



BON APPÉTIT  
AT GROVE CITY  
COLLEGE

*preparing authentic, made from scratch food  
in a socially responsible manner*

**BON APPÉTIT**  
MANAGEMENT COMPANY  
*food service for a sustainable future®*



# GROVE CITY COLLEGE CATERING GUIDE

*below are suggested protocols for catering at grove city college in lieu of some recent challenges. we have articulated the steps from scheduling to execution.*

## **schedule your event**

the success of your event is dependent upon careful planning and timing. the professionals at bon appétit will work with you to plan and provide a memorable event for you and your group. please book early to ensure a successful event:

- major events with over 100 guests should be booked a minimum of ten business days in advance.
- breakfast or luncheon meetings and small receptions should be booked a minimum of five business days in advance.
- small breaks should be booked a minimum of three business days in advance.
- last minute catering is possible based on availability of schedule and product. we have identified a list of five entrees that can be used for lunch and dinner. these menus will be revisited periodically to make sure the options are working for our guests.

## **facility reservations**

- to reserve the room/location, contact the grove city college facility scheduler (724-458-2211) prior to booking your event with bon appétit catering.
- a room charge payable to grove city college, will be assessed for non-college related functions.

## **event reservations**

to book your event, please contact the bon appétit catering manager, karen morgan-windisch at x2210 (724-458-2210), or kamorganwindisch@gcc.edu. at that time, we will discuss your needs, estimated attendance, and the style of your function. please have ready an estimated number of attendees, start and end times, the location of the event, and billing information. bon appétit catering will make every attempt to accommodate requests received on short notice, however, we cannot guarantee the availability of product or services.

## **menu design**

our catering manager will meet with you to discuss the requirements for your event, such as event theme, type of service, table appointments, floral decoration, linens, rentals, and any special dietary needs required.

- the catering manager will provide menu ideas for your consideration, along with estimated pricing:
  - within two business days of your request for a standard function
  - within three business days for events requiring specially designed menus
- contact the catering manager once you have made your final selections, and we will submit to you the final event sheet and pricing within two business days
- we ask that you carefully review this information and confirm/approve all details with the catering manager within two business days of the event.

## **guaranteed number of guests**

*bon appétit catering requires a guaranteed number of guests be confirmed:*

- no later than two (2) business days before small events
- no later than three (3) business days before major events (over 100 or vip)

*your final billing is the higher of the two:*

- 95% of the guaranteed guest count, or
- actual guest count

## **catering protocol**

### *audio visual equipment*

our catering manager will gladly assist with any audio/visual requirements you may have.

### *fees*

for standard services, bon appétit executes events for grove city college on an inclusive basis (i.e. price per person includes food, labor, linens). beyond standard services, additional labor costs may be applied for upgrades or special services (i.e. cake cutting, butler services, additional linens). if there is a program before or after the meal, please notify the catering manager. there may be additional labor charges for services that extend beyond the designated service window for your event.

- events paid for by the college are tax exempt.
- events not paid for by the college will be taxed at 6%

### *student meal credits*

the client must provide a list of student names and ids to bon appétit within 24 hours of the event, in order to receive the current student meal credit value. this meal credit will only apply to those students who have the 21 meal plan.

### *payment*

upon the completion of your event, the final invoice will be sent to the department name/person indicated on the event sheet.

off-campus client events require a 50% deposit five days prior to the date of the event, with the balance due on date of event.

### *leftover food*

we will prepare a sufficient amount of food to meet the needs of your group. food and beverage leftovers may not be pack- aged for take out.

## ***cancellations***

notification of cancellation is required a minimum of 48 business hours prior to the event. if a cancellation occurs after this time period, any incurred expenses will be billed to your department.

*when booking an event, please have ready:*

- name of group
- date of event
- time and length of event (including preferred set-up and pick-up time)
- location: has the appropriate gcc facility scheduler approved your room location
- type of service: buffet, served, set-up, picnic, menu/decor
- guest count
- table set up and any additional linens
- contact person including phone number and address
- faculty advisor
- title or name of event
- final billing information: name/department, address, contact phone # (tax exempt number, if applicable)
- special dietary requirements.

