



THE CONFERENCE CENTER
AT MONTCLAIR STATE UNIVERSITY

*Experience a new level
of sophistication*



MONTCLAIR STATE

UNIVERSITY

CONFERENCE CENTER CATERING SERVICES GUIDE

CONTACT US AT:
973-655-4224
msucatering@mail.montclair.edu



Our Menu



WELCOME LETTER

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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.



Welcome to the Conference Center at Montclair State University

We are excited to provide you with our catering menu to assist you in planning your event. All menus are meant to whet your appetite – not limit your choices. Our commitment is to customize menus for your occasion. From a formal dinner to meeting break refreshments, we will offer creative menus, elegant presentations, and thoughtful service to provide your guests with a memorable dining experience.



To plan your next event, or for further assistance, please contact your Catering Sales Coordinator at 973-655-4224 or email us at:

msucatering@mail.montclair.edu





A GREAT START

SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. All set ups include freshly brewed coffee, decaf and hot tea.

CLASSIC CONTINENTAL

Freshly Brewed Regular and Decaffeinated Coffee
Teas with Lemon
Fruit Juice
Assortments of Fresh Pastries
Bagels with Cream Cheese, Butter and Jam

CONTINENTAL PLUS

Same as above with the addition of Fresh Sliced Seasonal Fruit

EXECUTIVE CONTINENTAL

Freshly Brewed Regular and Decaffeinated Coffee
Teas with Lemon
Fruit Juice
Assortment of Fresh Pastries
Bagels with Cream Cheese
Fresh Sliced Seasonal Fruit

Your choice of:

Hard Boiled Eggs (low carb alternative) or
Yogurt and Granola

HOT BREAKFAST BUFFET

Freshly Brewed Regular and Decaffeinated Coffee
Teas with Lemon
Fruit Juice

Fluffy Scrambled Eggs with Green Onions and Cheddar Cheese
Hickory Smoked Bacon or Whole Hog Sausage
Hash Brown Potatoes
Belgian Waffles with Warm Syrup
Fresh Sliced Seasonal Fruit
Assorted Breads and/or Muffins

LOW CARB BREAKFAST BUFFET

Freshly Brewed Regular and Decaffeinated Coffee
Teas with Lemon
Assorted Cheeses
Hard Boiled Eggs
Assorted Meat Platter
Low Carb Bakery Basket

Please consult with your Catering Director about our Famous Cooked to Order Omelet Bar or Create a Breakfast Buffet.

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B R E A K F A S T



LUNCH TIME

SANDWICHES:

Our signature specialty sandwiches can be prepared to suit your event. Limited time for a lunch? They can be pre-set as a boxed lunch (for an additional cost).

BISTRO GRILL

Grilled herb chicken breast with provolone and pesto mayonnaise on focaccia bread with the side salad of the day, condiments, potato chips, cookies or brownies and a 12 oz can beverage or bottled water.

VEGAN GRILLED VEGETABLE BAGUETTE

Marinated and grilled seasonal mix of vegetables on a baguette with side salad of the day, condiments, potato chips, cookies or brownies and a 12 oz can beverage or bottled water.

ROASTED PORTOBELLO ON FOCACCIA

Portobello mushroom sandwich with provolone cheese served with side salad, condiments, potato chips, cookies or brownies and a 12 oz can beverage or bottled water.

SIGNATURE SUB LUNCH

(FEATURES 3 FOOT SUBS)

SOLD IN 10 GUEST INCREMENTS ONLY

Choose from the following fillings;

- Italian Style (Italian ham, salami & provolone)
- Classic Turkey and Cheese
- Vegetarian Cheese and Roasted Peppers
- Everything but the Kitchen Sink

All are served with side salad, condiments, potato chips, cookies or brownies and a 12 oz can beverage or bottled water.

SWEET BEEF

Roast beef with caramelized onion and Dijon mayonnaise on a baguette served with side salad of the day, condiments, potato chips, cookies or brownies and a 12 oz can beverage or bottled water.

TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream cheese on a flour tortilla, condiments, potato chips, cookies or brownies, a 12 oz can beverage or bottled water.

PICNIC LUNCH

Assorted deli sandwiches on a roll or choice of sliced bread, featuring tuna, roast turkey breast, ham & Swiss, condiments, potato salad, potato chips, cookies or brownies and a 12 oz can beverage or bottled water.

ALBUQUERQUE CHICKEN

Southwestern seasoned chicken breast, pepper jack cheese, roasted red pepper and chipotle spread on an egg twist roll served with side salad of the day, condiments, potato chips, cookies or brownies and a 12 oz can beverage or bottled water.

LUNCH TIME



LUNCHEON SALADS

LUNCHEON SALADS:

Our signature specialty salads can be prepared to suit your event. If you're planning a more formal luncheon, let us serve you in style. All luncheon salads include a dinner roll and butter, cookies or a brownie, and a choice of a 12 oz can soda or bottled water.

COBB SALAD

A bed of mixed greens with smoked turkey, avocado, egg, bacon and crumbled blue cheese served with blue cheese dressing.

CHICKEN FAJITA SALAD

Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded cheddar cheese, black beans and fried tri-color tortilla chips served with ranch dressing.

ANTIPASTO SALAD

Cubed salami, ham, sliced olives, diced tomatoes, cubed provolone cheese, tossed with fresh greens, spices and a red wine vinaigrette dressing.

CAESAR SALAD

Fresh cut romaine lettuce with shredded parmesan cheese, focaccia croutons and Caesar dressing.

- Add grilled balsamic chicken breast
- Add beef strips
- Add shrimp or salmon

THAI BEEF AND NOODLE JAZZ SALAD

Lime marinated beef tossed with lo mein noodles, Chinese cabbage, fresh spinach, basil, mint and peanuts served over a bed of baby greens and with a Thai dressing.

VEGETARIAN HUMMUS PLATE

Hummus with pita & vegetable sticks. A traditional hummus served with black olives, carrot and celery sticks and pita wedges.

CHICKEN TANGINE PLATE

Fresh baby spinach topped with diced tangine flavored chicken, fruit and onion chutney, marinated chickpeas and oranges. Accompanied by whole wheat pita wedges.

BIG GREEK SALAD

Crisp mixed greens with tabbouleh, roasted red pepper, sliced red onion, crumbled feta cheese and falafel in a flat bread cone.

LUNCHEON SALADS



B O U N T I F U L B U F F E T S

SPECIALTY BUFFETS: (20 GUEST MINIMUM)

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening. Thinking of something else? Please consult with your Catering Director for custom menu options.

RED HAWK TRADITIONS

Mixed Greens with Dijon Vinaigrette
Chicken Pieces Roasted with Herbs
Smashed Potatoes
Green Beans Almondine
Served with Rolls and Butter, Dessert Bars and a 12 oz can Beverage or Bottled Water.

PACIFIC RIM

Pacific Rim Slaw Dressed with Sesame Vinaigrette on top of Greens
Grilled Chicken Pieces Marinated with Soy and Ginger Served over Jasmine Rice
Roasted Spicy Asian Sweet Potatoes
Served with Rolls and Butter, Sliced Melon Platter and a 12 oz Can Beverage or Bottled Water

LATIN TRADITION

Mixed Green Salad with Citrus Vinaigrette
Spanish-Style Roasted Pork
Saffron Rice and Pigeon Peas
Vegetable Du Jour
Served with Rolls and Butter, Mini Dessert and a 12 oz can Beverage or Bottled Water.

EUROPEAN ADVENTURE

Mixed Greens with House Vinaigrette
Fresh Fruit Salad with Apricot Nectar and Champagne Vinegar
Chicken Breast Schnitzel
Mashed Potatoes
Broccoli with Lemon Capers Butter
Served with Rolls and Butter, Dessert Bars and a 12 oz can Beverage or Bottled Water.

