Washington & Jefferson College
catering menu
Our Catering Department has a qualified staff dedicated to providing excellent food and service. This will make your special event a true success. The information in this guide will help you plan your event. Relax. Planning your catered affair will be an enjoyable experience. We are ready and willing to assist you in making your event a memorable one.

The first step in planning a successful catered event is to make certain the room you desire is available. Room reservations are made through the Office of Student Affairs by calling 724-250-3318. This office will also make any arrangements you require for podiums, public address systems, staging, room diagrams, etc.

After your room arrangement details have been completed the next step is to review the material and guidelines in this catering guide to determine the specific menu you desire. We require two (2) weeks prior notice for your catered event.

Contact the Catering Director at 724-223-6035. If you are unsure as to menu specifics for your special event, we are pleased to put our expertise at your disposal. Remember, close coordination with our staff will help insure that your event is of the highest quality.
Guidelines

**Washington & Jefferson Catering Guidelines**

**Room Reservations**
This must be done prior to making any food arrangements.

**Catering Department**
When arranging for catered services, we ask that you plan as far in advance as possible. Our preference is that you contact our Catering Department at least two weeks prior to the event. Even if you do not know the final number of guests, this gives us enough time to create the best event for you. The Catering Department will make every effort to satisfy your requests for functions booked less than one (1) week prior to the event date. A 15% late fee is charged for any function booked after 1:00 PM the day prior to the event. Stop by our Dining Services office located in The Commons or call 724-223-6035.

**Room Set Up, A/V and IT Needs**
If you require any special room layout or design, tables or chairs, screens, DVD or cassette players, please place your work order as soon as possible so that Facilities and IT so they can accommodate your needs.

Information that would be helpful in making your arrangements:
- Theme of or reason for your event
- Special layout needs (reserved seating, head tables, skirting)
- China or disposable service
- Style of service (i.e., served, buffet, carry out, delivery set-up)
- Floral arrangements and centerpieces
- Special diet considerations
- Will alcohol be served?
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- Program details – awards ceremonies, speakers, etc.
- Budget parameters
- Form of payment (i.e., budget number, direct billing, and cash)

**Types of service**

**Served** – All courses are served at your table. Depending on time constraints of your event, the salad and/or dessert courses can be pre-set. Pricing is based on a single-menu entrée selection. If your event offers 2 or 3 entrée choices, you are required to give Dining Services a specific guest count for each entrée ordered 3 business days (i.e. Wednesday for Monday) prior to the event.

**Buffet** – This style of service offers a variety of menu choices. Quantities of food prepared will adequately serve the number of guaranteed guests. This, however, does not imply all-you-can-eat. Buffets for less than 25 people will incur an additional charge. A buffet is suggested when the following may occur: guests arriving at different times; physical layout of the room; mixed crowd requiring a varied menu; lack of facilities to serve formally or a more informal style of event.

**Linen and Skirting**
All prices for meals and receptions include standard linen service for all food tables. Additional standard linen and skirting is priced below, if you would like custom linen the price may vary:

- **Table Cloths**
  - 90” Rounds & 120” Rounds
- **Napkins**
- **Skirting – 8 foot table**

**Bar Service and Additional Staff Charges**
Parkhurst Dining Services at Washington & Jefferson does not have a liquor license. We will be happy to pour alcoholic beverages that you provide for the following prices:

- Additional staff requests
- Full Bar Set Up
- Beer and/or Wine Set Up
- Bartender

**Rentals**
The Catering Department will be happy to arrange any rentals as needed through our rental company. All costs will appear on your final bill.

