



C A T E R I N G



MONTCLAIR STATE
UNIVERSITY

**FACULTY AND STAFF
CATERING SERVICES**

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 Montclair State University

We are excited to provide you with our catering menu to assist you in planning your event. All menus are only suggestions. Our commitment is to customize menus for your occasion. From a formal dinner to meeting break or 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
Assortment of Fresh Pastries
Bagels with Cream Cheese, Butter and Jam

CONTINENTAL PLUS

Same as above with the addition of Sliced Fresh Seasonal Fruit

EXECUTIVE CONTINENTAL

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

Your choice of:
Hard Boiled Eggs (low carb alternative) or
Yogurt and Granola

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

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
Sliced Fresh 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.

B R E A K F A S T

A GREAT START

SUNRISE BREAKFAST

The following items can be added on to any of the sunrise breakfast menus to create a custom menu for any occasion.



Cinnamon French Toast & Berries Plate
Huevos Rancheros Plate or
Ask About other <600 calorie selections

BAKERY A LA CARTE, SOLD PER PERSON

- Assorted Bagels with Condiments
- Assorted Donuts
- Mini Croissants
- Mini Pastry
- Mini Sticky Rolls
- Assorted Scones
- Low-Carb Bakery Basket
- Tea Breads/Pound Cake
- Biscuit
- Biscotti
- Assorted Muffins

BREAKFAST ADDITIONS

- Mushroom Cheese Strata
- Ham and Potato Frittata
- Assorted Seasonal Sliced Fruit
- Scrambled Eggs
- Bacon
- Ham Steak
- Sausage Links
- Turkey Sausage
- Lox and Condiments
- French Toast
- Waffles
- Pancakes
- Home Fried Potatoes
- Hash Browns
- Cereal with Milk
- Yogurt with Granola

BEVERAGE SERVICE

- Bottled Iced Tea
- Assorted Bottled Soft Drinks (12 oz can)
- Assorted Juice - by the Pitcher
- Assorted Juice by the Bottle
- Bottled Water
- Hot Chocolate
- Hot Water for Tea
- Fresh Brewed Coffee
- Fresh Brewed Decaffeinated Coffee

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.

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 prepared 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 Mariniere
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.



MOVABLE FEASTS

MOVABLE FEASTS: (20 GUEST MINIMUM)

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

BASIC BBQ

Hamburgers, Beef Hot Dogs, Veggie Burgers, Sliced Cheese, choice of (Potato Salad, Macaroni Salad, or Coleslaw) Relish Tray (Lettuce, Tomatoes, Pickles and Onions), Condiments, Potato Chips, Cookies, Brownies, Lemonade, Iced Tea and Water.

TEXAS STYLE BBQ

Pulled BBQ Pork, BBQ Chicken Quarters, Corn on the Cob, Baked Beans, a selection of Hamburgers, Cheeseburgers, Beef Hot Dogs and Vegetable Burgers, choice of (Potato Salad, Coleslaw, or Macaroni Salad) Relish Tray (Lettuce, Tomatoes, Pickles, and Onions), Condiments, choice of (Cookies or Brownies), and Your choice of Bulk Lemonade or Iced Tea.

OPTIONS

- 12 oz. Beverage or Bottled Water
- Watermelon

Grill and Chef Rental @ an Additional Charge

WINGS AND THINGS

Buffalo Wings, Blue Cheese Dressing, Celery Sticks, and Garlic Knots.
Select Two: California Vegetable Pizza, Cheese Pizza, Pepperoni Pizza or Caesar's Salad.

COUNTRY COMFORT

Tossed Salad with Cucumbers, Tomatoes, and Home-Style Croutons with Ranch Dressing
Cole Slaw
Southern Fried Chicken
Macaroni & Three Cheese Sauce
Rolls and Butter, Carrot Cake or Sheet Cake and a 12 oz. Can Beverage or Bottled Water.

HOLIDAY DINNER

Tossed Garden Salad with Lettuce Mix, Tomatoes, Cucumbers, Red Onion and Croutons with Your Choice of Two Dressings.
Roast Turkey, with Whipped Potatoes and Giblet Gravy, Country Stuffing, Corn, Cranberry Sauce, Rolls and Butter, Pumpkin Pie. Served with Coffee, Decaffeinated Coffee, Hot Tea and 12 oz Can Beverage or Bottled Water.

UNCOMMONLY GOOD MEATLOAF

Tossed Salad with Russian Dressing
Individual Meatloaves Served with Gravy
Savory Bread Pudding with Thyme, Parsley and Parmesan or Red Potato Smash
Honey Thyme Carrots
Rolls and Butter, Apple Crumb Dessert Bars 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

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

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

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

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.

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

ON THE SIDE - SELECT TWO

- 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



MENU ACCOMPANIMENTS

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

DESSERTS

PIES

COBBLERS

- Dutch Apple Pie
- Blueberry Crisp
- Peach Cobbler
- Bread Pudding
- Boston Cream Pie
- Pumpkin Pie
- Key Lime Pie
- Lemon Meringue Pie

CAKES

- Chocolate Cake
- Carrot Cake
- Black Forest Cake
- German Chocolate Cake
- Carmel Granny Apple
- Raspberry White Chocolate Cheese Brûlé
- Chocolate Anglaise
- Angel Food Cake with Seasonal Berries
- Cheesecake with Strawberries
- Carrot Cake with Cream Cheese Frosting

SPECIALTY DESSERTS

Additional Costs Per Person

- Handmade Individual Desserts
- Parfaits
- Tiramisu
- Crème Brûlé
- Sorbet
- Premium Ice Cream with Berry Garnish

Additional Selections and Specialty Items
priced upon request.