ROMA ITALIAN

Mixed Green Salad with Italian Dressing and Antipasto Toppers. Choice of Two: (Baked Penne, Tortellini with Vodka Sauce OR Fusilli with Meat Sauce). Served with Garlic Bread Sticks, Shredded Parmesan Cheese, Italian Cookies and 12 oz can Beverage or Bottled Water

TAPAS SELECTIONS

Marinated Cherry Tomato Salad
Assorted Tapenades
Mussels Marinere
Tuscan Steak with Mediterranean Sauce
Herbed Orzo
Sherried Mushrooms
Zucchini Fritters
Served with Rolls and Butter, Mini Dessert and a 12 oz can Beverage or Bottled Water.



CULINARY CLASSICS

Each menu item includes a choice of salad with dressing, choice of two accompaniments, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, hot tea, iced tea and choice of dessert. For an event that requires a more formal atmosphere, we suggest a served meal.

BEEF

FILET MIGNON

Beef Tenderloin Filet with Your Choice of Sauce

ROAST TOP ROUND OF BEEF

Sliced Roast Top Sirloin of Beef Carved and Served with Au Jus

STEAK AU POIVRE

Delicious Beef Tenderloin Served with a Classic Brandy Sauce with Green Peppercorns

PORK

SOUTHWESTERN GLAZED PORK LOIN

Carved and Served with a Zesty Chipotle Pepper Sauce

ANISE ROAST PORK

Oven Roasted Pork Stuffed with Savory Figs and Apples with a Hint of Anise

STUFFED PORK CHOP

Center Cut Pork Chop Stuffed with Cornbread and Apple Stuffing

POULTRY

CHICKEN PICCATA

Boneless Breast of Chicken Lightly Sautéed and Served in a Light Lemon Sauce with Capers

CHICKEN SORRENTO

Boneless Breast of Chicken Lightly Breaded with Prosciutto and Eggplant Topped with a Light Tomato Sauce

ROSEMARY ROASTED CHICKEN

Chicken Breast with Rosemary and Garlic

ITALIAN CHICKEN

Boneless Breast of Chicken Seasoned with Italian Marinade and Grilled

PORK TENDERLOIN

Sliced Tenderloins of Pork Dressed with a Savory Dijon Sauce

VEAL

VEAL PICCATA

A Classic! Scaloppini of Veal Sautéed and Flavored with Lemons and Capers

VEAL OSCAR

Veal Cutlets Topped with Asparagus, Lump Crab and Drizzled with Hollandaise Sauce

CLASSIC VEAL CHOP

Char-Broiled Veal Chop Served on a Bed of Spinach with Garlic and Caramelized Onions

ITALIAN STYLE STUFFED VEAL CHOP

Veal Chop Stuffed with Prosciutto, Fresh Mozzarella, Roasted Red Peppers and Basil

E L E G A N T B U F F E T



CULINARY CLASSICS

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LAMB

LAMB CHOPS

Broiled Lamb Chops Served with Mint Jelly

ROAST LEG OF LAMB

Boneless Roast Leg of Lamb Served with Lavender, Rosemary and Garlic

SEAFOOD

SHRIMP SCAMPI

Shrimp Sautéed with Fresh Herbs and Garlic Served over Basil Orzo

CHILEAN SEA BASS WITH SALSA

Tender and Sweet Sea Bass Grilled and Topped with Fresh Tomato Salsa

BROILED SALMON WITH DILL BUTTER

Salmon Fillet Broiled to Perfection Served with Dill Butter

AHI TUNA

Ahi Tuna Grilled and Served with a Caponata Relish

MARYLAND CRAB CAKES

Mouthwatering Maryland Lump Crab Cakes

ALMOND COCONUT TILAPIA

Baked Tilapia Fillet Crusted with Coconut, Almonds and Cuban Seasonings

GARLIC ORANGE CHILI SHRIMP

Shrimp Stir-Fried with Asian Vegetables, Ginger, Garlic and Green Onions in Garlic Orange Sauce

VEGETARIAN

VEGETABLE NAPOLEON

Vegan Napoleon with Portobello Mushroom, Eggplant, Peppers, Zucchini and Yellow Squash

