9.00/lb - with dip 17.00/lb

Kettle Chips
9.00/lb - with dip 17.00/lb

Tortilla Chips w/ Salsa
12.00/lb

Fancy Mixed Nuts
15.00/lb

RECEPTION PLATTERS

Garden Fresh Vegetable Platter with dill dip
$3.25 per person

Fresh Fruit Platter with a fruit dipping sauce
$3.50 per person

Taco Dip Tray with Tortilla Chips
$3.00 per person

Wisconsin Cheese Platter with assorted crackers
$4.25 per person

Roasted Red Pepper Hummus with Pita Chips
$3.25 per person

Spinach Dip served in a Bread Bowl
$3.00 per person
**CHILLED SELECTIONS**

- Deviled Eggs - $10.00 dozen
- Cucumber Canapés - $10.00 dozen
- Bruschetta - $12.50 dozen
- Salami Cornucopias - $12.50 dozen
- BLT Tortilla Roll - $13.50 dozen
- Assorted Slider Sandwiches - $14.00 dozen

**HOT HORS d’ OEUVRES**

- Boneless Chicken Wing with Boom Boom Sauce or Blue Cheese Dip
  $13.00 dozen
- Vegetable Egg Rolls with Sweet & Sour Sauce
  $12.50 dozen
- Mozzarella Cheese Sticks with Marinara Sauce
  $13.00 dozen
- Bacon Wrapped Water Chestnuts
  $14.00 dozen
- Spanakopita
  $15.00 dozen
- Teriyaki Chicken Skewers
  $15.00 dozen
- Italian Sausage Stuffed Mushrooms
  $14.50 dozen
- Cocktail Meatballs
  Choose from Barbecue, Sweet & Savory, Swedish or Marinara
  $15.50 per pound
- Assorted Sausage Bites with Specialty Mustards
  $13.50 per pound
AVAILABLE UPON REQUEST

Mini Beef Wellington
Jumbo Shrimp Cocktail Shooters
Chicken Satay with Thai Peanut Sauce
Bacon Wrapped Scallops
Mini Quiche
Brie with Raspberry and Almond Filo Dough
Special Occasion Cakes and Cupcakes
Hand Dipped Chocolate Covered Strawberries
Mini Cheesecakes

~ Alcoholic Beverage Service ~

Alcoholic beverage service (wine and beer only) must be approved by, and is done at the discretion of, the Conference Services Office and is done on a cash bar basis only. Alcoholic beverages must be served by bartenders approved by the Conference Services Office and there is a $50.00 per hour charge per bartender. Conference Services will determine the number of bartenders required for the event based upon the expected attendance. Alcoholic beverage service must be requested at least 30 days in advance by calling the Asst. Director of Conference Services at 414-227-3193 and the Conference Services Office will only consider providing alcoholic beverage service if the expected attendance is at least 50 people and there is an expectation of at least $150 in sales.