*All Desserts are also available a la Carte



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
Granola Bars

AFTERNOON COOKIE BREAK

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

SNACKS, PER PERSON

- Popcorn
- Potato Chips and Crisp Pretzels
- Soft Pretzels
- Chips and Salsa
- Pita Chips with Hummus
- Mixed Nuts
- Granola Bars
- Mini Candy Bars

DESSERT BARS, PER PERSON

Have Your Dessert Bars Cut into Triangles, Logs & Squares for an Attractive Platter

- Chocolate Brownies
- Marble Brownies
- Lemon Bars
- Seven Layer Bars
- Marshmallow Krispies
- Raspberry Ribbon Brownies
- S'mores
- Oreo Dream Bar
- Pecan Bar
- Assorted Sizes and Styles of Petit Fours

COOKIES, PER PERSON

- Chocolate Chip
- Oatmeal Raisin
- White Chocolate Chip & Macadamia Nut
- Chocolate Chocolate Chip
- Macarons
- Rugalah
- Assorted Biscotti



GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

ASSORTED DIPS, PER PERSON

Served with crackers

- Spinach and Artichoke Dip
- French Onion Dip
- Garden Vegetable Dip
- Ranch Dip
- Crab Dip
- Shrimp Dip
- Seven Layer Dip with Tortilla Chips

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

RAW BAR

Cherry Stone Clams, Oysters, Crab Legs, Seviche Salad, Cocktail sauces, Fresh Horseradish, Lemons and Tabasco Sauce

CALL FOR QUOTE, MARKET PRICE

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

GOURMET DIPS
TRAYS AND DISPLAYS
CARVING STATIONS



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



B E V E R A G E S

HOT, SOLD BY THE PERSON:

- Hot Beverage Service: Brewed Regular Coffee, Decaf Coffee, and Hot Lipton Teas
- Brewed Regular and Decaf Coffee only
- Hot Lipton Tea Only
- Herb Tazo - Celestial Tea Only
- Hot Cocoa (Seasonal) Only

COLD, SOLD BY THE PERSON:

- Canned Soda, Bottled Soda (12 ounce)
- Bottled Water (12 ounce)
- Montclair Private Label Water (8 ounce)
- Sparkling Bottled Waters
- Bottled Juices
- Milk (1/2 pint)
- Sports Drinks (20 ounce)
- Bottled Teas

PUNCHES, SOLD BY THE PERSON:

- Lemonade
- Iced Tea
- Cranberry Punch
- Orange Blossom
- Cappuccino Ice Cream Punch



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
- Payment Methods (University funded Departmental Accounts, Money Orders, Certified or Cashier Checks, Cash, Visa, MasterCard, or American Express are all valid payment methods.)





Planning Your Special Event

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.
- For events across campus (other than University Hall) contact Campus Reservations 973-655-4411

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.





Planning Your Special Event

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. Non-University related groups are required to make a deposit of 75% three (3) weeks prior to the event, with the balance due at the event's conclusion. Non-University groups are subject to a University surcharge and sales tax for all food events. Tax exempt organizations are required to submit a copy of their exemption certificate at time of booking, prior to their event date.



University Funded Events

The sponsor must contact the catering office a minimum of ten (10) business days before the event. Next, the event sponsor will see that...



- The fiscal agent sign-off on the Event Order form certifying that the event is in compliance with University policies and that funds are available.
- The MSU Accounting department certifies that funds are encumbered.
- The event sponsor returns the original (with appropriate signatures) completed Event Order form to University Catering Services. Under University regulation, Catering Services cannot proceed without this executed form at least five (5) business days prior to your event.



On the day of your event, Catering Services will obtain the sponsor's or other responsible person's signature certifying that the event took place; that all arrangements were as ordered; and the services met your expectations. Any discrepancies should be noted at this time.



Planning Your Special Event

Billing For Non- University Funded Events

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. Checks must be made payable to Sodexo. Credit cards will be processed five (5) business days prior to the event for pre-authorization. Sponsorship by Montclair State University waives the University surcharge.



Late Payment

A 10% fee will be accrued per week on all University funded balances not paid in full at the event. Sodexo does not extend payment terms to third party, Non - University clients. The balance is due on the day of your event.

Standard versus Optional Catering Services - 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 guests 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. Events in the Conference Center have a different pricing schedule- please refer to the Faculty and Staff Conference Center Catering Guide.

Standard versus Optional Catering Services - Outside of Conference Center

Excluding events held at University Hall Conference Center, our Catering Department provides high quality plastic products as the University's standard. Tablecloths and table skirting are provided for all food and beverage tables. For events of 49 guests or less, our standard is drop off service. For buffet events of 50 guests or more, one (1) attendant per every 50 guests is required. Attendant service is not included for receptions and breaks, but can be booked as a separate line item. The cost of each attendant/server is \$175.00 for a two (2) hour service period.





Planning Your Special Event

Standard versus Optional Catering Services - Outside of University Hall

(Continued from previous page)

Optional Services: China service is available upon request. China service includes linens, napkins and servers. Catering staff will be provided for all china served meals and buffets during the first two hours of service. China service is available for non-University Hall events for an additional charge of



Buffet Service* (china, buffet linens, waitstaff attendants 1/50 guests)	\$3.00 per person
Waited Service* (china, table linens, waitstaff table service 1/20 guests)	\$6.00 per person
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 guest 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.





Planning Your Special Event

Catering Equipment

As the host of the catering event, you are responsible for the equipment we have provided for the service of your catered event. Any missing, or damaged, catering equipment or supplies will be charged to your account at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



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 two (2) week prior to your event. Please contact your Catering Coordinator to procure the correct form.