EGGPLANT ROLLARD

Eggplant Rollard Stuffed with Wild Mushrooms and Tofu, with Roasted Plum Tomato Sauce and Polenta

CHEVRE, ORZO AND BASIL STUFFED PORTOBELLO

Portobello Mushroom Caps Stuffed with Chevre Cheese, Tri-Colored Orzo and Fresh Basil

SPAGHETTI SQUASH

Spaghetti Squash with Sofrito and Vegan Pinto Beans

RAVIOLI PORCINI MOREL

Ravioli Stuffed with Porcini and Morels in a Light Plum Tomato Sauce

VEGETARIAN LASAGNA

Lasagna Noodles Layered with Fresh Ricotta, Mozzarella, and Parmigiana Cheese Topped with a White Sauce

E L E G A N T B U F F E T



MENU ACCOMPANIMENTS

All culinary classics meals include your choice of one salad, one starch, one vegetable and one dessert.

SALADS

ARUGULA WITH ROASTED PEPPER VINAIGRETTE

FRESH MESCLUN

Baby Vegetables with Balsamic Vinaigrette

BUFFALO MOZZARELLA

Tomato and Fresh Basil with Garlic Vinaigrette
Served over Arugula

SPINACH SALAD WITH WARM BACON DRESSING

THAI CUCUMBER SALAD

ORZO

Sautéed Spinach and Feta

THAI PASTA SALAD WITH SNOW PEAS

PEAR AND TOASTED WALNUT SPRING SALAD

SESAME SOBA NOODLE SALAD

CAESAR'S SALAD

Romaine Lettuce with Parmesan Cheese,
Garlic Croutons and Creamy Caesar's Dressing

STARCH

- Country Mashed Potatoes
- Baked Sweet Potatoes
- Potatoes Anna
- Oven Roasted Garlic Potatoes
- Rice Pilaf
- Basmati Rice
- Long Grain and Wild Rice
- Whipped Sweet Potatoes
- Olive Couscous
- Basil Orzo
- Risotto with Mushrooms

VEGETABLE

- Seasonal Medley with Herbed Butter
- Fresh Broccoli Spears
- Asparagus Spears (seasonal)
- Fresh Zucchini with Garlic and Basil
- Green Beans with Almonds
- Carrots Vichy
- Baby Carrots
- Baby Squash
- Roasted Mushroom Medley
with Fresh Thyme

DESSERTS

- Chocolate Decadent Cake
- Vanilla Cake
- Carrot Cake
- Cheesecake with Strawberries
- Premium Vanilla Ice Cream w/ a Cookie
- Bread Pudding
- Seasonal Fruit Crisp or Cobbler



FINISHING TOUCHES

BREAKS/SNACK PACKAGES, PER PERSON

MID MORNING SNACK

Freshly Brewed Regular and Decaf Coffees
Assorted Teas
Bottled Water
Granola or Cereal Bars
Assorted Cups of Yogurt

BEVERAGE BREAK

Freshly Brewed Regular and Decaf Coffees
Assorted Teas
Assorted Soft Drinks and Bottled Water

CHOCOLATE INDULGENCE

Assorted Mini Candy Bars
Brownies & Assorted Chocolate Cookies
Freshly Brewed Regular and Decaf Coffees
Assorted Soft Drinks and Water

SPA

Assorted Vitamin Waters
Sparkling and Still Waters
Apples, Oranges, Bananas & Grapes

AFTERNOON COOKIE BREAK

Freshly Brewed Regular and Decaf Coffees
Assorted Soft Drinks and Bottled Water
Medley of Bar Cookies, Brownies, Cookies

RAW BAR

Cherry Stone Clams, Oysters, Crab Legs,
Seviche Salad, Cocktail sauces, Fresh Horseradish,
Lemons and Tabasco Sauce
Call for Quote, Market Price