**Final Guarantee**
The expected count that you give us should be as accurate as possible. The Catering Department will plan, purchase and bill for all the guests that you indicate will attend. A final guarantee number must be given to the Dining Services Catering office no later than 72 hours (3 business days) prior to the event Wednesday in case of a Monday event. If no final count is obtained, we will prepare and charge for the original number of guests. At the time of booking, we will send you a copy of the event sheet for your final approval. We ask that you sign the event sheet to verify that you understand the menu charges and then return it within 24 hours to the Dining Services’ Catering office. Cancellations up to four (4) business days prior to the event are without charge. After four (4) business days but prior to the day of the event, the charge will be 25% the cost of the event. Same day cancellations will result in a full charge of the entire event.
Breakfast Beverages
Basic beverage set-up charge includes paper service, cups, condiments and beverage table.

Coffee/tea service (regular & decaffeinated)
Barista coffee (regular & decaffeinated)
Fruit punch
Sparkling fruit punch
Orange juice
Hot chocolate
Cold and hot cider (seasonal)
Iced tea and lemonade
Canned soda
Bottled water
Bottled fruit juice

Breakfast a la Carte
Assorted Danish (per dozen)
Assorted muffins (per dozen)
Assorted donuts (per dozen)
Homemade baked breakfast bread (per loaf)
Fresh seasonal fruit salad

Breakfast Buffets
Traditional Continental Buffet
Assorted Danish & muffins, coffee, tea, and chilled fruit juices

Deluxe Continental Buffet
Assorted Danish & muffins, sliced fresh fruit tray (seasonal), coffee and tea

Healthy Alternative Buffet
Chilled fruit juices, assorted yogurt and granola, sliced fresh fruit tray (seasonal), low-fat muffins, coffee and tea.

Light Breakfast Buffet (15 guest minimum)
Chilled fruit juices, scrambled eggs, hash browns, assorted muffins, fresh fruit salad (seasonal), coffee and tea.

Deluxe Breakfast Buffet (25 guest minimum)
Chilled fruit juices, buttermilk pancakes or Texas toast, sausage patties, links, or bacon, potatoes O’Brien or hash browns, scrambled eggs, fresh fruit salad (seasonal), sweet rolls, coffee and tea.

Add bagels with cream cheese, jellies and butter for an additional charge.

Omelets made to order (parties of 50 or more) for an additional charge.
Platters

Platter sizes are small (serves 15 people), medium (serves 30 people), and large (serves 50 people), except where noted.

**Domestic Cheese Tray**
Cheddar, Swiss, pepper jack and provolone cheese with mustard dipping sauce, assorted crackers and fresh fruit garnish

**Imported Cheese Tray**
Smoked gouda, English stilton, brie and Jarlsberg Swiss cheese with fresh fruit garnish and assorted crackers

**Grecian Platter**
Hummus with pita bread, gourmet olives, red onions, feta cheese, roma tomatoes and cucumber slices

**Antipasta Platter**
Pepperoni, salami, Provolone cheese, gourmet olives, hot peppers, marinated artichoke hearts and mushrooms served with bread sticks

**Baked Brie Tray**
Brie wrapped in puff pastry with herbs and spiced almonds served with sliced baguette, fresh seasonal berries and grapes

**Fresh Fruit Platter** (seasonal)
Honeydew, watermelon, cantaloupe, grapes, strawberries and other seasonal fruits

**Crostini Table**
Toasted French baguette croutons with a variety of spreads. Select from the following or ask for other available selections: wild mushrooms or basil & prosciutto

**Elegant canapes**
Finger sandwiches

**Vegetable Crudites Platter**
A variety of mixed fresh vegetables served with ranch or bleu cheese dressing

**Hot Artichoke Dip**
Served with water biscuits, pita chips and gourmet crackers

**Hot Spinach and Cheese Dip**
Served with assorted crackers and French baguettes

**Sliced Tenderloin Platter** (Min. 25 guests)
Thinly sliced, slow-roasted tenderloin of beef served chilled with silver dollar rolls and horseradish sauce

**Peppered Turkey Breast Platter** (Min. 25 guests)
Served with cranberry-mayonnaise or herb mayonnaise, Dijon mustard and silver dollar rolls

**Grand Antipasti Platter** (Min. 35 guests)
A grand display of marinated artichoke hearts, mushrooms, roasted red peppers, black and green olives, fresh mozzarella and provolone cheese, pepperoni, capicola, prosciutto and salami served with assorted fresh breads

