Montclair State Dining would be honored to be a part of your VIP celebration and to assist you in making this Conference Center event a memorable one.

While we offer a wide variety of menu options, please note these offerings are only an example of what our Chefs can create. If you have something in mind that you do not see, we will be glad to customize your menu.

Also, any standard offerings may be upgraded. Please check with our Catering Director for additional details.

Thank you for considering Montclair State University for your very special event. Please do not hesitate to contact us with questions or additional information.

We look forward to working with you!

Warmest wishes,

Montclair State University Dining

973-655-6914
msucatering@mail.montclair.edu
Breakfast

FRESH START
Regular and decaf coffee, hot tea and choice of juice

TRADITIONAL CONTINENTAL
Breakfast pastries, regular and decaf coffee, hot tea and choice of orange or apple juice

DELUXE CONTINENTAL
Assorted bagels with cream cheese, butter and jam, breakfast pastries and fruit salad. Regular and decaf coffee, hot tea and choice of orange or apple juice

BREAKFAST BUFFET
Breakfast pastries, fruit salad, scrambled eggs, bacon or sausage and country potatoes. Regular and decaf coffee, hot tea and choice of orange or apple juice

HEALTHY START
Breakfast pastries, fruit salad, granola, assorted yogurts. Regular and decaf coffee, hot tea and choice of orange or apple juice
Lunches
All lunches include cookies or brownies, iced tea and water.
All lunches can be served as dinners.

Sandwiches SERVED WITH CHIPS
ASSORTED WRAPS choice of
Corned Beef ~ Grilled Chicken ~ Grilled Vegetable ~ Chicken Caesar ~
Steak Fajita ~ Greek Salad ~ Chicken Cobb ~ Grilled Salmon
with Tarragon ~ Southwestern Turkey ~ Blackened Tuna

SIGNATURE SANDWICHES
Roasted Vegetable with Tomato and Provolone Cheese on Focaccia
Smoked Turkey with Boursin on French Baguette
Grilled Chicken with Cranberry Mayonnaise on Kaiser
Roast Beef with Red Onion, Sundried Tomato, and Olive Tapenade
on Ciabatta

TRADITIONAL DELI SANDWICHES
Sliced Turkey, Virginia Ham, Roast Beef, American Cheese, Swiss Cheese,
Grilled Vegetables and choice of Pasta or Potato Salad, condiments,
fixings on Assorted Breads

Salads
TOSSED SALAD
Field greens with seasonal vegetables tossed with a red wine
vinaigrette served with assorted rolls

CHINESE CHICKEN SALAD
Marinated chicken tossed in lime ginger soy dressing with scallions and
cilantro. Served with Romaine lettuce and assorted rolls

COBB SALAD
Fresh diced grilled chicken, bacon, tomatoes, boiled eggs, blue cheese,
scallions, and avocado on a bed of mixed greens served with a creamy
house herb dressing and assorted rolls

CLASSIC CAESAR SALAD
Fresh Romaine, Parmesan cheese and croutons. Tossed in a
classic Caesar dressing and served with assorted rolls
Add Grilled Chicken, Grilled Flank Steak, Blackened Chicken or
Grilled Shrimp

SALAD SAMPLER
Choice of three salads from above served with assorted rolls
Buffet Lunches

SOUTHWESTERN
Cilantro lime chicken, chili-garlic flank steak, sautéed-peppers and onions, flour tortillas, Spanish rice, fiesta salad, tortilla chips, salsa, sour cream, guacamole, and cinnamon crisps.

ASIAN
Szechwan chicken stir fry, beef and broccoli, egg rolls, vegetable fried rice, fortune cookies, hot mustard, chili sauce, and soy sauce.

ITALIAN
Chicken marsala, eggplant parmesan, sauteed zucchini and squash, Caesar salad, garlic bread, and Italian cookies.

TROPICAL
Jerk chicken, Jamaican beef patties, confetti rice with pineapple, stewed okra, and chocolate macaroons.