## **communication protocols for presidential events**

*options available:*

- continue to communicate any catering needs to the current catering manager, karen morgan-windisch and the executive chef, ryan trask. they will review the details with the general manager prior to submitting the final event sheet to the client.
- presidential events would be communicated to the general manager and the executive chef.
- presidential events would be communicated to the general manager.

## OUR BEVERAGE SELECTIONS

### **hot beverage service**

regular and decaffeinated coffee, assorted herbal teas and hot water hot chocolate

### **juice bar**

apple, orange, grape and cranberry juice

15.2 oz. bottle

### **bottled water**

bottled spring water

8 oz. bottle / 16 oz. bottle

### **beverage favorites**

lemonade, citrus punch, fruit punch, sweetened or unsweetened iced tea, raspberry

iced tea apple cider

(available seasonally at market price) by the gallon

### **soda service**

canned regular, diet, and decaffeinated sodas, iced tea

## BAKERY SELECTIONS

*our bakery selections are sold by the dozen*

### **before noon**

#### *muffins*

blueberry, cranberry, chocolate chip, and corn

#### *danish*

blueberry, lemon, cheese, cherry, apple, and raspberry

#### *bagels*

assorted flavors and fresh whipped cream cheese

#### *donuts*

assorted flavors

#### *scones*

assorted flavors and devonshire cream

### **after noon**

#### *brownies*

chocolate, blondie, and chocolate nut

#### *cookies*

assorted flavors

#### *bar cookies*

lemon, raspberry, and chocolate chip

## OUR BREAKFAST SELECTIONS

*all cold breakfasts come with a fresh sliced seasonal fruit platter, chilled juices, coffee and tea*

### **early beverage break**

bottled juices and water

regular and decaffeinated coffee hot water and assorted teas

### **crimson breakfast**

assorted pastries muffins and yogurt

bagels with cream cheese, butter and jam

### **the continental choice**

assorted breakfast pastries and muffins

### **good morning breakfast**

assorted baked pastries bacon and sausage scrambled eggs

french toast with fruit skillet homefries assorted fresh fruit juices

regular and decaffeinated coffee hot water and assorted teas

### **breakfast burrito bar**

tortillas, scrambled eggs, seasoned ground beef, sautéed peppers and onions served with salsa, sour cream, grated cheese and jalapeños (on the side)

assorted fresh fruit juices

regular and decaffeinated coffee hot water and assorted teas

## OUR DELI SELECTIONS

*soup may be added by the gallon and will be priced upon request*

*all lunches come with choice of salad (potato salad, pasta salad or green salad), breads and rolls and condiments.*

***condiments:** lettuce, tomato, onions, mayonnaise, mustard, dill pickles, potato chips, assorted cookies, assorted drinks*

### **deli sandwich platter**

turkey, tuna salad, ham, & roast beef sandwiches with a side platter of swiss & american cheese

### **roasted vegetable pita sandwich**

herbed and roasted eggplant, zucchini, red pepper, and tomato with melted provolone served on flat bread

### **meat & cheese platter**

roast beef, turkey, baked ham, american cheese, swiss cheese, muenster  
*vegetarian option:* tuna salad, egg salad, or hummus

## OUR LUNCHEON SALAD SELECTIONS

*ask us about adding chicken or tofu to your salad, or a cup of soup to each order.*

*all salads are served with freshly baked roll, a choice of freshly baked cookies, brownies, or bars, and assorted canned beverages, bottled water*

### **cobb salad**

house-roasted breast of turkey, bacon, tomato, hard-boiled egg, bleu cheese, green onion, roasted corn and avocado with garden greens and creamy vinaigrette

### **greek salad**

romaine tossed with feta cheese, kalamata olives, plum tomato, red onion pepperoncini and house-prepared oregano vinaigrette

### **chef salad**

mixed greens, diced tomatoes, sliced onions, cucumbers, ham, turkey, cheddar and swiss cheese with your choice of dressing

### **fresh fruit salad**

fresh seasonal fruit and cottage cheese served over bibb lettuce

## OUR SNACK SELECTIONS

### **garden crudite**

fresh seasonal vegetables with hummus, ranch or dill dip

### **chef's cheese board**

assorted cheeses, crackers and fresh fruit garnish

### **whole fresh fruit**

### **mixed nuts, snack mix or pretzels chips and dips platter**

choice of tortilla chips and salsa, or potato chips and dip (serves 10 people)