**Chef Attended Pasta Station** (Min. 25 guests – one hour maximum, reception portions)
Featuring three types of pasta and two sauces

Catering guide pricing is based on regular service standards. Changes in menu or service needs may require some adjustment in menu price. We would be happy to prepare a custom menu for your event. Thank you for the opportunity to service you.
Lunch

Basic Box Lunch
Includes appropriate condiments and paper products.
Choice of Italian or turkey on a 6” sub roll with American or provolone cheese, lettuce and tomato, or hummus with pita bread (vegetarian); both served with potato chips, fresh fruit, a cookie, canned soda or bottled spring water

Gourmet Box Lunches
Includes one side item, bar dessert, and canned sodas or bottled water.

Stone-Ground Mustard Chicken
Marinated chicken breast topped with provolone cheese, lettuce, tomatoes and stone-ground mustard on six-grain bread

Rosemary-Tarragon Grilled Chicken
Marinated chicken breast served with light rosemary mayonnaise, lettuce and tomatoes on a ciabata roll

Grilled Vegetables on Focaccia
Portabella mushrooms, red onions, zucchini, yellow squash and roasted red peppers brushed with balsamic vinaigrette on focaccia and grilled

Smoked Turkey
Smoked turkey, roasted red peppers, herbed mayonnaise and field greens on a ciabata roll

Portabella Pita Pocket
Portabella mushrooms, fresh spinach, Swiss cheese and herbed mayonnaise in a pita

California Wrap
Smoked turkey, Cheddar cheese, alfalfa sprouts, avocado, and crisp greens

Side items: Dijon green beans and redskin potato salad, whole wheat pasta salad, fresh fruit salad

Desserts: Blueberry cheesecake bars, German chocolate bars, pina colada bars, lemon shortbread cookies with almonds, white macadamia nut cookies

Super Subs and Deli Rings
Serves 10-12 guests. Carry-out or self service only. Add a side salad and canned soda or bottled spring water for 2.25 per person.

Jerked Chicken with Mango Chutney

Gourmet Italian
Capicola, ham, prosciutto, provolone, roasted red pepper, crisp greens, Italian dressing

Turkey Vegetable
Deli turkey, lettuce, plum tomatoes, cucumbers, red onions and pesto sauce

Grilled Vegetable
Grilled zucchini, yellow squash, red and green bell peppers drizzled with balsamic vinaigrette

Pizza
18” pizza is 12 cuts. Carry-out or self service only. Add a tossed green salad and canned soda or bottled water for an additional charge

Cheese pizza
White pizza
Pepperoni pizza
Vegetarian supreme
Up to three (3) additional toppings
Each additional topping
Hors d’oeuvres

Package One (15 guest minimum)
- Mini Vegetarian Egg Rolls ~ Served with ginger dipping sauce
- Roasted Red Pepper Hummus ~ A traditional Middle Eastern bean dip served with pita wedges
- Buffalo Wings ~ Served in spicy hot sauce served with celery sticks and bleu cheese dressing
- Teriyaki Wings ~ Served in a light teriyaki sauce
- Mini Quiche ~ Bite-size quiche served in assorted flavors
- Barbecue Meatballs ~ Cocktail size meatballs served in a tangy barbecue sauce
- Swedish Meatballs ~ Cocktail size meatballs served in a traditional Swedish style sauce
- Stuffed Mushrooms ~ Stuffed with sausage or ham and smoked gouda