TRAYS AND DISPLAYS

- Crudités and Dip
- Cheese and Crackers
- Imported/Specialty Cheese and Gourmet Crackers
- Fresh Seasonal Fruit and Cheese
- Smoked Salmon with Condiments
- Mini Rollers
- Mini Club Rolls with Assorted Fillings:
 - Tuna Salad and/or Chicken Salad
- Fresh Seasonal Fruit

MEZZE

Hummus, Tabbouleh, Baba Ghanoush, Olives and Feta Cheese with Toasted Pita Wedges

TRADITIONAL ANTIPASTO

Assortments of Olives, Peppers, Grilled Vegetables, Marinated Mozzarella, Specialty Breads, Tapenades, Roasted Garlic and Italian Cured Meats.
Also Available Vegetarian Style with;
Grilled Eggplant, Sautéed Portobellos and Garbanzo Salad

CARVING STATION, PER PERSON

Carved Selections are Accompanied by an Assortment of Miniature Rolls, Condiments and Sauces. There is an Additional Charge per Station Chef.

Carving Station Comes with Your Choice of:

- Grilled Turkey London Broil
- Mustard and Apricot Glazed Ham
- Roast Pork Loin
- Roast Top Round of Beef with Au Jus
- Roast Tenderloin of Beef

FINISHING TOUCHES



H O R S D ' O E U V R E S

PRICED BY THE DOZEN

The following hors d'oeuvres can be served passed on trays or set up as stationary buffets depending on the style of your event. Not sure how many to order? Please consult with us.

HOT

- Spanakopita
- Fried Chicken Tenders
- Coconut Shrimp
- Mini Chicken Wellington
- Sausage Bites with Champagne Mustard and White Wine
- Eggrolls
- Vegetable Spring Rolls
- Stuffed Mushroom
- Scallops Wrapped in Bacon
- Potstickers
- Oysters Rockefeller
- Parmesan Artichoke Hearts
- Mini Lamb Chops
- Chicken & Mushroom Quesadilla Tapas
- Crab Rangoon
- Roasted Red Pepper and Gouda Quesadillas
- Potato Latkes
- Honey Ginger Chicken Satay
- Crab Cakes
- Mini Quiche

COLD


- Vegetarian Sushi Roll
- Sushi
- Shrimp Cocktail
- Cantaloupe Wrapped with Prosciutto
- Skewered Fruit with Yogurt Dressing
- Salmon Pinwheel
- Assorted Crostini
- Belgium Endive and Herbed Goat Cheese
- Tuscan Bruschetta
- Figs Stuffed with Gorgonzola and Walnuts
- Cucumber Basket Filled with Gazpacho
- Cherry Tomatoes Filled with hummus and Pesto
- Grilled Pineapple with Spicy Teriyaki Glaze
- Confit Chicken Breast, Bacon and Caramelized Shallots in Petite Yukon Potatoes



Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.


Arranging and Reserving Dates




Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. You may contact the catering department at 973-655-4224 as well as through our email msucatering@mail.montclair.edu or stop by the catering office located on the 7th floor of University Hall. Some arrangements can be made by phone or email; others require an appointment with the Catering Sales Team. The office hours are Monday through Friday Time 8:30 am - 5:00 pm.

Catering arrangements and menu selections should be confirmed at least:

- 10 days in advance for groups under 100 guests
- 3 weeks in advance for groups of 100 guests or more



While we can sometimes accommodate your needs with less lead time, sufficient notice allows us to schedule production and staffing needs, and eliminate any late charges to you. If you contact the catering office less than 72 hours in advance and we are able to book your event, a surcharge of \$100.00 will apply. This surcharge is necessary due to the additional cost of planning for last minute events.




After we have finalized all the details of your event, you will receive a Confirmation Call and an Event Order form to confirm your selections with a signature. Please carefully review all information on this order form for accuracy and completeness before signing. Make any necessary changes, sign and return 10 business days in advance via fax to 973-655-3303.