PACIFIC RIM
Assorted Sushi, edamame, seaweed salad, served with ginger, wasabi, and soy sauce.
Buffet Lunch

All hot lunches served with garden salad, rolls, choice of starch and vegetable, cookies or brownies, tea and water

**CHOICE OF 1 ENTRÉE** per person

**ADD A SECOND ENTRÉE** per person

**POULTRY**

**HONEY ORANGE BBQ CHICKEN**
Lightly breaded chicken breasts fried and coated with homemade citrus honey BBQ.

**CHICKEN PARMESAN**
Breaded chicken breast served with marinara, melted mozzarella cheese and parmesan.

**PESTO GRILLED CHICKEN**
Grilled chicken marinated in basil pesto. Served with sundried tomato relish.

**TURKEY SCALLOPINE**
Turkey breast pounded thinly and sautéed. Finished with a lemon caper butter sauce.

**PACIFIC RIM CHICKEN**
Chicken breast marinated in soy, ginger, honey and sesame. Topped with roasted peppers and a cilantro cream sauce.

**ITALIAN CHICKEN**
Baked thighs and legs with Italian herbs and spices.

**CREAMED CHICKEN STEW**
Caramelized onions and wild mushrooms tossed with artichoke hearts in a creamy chicken veloute.

**BEEF AND PORK**

**ITALIAN FLANK STEAK**
Roasted mushrooms and sauce Espagnole

**SLOW ROASTED PORK LOIN**
Served with peach coulis
SEAFOOD

**CAJUN BEER BATTERED DEEP FRIED CATFISH**
Served with cajun vegetable relish.

**GRILLED SALMON**
Served with apricot soy glaze.

**SHRIMP JAMBALAYA**
Shrimp and sausage tossed with tomatoes, onions and green peppers over steamed rice.

**PASTA**

**SHRIMP SCAMPI OVER FETTUCCINE**
Shrimp sauteed in a garlic cream sauce with fresh basil, tomato, capers, and parmesan cheese over fettuccine pasta.

**MEAT OR VEGETABLE LASAGNA**
Traditional lasagna served with a mixed green salad and garlic bread.

**CHEESE OR WILD MUSHROOM RAVIOLI**
Jumbo cheese or wild mushroom ravioli tossed with roasted artichokes, peppers, and almonds in a savory herb cream sauce.

**BLACKENED CHICKEN PENNE**
Blackened chicken breast with roasted vegetables tossed in a tequila cream sauce and served over penne pasta.

**VEGETARIAN**

**STUFFED PEPPER**
Red and yellow peppers roasted and stuffed with Israeli couscous and roasted vegetables with a spicy tomato coulis.

**VEGETABLE PASTA**
Marinara sauce with roasted vegetables.

**EGGPLANT PARMESAN**
Breaded eggplant layered and topped with cheese and marinara sauce.

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**Meeting Well Afternoon Break**

Chili Spiced, Rosemary and Plain Popcorn
Vegetable Crudites with Fat Free Ranch Dip
Seasonal Fruit Kebabs with Cinnamon Yogurt Sauce
Infused Waters
Coffee & Tea Service with Equal, Honey, Lemon Wedges
Iced Tea and lemonade
Hors d’Oeuvres

SERVING SIZE IS ONE OF EACH PER PERSON

YOUR CHOICE OF THREE
Mini Crab Cakes with Remoulade
Scallops Wrapped in Bacon
Tenderloin En Croute (Mini Beef Wellington)
Shrimp Skewers with Sweet Chili Soy Sauce
Mini Cheeseburgers with Chopped Onion and Horseradish Cream
Shrimp Canapé with Boursin Cheese
BBQ Shrimp Wrapped in Bacon
Mushroom Caps filled with Crabmeat
Smoked Salmon Canapé on Pumpernickel with Herbed Cream Cheese and Shaved Fennel
Lobster Salad on Petite Croissants with Fresh Dill

YOUR CHOICE OF THREE
Spanakopita
Smoked Salmon Canapé
Chicken Curry in Phyllo Cup
Salmon Mousse on Cucumber Round
Thai Chicken Skewers with Peanut Sauce
Brie and Raspberry Wrapped in Phyllo
Vegetable Spring Rolls with Sweet Chili Vinaigrette Sauce
Mini Turkey, Cranberry and Brie Sandwiches
Chorizo en Croute
Chorizo and Boursin Stuffed Mushrooms
Mushroom Caps stuffed with Chicken Florentine
Cherry Tomatoes stuffed with Salmon Cream Cheese
Brie and Pear Quesadillas with Mango Salsa