Package Two (25 guest minimum)
- Spanakopita ~ Spinach and cheese stuffed phyllo dough triangles
- Smoked Salmon Mousse ~ Served on cucumber rounds
- Pecan Chicken Salad Phyllo ~ Asian chicken salad with pecans and fresh scallions served in a phyllo cup
- Cheese Quesadillas ~ Black beans with monterey and cheddar cheese in flour tortillas cut into finger-sized triangles
- Mussels Diablo ~ Fresh mussels cooked with butter, onions, garlic and white wine with a hint of jalapeno pepper
- Spring Rolls ~ Vegetable rolls fried golden and served with teriyaki dipping sauce
- Mini Egg Rolls with Shrimp ~ Shrimp and vegetable rolls fried golden and served with teriyaki dipping sauce
- Smoked Salmon Hy-Rollers ~ Silver dollar size pinwheel sandwiches filled with smoked salmon and herb cream cheese
- Assorted Hy-Rollers ~ Silver Dollar size pinwheel sandwiches filled with turkey and Gruyère cheese or country ham and cheddar cheese

A la Carte Break
- Assorted freshly baked cookies
- Potato chips or pretzels
- Tortilla chips and salsa
- Trail mix
- Mixed nuts
- Petite French pastries
- Tea cookies
- Fudge brownies
- Smiley cookies
- Assorted bar desserts

Hors d’oeuvres

Prices are based upon one hour of service at reception portions.
Luncheon Entrée Salads
Two course meal includes: freshly baked rolls, butter, dessert and beverage.

Caesar Salad
Crisp romaine, Parmesan cheese and croutons. Anchovies available.
Add grilled chicken

Chef Salad
Roasted turkey, ham, American and Swiss cheese, eggs and tomatoes set on a bed of mixed greens

New York Steak Salad
Grilled flank steak, redskin potatoes, roasted red peppers, Asiago cheese and croutons atop mixed greens and tossed with balsamic vinaigrette dressing

Grainy Mustard Chicken Salad
Grilled, julienned chicken, fresh green beans, grape tomatoes and sliced almonds on a bed of crisp greens and topped with grainy mustard dressing

Trio Salad Sampler Platter
Light chunk tuna, egg, and chicken salad on a bed of crisp salad greens

Grilled Portabella Mushroom
Grilled portabella mushroom cap, artichoke hearts, red onions and grape tomatoes with a herbed balsamic vinaigrette atop fresh salad greens

Grilled Chicken Salad
Marinated grilled chicken on mixed greens served with tomatoes, red onions, and shredded cheddar cheese

Cobb Salad
Chopped hard boiled egg, cheddar cheese, crisp bacon, avocado, crumbled blue cheese, chicken and green onions on a bed of crisp salad greens

Luncheon Sandwich Board
Two course meal includes: dessert and beverage.

Roast Beef and Provolone
Served open-face on a kaiser roll

Chicken Cordon Bleu Sandwich
Chicken breast topped with ham and melted Gruyere cheese

Club Sandwich
Shaved smoked turkey, bacon, American cheese, lettuce and tomatoes on toasted multi-grain bread

Grilled Vegetable Wrap
Served with salsa

Side items: Creamy coleslaw, potato salad, cavatappi pasta salad, fresh fruit salad or homemade potato chips.
Served Dinner Entrées

Traditional Lasagna
Served with marinara or meat sauce

Vegetable Lasagna
Served with marinara sauce

Grilled Chicken Fettuccini
Boneless breast of chicken served with alfredo or primavera sauce

Manicotti
Pasta stuffed with ricotta cheese and covered with marinara sauce

Salads:
Traditional Caesar, garden salad with mixed greens, California field greens with spiced almonds and dried cranberries, cucumber wrap salad with sun-dried tomato vinaigrette

Starches:
Roasted red skin potatoes, baked potatoes, wild rice pilaf, Israeli cous cous, penne marinara, basmati rice

Vegetables:
Italian garden blend, Asian vegetable medley, steamed broccoli and cauliflower florets, asparagus (seasonal), green beans amandine, julienned zucchini/summer squash/red bell pepper, roasted seasonal vegetables

Desserts:
Strawberry mousse cake, strawberry mascarpone tart, fruit panna cotta, chocolate mousse, flavored cheesecakes (add $1.55 per guest), cappuccino torte (add $1.55 per guest), Kahlua chocolate tortoni (add $1.55 per guest), hazelnut chocolate praline (add $1.55 per guest), fresh seasonal fruit tart (add $1.55 per guest)
Served Luncheon Entrées

Plated meal includes: choice of salad, one vegetable, freshly baked rolls & butter, choice of dessert, coffee and water.