### **slider sandwiches**

turkey with cranberries, roast beef and bleu cheese, ham and mandarin orange, or chicken and almond salad

### **feista dip**

chopped tomato, black beans, cheddar cheese, refried beans, green olives, black olives, salsa, sour cream and tri-colored tortilla chips

### **antipasto kabob with fresh mozzarella**

skewers of mozzarella cheese, sun-dried tomatoes, artichoke heart, olives and basil leaves

### **mini cold canapes**

éclairs, cheesecakes and cream puffs

### **antipasto display**

prosciutto, genoa salami, artichoke hearts, fresh mozzarella, provolone, and asiago cheese, marinated olives, hummus, oven-roasted vegetables and assorted breads

### **shrimp cocktail**

shrimp served with cocktail sauce

### **beef crostini**

beef with boursin cheese, horseradish sauce and caramelized onion on a crostini

## HOT HORS D'OEUVRES SELECTIONS

### **crab ragoon**

crab meat and cream cheese wrapped in a wonton skin

### **chef's array of mini quiche**

vegetable, lorraine, and cheese

### **vegetarian spring rolls**

julienne asian vegetables wrapped in a paper thin oriental pastry wrapper

### **array of stuffed mushrooms**

turkey and walnut, italian sausage, lump crab, vegetable and parmesan

### **asparagus stem with asiago wrpped in phyllo**

fresh cut asparagus spear, asiago cheese and wrapped in crispy phyllo roll

### **beef wellington en croute**

beef tenderloin and mushroom duxelle wrapped in a puff pastry

### **thai peanut chicken satay**

chicken tenderloins, fresh peanuts and thai spices

### **burger slider with smoked bacon and american**

mini burgers (1.5 inches round) topped with smoked bacon and american cheese

## OUR SERVED DINNER SELECTIONS

*entrees are served with a house salad, rolls, coffee and tea service, iced tea and dessert*

### **beef**

#### *beef tenderloin*

served with smokey wild mushroom sauce mashed redskin potatoes  
sautéed green beans and red pepper

#### *sherry glazed flank steak*

topped with caramelized onions rosemary roasted potato  
fresh steamed asparagus

#### *ribeye*

rib eye steak topped with seasoned herb butter served with a baked russet potato  
with butter, sour cream, and chives

### **poultry**

#### *chicken marsala*

boneless skinless breast of chicken sautéed in savory marsala wine with mushrooms  
served with pasta tossed in fresh herb butter

#### *southwestern chicken*

a boneless skinless chicken breast stuffed with monterey jack cheese and cilantro lime  
pesto topped with a smoked salsa fresca  
served with sonoran rice

#### *traditional turkey*

tender, juicy breast of turkey with old fashioned stuffing, gravy whole cranberry sauce  
mashed potato  
buttered sweet corn with chopped red peppers

### **vegetarian**

#### *baked vegetable lasagna*

french style green beans and button mushrooms garlic bread

#### *grilled portobello mushrooms*

with spinach, ricotta cheese and sun dried tomato marinara garlic bread

#### *cheese tortellini in marinara sauce*

sautéed squash blend garlic bread

## OUR SERVED DINNER SELECTIONS

### **seafood**

#### *english cod*

baked and lightly seasoned filet julienne carrots and celery  
wild rice pilaf  
fresh steam broccoli

#### *salmon en croute*

with hollandaise sauce fruited couscous dilled carrots

#### *sautéed scallops*

wild rice  
california vegetables

## OUR DESSERTS

### **individual desserts**

apple dumplings, strawberry shortcake, tiramisu, fruit parfaits or mousse

### **cakes**

#### ***9" double layer cake***

(serves approximately 12 people)

#### ***½ sheet cake***

(serves approximately 40 people)

#### ***full sheet cake***

(serves approximately 80 people)

#### ICING FLAVORS:

vanilla, chocolate and cream cheese

#### CAKE FLAVORS:

white, chocolate, red velvet, marble and carrot

### **pies**

assorted fruit, assorted cream, caramel apple, pumpkin, strawberry or tollhouse

#### ***10" pies***

(serves approximately 10 people)

*please contact us about individualized desserts for your special occasion*