YOUR CHOICE OF THREE
Marinated Flank Steak Skewers with Garlic Cilantro Relish
Classic Bruschetta
Goat Cheese stuffed Cherry Tomatoes
Assorted Mini Quiche
Vegetable Spring Rolls with Sweet Chili Vinaigrette
Roasted Vegetable Tart
Grilled Chicken Wings with Celery and Sauce
(Choice of 2: Buffalo, Asian, Honey Mustard, or Old Bay)
Meatballs (BBQ, Sweet & Sour or Italian Style)
Mini Grilled Cheese Sandwiches on Brioche
Pecan Crusted Chicken Bites with Honey Mustard Dip
Flatbread Squares with Olives, Roasted Peppers and Goat Cheese
Appetizer Display

These Bountiful platters offer something for every appetite. Delicious foods are artfully displayed with just the right accompaniments to entice your guests. These are stationary displays, not passed.

SMALL SERVES 50 PEOPLE  |  LARGE SERVES 100 PEOPLE
(when served as part of a buffet)

VEGETABLE CRUDITÉS
A Creative Display of Fresh Seasonal Produce served with your Choice of House Made Dips, Blue Cheese, Raita or Sauce Verde
SMALL  |  LARGE

CELEBRATION FRUIT
Seasonal Sliced Fruits, Grapes and Berries Served with Raspberry Yogurt
SMALL  |  LARGE

FESTIVE FRUIT AND CHEESE
Aged Wisconsin Sharp Cheddar, Double Cream Brie, Swiss Cheese and Sliced Seasonal Fruit. Served with Water Crackers and Sliced Baguettes
SMALL  |  LARGE

EUROPEAN CHEESE
French Brie, Gorgonzola Picante, Chevre de Bellay and Scottish Cheddar. Served with Water Crackers and Sliced Baguettes
SMALL  |  LARGE

HARVEST BREAD BOWL
Artisan made Bread Bowl filled with House-Made Spinach Dip and served with Fresh Seasonal Raw Vegetables and Bread Cubes for Dipping
SMALL  |  LARGE

BRIE EN CROUTE
One Kilo of Brie stuffed with Fruit Compote and warmed in Puff Pastry, served with Orchard Fruit, Water Crackers and Sliced Baguettes per Brie

ANTIPASTI
An Assortment of Salumeria Meats – Mortadella, Genoa Salami, Prosciutto, Bocconcini and a Variety of Vegetables including Roasted Peppers, Eggplant, Mixed Tuscan Olive Selection and Roasted Red Pepper Hummus. Accompanied by our Freshly Sliced Breads
SMALL  |  LARGE

ASSORTED SUSHI
California Rolls, Spicy Tuna Rolls, Cucumber Rolls, and Dragon Rolls Served with Ginger, Wasabi and Soy Sauce
SMALL  |  LARGE
Entrée Display Platters

These Bountiful platters offer something for every appetite. Delicious foods are artfully displayed with just the right accompaniments to entice your guests. These are stationary displays.

SMALL SERVES 100 PEOPLE  |  LARGE SERVES 200 PEOPLE (when served as part of a buffet)

PEPPERED TENDERLOIN OF BEEF
A Whole Cracked Peppercorn Crusted Filet Roasted to Perfection, Thinly Sliced and displayed with Horseradish Cream, Cabernet Onion Relish, Miniature Rolls and a Light Garnish of Seasonal Grilled Vegetables

SMALL     |   LARGE

TURKEY BREAST DISPLAY
Herb Roasted Turkey Sliced Paper Thin and served with Creole Mustard, Cranberry Relish and a Light Garnish of Seasonal Produce. Served with an Assortment of Breads and Rolls

SMALL     |   LARGE

COUNTRY INN SMOKEHOUSE HAM DISPLAY
Semi-Boneless, Spiral-Sliced Smoked Ham with Cognac Mustard, Chipotle Mayonnaise and a Light Garnish of Seasonal Produce. Served with an Assortment of Biscuits and Rolls

SMALL     |   LARGE

THE CLASSIC COCKTAIL
House Steamed Jumbo Shrimp served with Cocktail Sauce and Sauce Louis and plated with Fresh Herbs and Citrus Garnish

SMALL     |   LARGE

THE SHRIMP TRIANGLE
House Steamed Shrimp with Cocktail Sauce, Lemon Caper Shrimp, and Tandoori Spiced Shrimp plated Together with Fresh Herbs and Citrus Garnish

SMALL     |   LARGE

Action Station

CARVED MEAT
Turkey Breast served with Lemon Basil Aioli, Dijon and Rolls
Tenderloin of Beef with Garlic Aioli, Horseradish Mousse, Dijon and Rolls
Prime Rib served with Au Jus, Mushroom Demi Glace and Rolls
Pork Loin served with Chipotle Aioli and Mango Chutney
Baked Ham served with Biscuits and Mustard

CHEF-CARVED MEAT CHOICES AND CHEF-SERVED STATIONS WILL INCUR AN ADDITIONAL CHARGE FOR AN ON-SITE CHEF.