Chicken Marsala
Lightly breaded and sautéed chicken breast with portobello mushrooms in Marsala wine sauce

Stuffed Chicken Breast
Served with traditional dressing

Chicken Piccata
Boneless chicken breast served with capers and mushrooms in a lemon white wine sauce

Chicken Parmesan
Breaded chicken breast topped with parmesan cheese and smothered in marinara sauce and served on a bed of linguini (No side offered with this selection)

Sliced Roast Beef
Sliced top round of beef served with au jus and horseradish sauce

Herb Crusted Tenderloin of Pork
Served with port wine sauce

Oven-Roasted Salmon
Oven-roasted and served with tomato basil salsa

Maryland Crab Cake
The classic…served with remoulade sauce

Macadamia Nut-Crusted Mahi Mahi
Oven-roasted and topped with our tropical fruit salsa

Halibut
Fillet pan-seared and served on a bed of wilted greens

Salads:
Traditional Caesar, garden salad with mixed greens, California field greens with spiced almonds and dried cranberries

Starches:
Roasted red skin potatoes, baked potatoes, wild rice pilaf, Israeli cous cous, penne marinara, basmati rice (add 0.75 per guest)

Vegetables:
Italian garden blend, Asian vegetable medley, steamed broccoli and cauliflower florets, asparagus (seasonal), green beans amandine, julienned zucchini/summer squash/red bell pepper, roasted seasonal vegetables

Desserts:
Key lime margarita pie, fruit panna cotta, chocolate peanut butter ribbon, creamy vanilla fruit pavlova, seasonal fruit with crème fraiche, flavored cheesecakes (add 1.50 per guest), cappuccino torte (add 1.50 per guest)
Served Dinner Entrées

Plated meal includes: choice of salad, one starch and vegetable, freshly baked rolls & butter, choice of dessert, coffee and water.

**Chicken Marsala**
Two four ounce lightly breaded and sautéed chicken breasts with portobello mushrooms in marsala wine sauce

**Stuffed Chicken Breast**
Served with traditional dressing

**Chicken Piccata**
Two four ounce chicken breasts served with capers and mushrooms in lemon white wine sauce

**Chicken Parmesan**
Two four ounce chicken breasts topped with provolone and parmesan cheese and smothered in marinara sauce

**Seared Breast of Chicken**
Breast of chicken rubbed with moroccan spice and topped with roasted tomato vinaigrette

**Prime Rib of Beef** (25 guest minimum)
Slow-roasted prime rib of beef, hand carved and served au jus

**Filet Mignon** (15 guest minimum)
6 oz. filet grilled to perfection and served with chef selected demi-glace sauce

**Baby Rack of Lamb** (15 guest minimum)
Roasted and served with rosemary lamb demi-glace

**Herb Crusted Tenderloin of Pork**
Served with port wine sauce

**Oven-Roasted Salmon**
Oven-roasted and served with an oriental glaze

**Maryland Crab Cakes**
The Classic…served with remoulade sauce

**Halibut**
Fillet pan seared and served on a bed of wilted greens

**Macadamia Nut-Crusted Mahi Mahi**
Oven-roasted and topped with our tropical fruit salsa

**Vegetarian Dinner Entrées**

**Stuffed Portobello Mushroom**
A blend of artichoke hearts and bel paesse cheese

**Rustic Vegetable and Rice Stuffed Peppers**
Served with spicy creole sauce

**Vegetable Napoleon**
Zucchini, eggplant, yellow squash, red onion, and fresh mozzarella grilled and stacked on a tomato coulis
Buffets

Lunch Buffets

Traditional Deli Buffet (15 guest minimum)
Turkey, roast beef, baked ham, American and Swiss cheese, assorted breads, rolls, condiments, relish tray, potato salad or coleslaw, potato chips, assorted cookies, and assorted canned soda