Planning Your Special Event

When calling for catering services, please have the following information available:

- Event Day/Date
 - Event Start & End Time
 - Event Building & Room Location
 - Department Billing Information
 - Event Contact Name, Phone & Fax Number, Email information
 - Title of event
 - Service Style (buffet, reception etc)
 - Estimated Guest Count
 - Preferred Payment Method (University funded Departmental Accounts, Money Orders, Certified or Cashier Checks, Cash, Visa, MasterCard, or American Express are all valid payment methods.)
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Reserving the Room

On campus or off, the location needs to be reserved before we deliver. To reserve your room and confirm the room is set to your specifications (tables, chairs, trash cans and other equipment will need to be arranged by you). When reserving the time, please allow three hours for setup and two hours for cleaning time. Requests for room setups including tables and trash cans for the food should be made at this time.



- For events at **University Hall** please contact the Office of Conference Center Planning 973-655-3391.
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Planning Your Special Event

Change & Cancellation Policy

All cancellations and/or changes referring to the menu, guest count, and event arrangements must be confirmed three (3) business days prior to the scheduled event. Functions cancelled with less than three (3) business days notice will be charged the cost of goods and/or services incurred by MSU Catering Services. If you do not contact us with a final count within three (3) business days prior to the event, we will prepare for the estimated number and charge accordingly. If the University is closed due to inclement weather or emergency, all catered events will be automatically cancelled and the client (event sponsor) will only be responsible for outside services purchased on their behalf by Montclair State University Catering.



Operations

Services and prices are for normal business days in accordance with the University calendar. Events scheduled on University holidays, Sunday's or shut down periods will incur an additional 25% labor charge.

Payment

All catered functions must have a secured payment before they occur. University funded Departmental Accounts, Money Orders, Certified or Cashier Checks, Cash, Visa, MasterCard, or American Express are all valid payment methods.



Billing

Non-University funded events are subject to a University surcharge and sales tax. A 75% deposit is required three (3) weeks prior to your event, with your menu selections. Balance is due at the event's conclusion. Credit cards will be processed five (5) business days prior to the event for pre-authorization. Tax exempt organizations are required to submit a copy of their exemption certificate at time of booking, prior to their event date.

Late Payment

Sodexo does not extend payment terms to third party clients.






Planning Your Special Event

University Conference Center


University Hall Conference Center standard of service is

- China (at a ratio of 1 server per 50 guests)
- Tablecloths and table skirting for all food and beverage tables
- Guest table linens at a ratio of 10 guest per table



Additional linens for seating arrangements with fewer guests per table or additional reception, display or welcome tables must be ordered and paid for on an as needed basis. Waited service meals are available for an additional fee of \$ 3.00 per person. For “White Glove Service” (Waited Premium Service Plus) please call for a consultation. If your event exceeds two hours, a fee of \$25.00 per hour per attendant/ bartender will be added to your invoice.

Linen




As a standard, we provide tablecloths and table skirting for all food and beverage tables. Linens for guests tables are only included with Buffet and Waited Services (please refer to the “Services” section of this guide). Linens for guest tables at receptions, continental breakfast breaks, and boxed lunches can be provided at an additional charge. The same applies to registration tables, nametag tables, head tables and any additional tables that will not be directly used for food and beverage set up. Please refer to the pricing insert for prices on our standard linens. Other linen grades, depending on availability, may be placed as special orders. Specialty linens are also available for your food and guest tables for an additional cost; please make an appointment with a Catering Coordinator to view the linens.

Floral Charges

We will be happy to order, receive and handle specific floral and decorative requests for an additional fee determined in accordance with your specific needs.

Food Safety



Due to Health Department food safety regulations, guests may not remove food from the function site. Montclair State University prohibits clients from taking away excess food items from any event. Items purchased for customer pickups or self-service events (bulk or trays purchased) are the property of the customer. Any leftover food items may not be returned to Montclair State University Catering for credit.

Alcoholic Beverage Policy

Alcoholic beverages can be provided by Montclair State University Catering for all events. Associated costs will appear on your Event Order form. A Montclair State University waiver for Alcohol Service on a Licensed Premise must be completed at least 1 (one) week prior to your event. Please contact your Catering Coordinator to procure the correct form.