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montclair.edu/dining
Buffet Banquet
All buffets include a salad, artisan breads, rolls and butter, coffee, tea and water. Please select two entrees, two accompaniments, and choice of dessert. Buffets are available to parties of 25 or more.

Salads

CAESAR SALAD
Romaine, Shredded Parmesan and House Made Croutons

FIELD GREENS
Walnuts, Bleu Cheese and a Raspberry Balsamic Vinaigrette Dressing

TOSSED SALAD

Entrees
Price listed includes dessert

VEAL MARSALA
Sautéed with a Marsala Wine Sauce and Fresh Mushrooms per person

CHICKEN SALTIMBOCCA
Lightly breaded Chicken Breast layered with Prosciutto, Fresh Sage and Provolone Cheese, sautéed and served with a Light Veal Demi Glace per person

ROCKFISH IMPERIAL
with Crab Meat Imperial per person

PRIME RIB
Slow Roasted and served with Olive Oil Smashed Potatoes and Chef’s Choice of Vegetable per person

HERB SEARED SALMON
With Sun-Dried Tomato Beurre Blanc per person

TUSCAN SHRIMP AND BOWTIE PASTA
Tossed with Fresh Tomatoes, Olive Oil, Garlic, White Beans and Swiss Chard per person

FLANK STEAK ROULADE
Grilled Flank Steak Roulades rolled with Prosciutto, Thyme & Herbed Cheese per person
**CHICKEN CHASSEUR**
Chicken Breast sautéed in a Sauce of Wine, Mushrooms and Fresh Tomatoes  
per person

**CHICKEN PICCATA**
Lightly Floured Chicken Breast sautéed with Lemon Butter, White Wine and Capers  
per person

**SLICED TOP ROUND OF BEEF**
Slow roasted overnight with Roasted Garlic and Fresh Herbs  
per person

**FRESH ROASTED SUGARLOAF HAM**
Served with a Maple Orange Glaze  
per person

**SLICED PORK LOIN**
With Madeira Demi Glace  
per person

**ROASTED JAMAICAN CHICKEN**
With Pineapple Mango Salsa  
per person

**WILD MUSHROOM RAVIOLI**
Wild Mushroom Ravioli with Roasted Tomato and Sage Cream  
per person
Accompaniments

Rosemary Bleu Cheese Mashed Potatoes
Roasted Fingerling Potatoes
Red Bliss Potatoes tossed with Herbs and Olive Oil
Whipped Sweet Potato Casserole with Orange & Ginger
Wild Mushroom Rice Ragout
Baby Carrot La Orange
Black Pepper Roasted Asparagus
Grilled Seasonal Vegetable Medley
Julienne of Zucchini, Carrots and Yellow Squash
Garlic Roasted Couscous with Grilled Vegetables
Whipped Parmesan Potato Croquette
Herb Roasted Smashed Yukon Gold Potatoes
Oven Roasted Potatoes scented with Fresh Rosemary
Yellow Rice Pilaf
Fresh Green Beans
Ratatouille
Freshly Steamed Asparagus with Lemon Butter
Oven Roasted Root Vegetable Medley
French Green Beans with Shaved Carrots
Creamy Parmesan Risotto with Wild Mushrooms

ADDITIONAL ACCOMPANIMENTS MAY BE ADDED FOR AN ADDITIONAL 3.50 PER PERSON

Dessert Selection

CHOCOLATE ROYAL TIMBALE
Rum Soaked Chocolate Sponge Cake layered with Crunchy Feuilletine and Chocolate Mousse and finished with a Rich Dark Chocolate Glaze

TIRAMISU
Petite Ladyfingers encircle Express Flavored White Sponge Cake, Light Mascarpone Mousse and a Touch of Chocolate Mousse, Finished with a Dusting of Extra Brut Cocoa

CARAMELIZED PEAR SQUARE
Alternating Layers of Caramel and Pear Mousse Cover Brown Sugar Roasted Pears