Gourmet Deli Buffet (25 guest minimum)
Roast beef, ham, turkey, American, Swiss and Muenster cheese, marinated grilled seasonal vegetables, assorted breads, croissants, wraps or pitas, condiments, relish tray, fresh seasonal fruit salad, red skin potato salad or cavatappi pasta salad, potato chips or pretzels, assorted cookies and iced brownies, assorted canned sodas, bottled water

Healthy Wraps Buffet (25 guest minimum)
Low-fat individual wraps with turkey, grilled chicken with mushrooms, grilled tuna, tossed salad with dressings, fresh seasonal fruit salad or fresh berries, potato chips, coffee/decalf/iced tea

Hot Pasta Buffet
25 guest minimum
Includes: tossed salad, freshly-baked rolls with butter and beverage

Choice of two (2) pastas:
Cavatappi, linguini, fettuccini, penne, cheese tortellini

Choice of two (2) sauces:
Marinara, meat, Alfredo, pesto cream

Choice of two (2) desserts:
Assorted cookies, iced brownies, fruit pie
Add meatballs, chicken, or Italian sausage for an additional charge

Picnic Buffets

Picnic Package #1 (15 guest minimum)
Add grilled chicken breast
Hamburgers, hot dogs, veggie burgers, buns, vegetarian baked beans, lettuce, tomatoes, cheese, pickles, choice of one (1) side salad, choice of one (1) dessert, and choice of one (1) beverage

Picnic Package #2 (25 guest minimum)
Add veggie burgers
Country style BBQ ribs & chicken, corn on the cob, rolls, butter, choice of two (2) side salads, choice of two (2) desserts, choice of two (2) beverages

Side salads:
Coleslaw, potato salad, red skin potato salad, broccoli bacon salad, pasta salad, macaroni salad

Desserts:
Cookies, brownies, pies, bar desserts

Beverages:
Canned sodas, iced tea, lemonade, fruit punch, iced water

Picnic Package #3 (Carry-out/self service) (25 guest minimum)
Hamburgers, hot dogs, buns, lettuce, tomatoes, cheese, pickles, canned soda, bottled water
Buffets

Dinner Buffets

25 guest minimum

Add a third entree selection for an additional charge

Buffets include: the garden salad table - mixed greens with seasonal vegetables and two dressings, rolls with butter, coffee, iced tea and iced water

Entrées (choice of 2)

Classic Lasagna ~ Multi-layered pasta with Italian cheese and marinara sauce, baked to perfection

English Style Cod ~ Fillet of scrod topped with buttered seasoned bread crumbs and oven finished

Shaved Top Round of Beef ~ Tender sliced beef in Cabernet demi-glace

Chicken Marsala ~ Boneless chicken breast served in Marsala wine sauce with mushrooms

Herb Roasted Pork Loin ~ Fresh herb crusted Pennsylvania raised pork loin

Chicken Cordon Bleu ~ Boneless chicken breast stuffed with Swiss cheese and baked ham

Cavatappi Alfredo (vegetarian) ~ Pasta twists tossed with wild mushroom Alfredo sauce

Baked Ziti Marinara ~ Al dente ziti tossed with Italian cheese, marinara sauce and baked

Side dishes (choice of 2)

Roasted redskin potatoes, risotto milanese, fresh seasonal vegetable medley, sautéed zucchini and yellow squash, rice pilaf, broccoli, cauliflower & red pepper, quinoa pilaf, scalloped potatoes, glazed sliced carrots, green beans amandine

Desserts: Strawberry mousse cake, strawberry mascarpone tart, fruit panna cotta, chocolate mousse, flavored cheesecakes (add 1.55 per guest), cappuccino torte (add 1.55 per guest), Kahlua chocolate tortoni (add 1.55 per guest), hazelnut chocolate praline (add 1.55 per guest), fresh seasonal fruit tart (add 1.55 per guest)