STRAWBERRY SHORTCAKE

FRESH FRUIT NAPOLEON
Action Station

THE FOLLOWING CHEF-CARVED MEATS MAY BE ADDED TO YOUR BUFFET

**Carved Meat**

Turkey Breast served with Lemon Basil Aioli, Dijon and Rolls

Tenderloin of Beef with Garlic Aioli, Horseradish Mousse, Dijon and Rolls

Prime Rib served with Au Jus, Mushroom Demi Glace and Rolls

Pork Loin served with Chipotle Aioli and Mango Chutney

Baked Ham served with Biscuits and Mustard

CHEF-CARVED MEAT CHOICES AND CHEF-SERVED STATIONS WILL INCUR AN ADDITIONAL CHARGE FOR AN ON-SITE CHEF.

Dessert Station

SERVING SIZE IS ONE PIECE OF EACH PER PERSON

Includes assorted Petit Fours, Mini French Pastries, assorted Chocolate Desserts, Fruit Tarts and garnished with Fresh Berries and Confections

Additional Touches

**CHOCOLATE COVERED STRAWBERRIES**
per person

**CHOCOLATE FONDUE FOUNTAIN WITH ATTENDANT**
per person (50 person minimum)
Plan Your Event

University Conference Center

University Hall Conference Center standard of service is

- China/Glassware/Flatware
- Service Staff
- 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 guest per table or additional reception, display or welcome table must be ordered and paid for on as needed basis. Waited service meals are available for an additional fee of $4.25 per person. For “White Glove Service” (Waited Premium Service Plus) please call for a consultation. If your event exceeds two hours, a fee of $35.00 per hour per attendant/bartender will be added to your invoice.

Planning Your Special Event

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

- Event Day/ Date
- Event Start/ End Time
- Department Billing Information
- Event Contact Name, Phone, & Fax Number, Email Information
- Title of Event
- Service Style (Buffet, Reception, Etc.)
- Estimated Guest Count
- Preferred Payment Methods (University Funded Department Accounts, Money Orders, Certified or Cashier Check, Cash, Credit Card)

Contact Us

Plan the specifics of your event by contacting our Catering Director to assist you at msucatering@mail.montclair.edu or 973-655-6914. You may also visit our office in the in University Hall, 7th Floor.

Guidelines for Planning Your Event

Catering orders should be placed a minimum of 3 business days prior to the event. Requests for meals and receptions should be placed a minimum of 10 business days prior to the event, and the event should be finalized no less than 7 business days in advance of the event.

Guaranteed Guest Counts

A confirmed number of guests must be specified 3 business days prior to the event. This number is considered the guaranteed guest count.

There is a 5% variance allowance on your guest count. For example, a guest count of 100 has an overage allowance of 5 guests (105), or an under allowance of 5 guests (95). If the actual number of guests exceeds allowed variance, every effort will be made to accommodate the additional guests (a substitute menu may be required).
Cancellation Policy

If notice of a cancellation is received 2 business days in advance of the event, you will only be charged any expenses incurred. If notice is received less than 2 business days in advance of the event you will be charged the full amount. If the University is closed to 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 of Montclair State University Catering.

Safe Food Handling

Safe food handling is a high priority for Montclair State University Catering. Therefore, we reserve the right to limit the removal of leftover food by the customer to items that are available for carry out. For your safety, and that of your guests, Catering representative will remove food from your event in a timely manner.

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 consulting. 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. Balance due on day of event.

Alcohol Procedure and Policy

All alcoholic beverages are to be sourced by Chartwells and remain within the facility. Beverages not consumed will remain the property of Chartwells, in accordance with the laws of New Jersey.

It is the policy of Montclair State University that no alcoholic beverages are brought on the premises without an appropriate Special Events Permit from the state ABC as this action violates the liquor license.

In addition, Montclair State University requires that a Request for Alcohol Service on Licensed Premises Form be completed for all events serving alcohol no later than two weeks prior to your event.

Linen

As a standard, we provide tablecloths and table skirting for all food and beverage tables. Linens for guest tables are only included with Buffet and Waited Services. Registration tables, name tag tables, head tables and any additional tables that will not be directly used for food and beverage set up, will be an additional cost. Linen upgrades, depending on availability, may be placed as special orders. Specialty linens are also available for your food and guest tables for an additional cost.

Floral Charges

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