

WHEELING JESUIT UNIVERSITY
CATERING GUIDE

WELCOME

BREAKFAST

LUNCHEONS

BUFFETS

PLATED HOT ENTRÉES

FROM THE BRICK OVEN

BREAKS & SNACKS

HORS D'OEUVRES

**BAKED GOODS &
DESSERTS**

**BEVERAGES, BEER
& WINE**

CATERING GUIDELINES

Our strong catering reputation has been achieved through uncompromised quality, dependable service, use of the finest foods, and experience at all catering levels.

FRESH. AUTHENTIC. INNOVATIVE.

Our innovative, high-quality catering is customized to meet the unique needs of our guests.

MADE-FROM-SCRATCH

DEAR COLLEAGUE,

Thank you for selecting us to cater your upcoming event!

Our Catering Department has a qualified staff dedicated to providing excellent food and service. The food and service will make your special event a true success. The information in this guide will help you plan your event easily.

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.

2 STEPS FOR PLANNING YOUR SUCCESSFUL CATERED EVENT

STEP 1: ROOM AVAILABILITY AND REQUIREMENTS

Room reservations may be made by calling 304.243.2210 for an external group or, for an internal event, you can make a reservation online at <http://midas.wju.edu/midas/webrequest.pl>.

STEP 2: SPECIFIC MENU

After your room arrangement details have been completed, 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 304.243.2285, ext. 3 or catering@wju.edu. If you are unsure as to menu specifics for your special event, we are pleased to put our expertise at your disposal. We would be happy to prepare a custom menu for your event for you. Remember, close coordination with our staff will help ensure that your event is of the highest quality.

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Breakfast

À La Carte
Buffets

BREAKFAST À LA CARTE

Pricing by the dozen unless otherwise noted.

Assorted Small Danish 9.95

Raspberry, Cream Cheese

Assorted Small Muffins MINI 9.50

Blueberry, Banana, Oreo®, Chocolate Chip

Assorted Donuts 10.75

Chocolate Cake, Vanilla Cake

Served with assorted frostings

Breakfast Breads (serves about 8 to 10) 9.75 PER LOAF

Zucchini, Cranberry Orange, Banana, Lemon Poppy Seed

Served with whipped butter

Assorted Bagels 16.75

Plain, Wheat, Blueberry, Everything

Served with whipped butter, cream cheese, and jelly

Add Flavored Cream Cheese \$0.75

Fresh Seasonal Fruit (salad or sliced) 2.35

Cinnamon Rolls 15.75

Full Coffee Service 1.55 PER GUEST

Starbucks Coffee Service 2.60 PER GUEST

CONTINENTAL BREAKFAST BUFFETS

All prices are per guest unless otherwise noted. Includes full coffee service and choice of one juice.

Traditional Continental 7.20

Choice of one bakery item, fresh sliced fruit, or fruit salad

Continental 8.25

Choice of two bakery items, fresh sliced fruit or fruit salad, choice of two juices (Orange, Apple, Cranberry)

Healthy Alternative 6.15

Fresh sliced fruit and yogurt parfait bar, served with granola, full coffee and tea station, choice of one juice (Orange, Apple, Cranberry)

Light Hot Breakfast (15 guests minimum) 8.35

Scrambled eggs, hash browns, fresh sliced fruit, choice of one bakery item, full coffee and tea station, choice of one juice (Orange, Apple, Cranberry)

Deluxe Breakfast Buffet (25 guests minimum) 11.00

Scrambled eggs, choice of one breakfast meat (Bacon, Sausage, Baked Ham), breakfast potato, choice of pancakes or French toast, fresh sliced fruit, full coffee and tea station, choice of one juice (Orange, Apple, Cranberry)

Heart Healthy Breakfast 8.95

Scrambled eggs or egg whites with sautéed seasonal vegetables, Steel Cut Oats with dried fruit, nuts and brown sugar, or Yogurt Parfaits

Chef-Attended Omelet Station 6.00

Add to any above buffet with 50 guests or more

Add a Hot Cereal Bar (15 guests minimum) 4.50

Choice of hot cereal (Steel Cut Oats, Grits, Oatmeal)
Served with a variety of toppings and milk

A solid red square.

WELCOME

BREAKFAST

A solid red square.

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Luncheons

Luncheons On the Go
Cold Lunch Buffet
Gourmet Boxed/Bagged Lunch
Casual Fare
Served Sandwich Luncheons
Served Salad Luncheons

COLD LUNCHEON BUFFET

All prices are per guest unless otherwise noted.

Traditional Deli Buffet (15 guests minimum)

Everything your guests need to make their own sandwich.

Served with choice of one side, dessert, fruit salad, and drinks.

Protein: Turkey, Baked Ham, Our Made-In-House Roast Beef

Condiments & Bread: American and Swiss Cheeses, Assorted Breads, Rolls, Condiments, Relish Tray

Choice Of Side: Potato Salad, Pasta Salad, Coleslaw, Potato Chips

Dessert: Assorted Cookies

Drinks: Assorted Canned Soda and Bottled Water

11.35

Gourmet Deli Buffet (25 guests minimum)

Everything your guests need to make their own sandwich.

Served with choice of one side, dessert, fruit salad, and drinks.

Protein: Turkey, Baked Ham, Our Made-In-House Roast Beef

Vegetable: Marinated Grilled Vegetables

Condiments & Bread: American, Swiss and Pepper Jack Cheeses, Assorted Breads, Croissants, Wraps, Pitas, Condiments, Relish Tray

Choice Of Side: Potato Salad, Pasta Salad, Coleslaw, Homemade Chips, Pretzels

Choice Of Dessert: Assorted Cookies and Brownies

Drinks: Assorted Canned Soda and Bottled Water

13.50

Healthy Wraps Buffet (25 guests minimum)

A variety of low-fat individual wraps, including turkey, grilled chicken, and tuna salads. Served with a tossed salad with assorted dressings, fruit salad, pretzels, and bottled water.

Add Soup du Jour to any Cold Luncheon Buffet \$2.00

13.95

Soup & Sandwich Buffet

Featured soup of the day, assorted deli sandwiches (deli ham, turkey, hummus & cucumber), assorted cookies, choice of iced tea or lemonade and iced water.

9.95

GOURMET BOXED/BAGGED LUNCH

Each option includes a side item, a bar dessert, canned sodas, or bottled water.

Please make one selection for entire group (unless vegetarian options are necessary). All prices are per guest unless otherwise noted.

Pressed Italian Sandwich

Genoa salami, pepperoni, capicola, fresh mozzarella, roasted red peppers, arugula, and balsamic vinaigrette on pressed ciabatta bread.

9.35

Chicken Caesar Wrap

Romaine lettuce tossed with chicken, red onions, Parmesan cheese, and Caesar dressing served in a garlic-herb wrap.

9.35

Smoked Turkey Club Wrap

Smoked turkey layered with bacon, American cheese, lettuce, tomato, and mayonnaise, served in a spinach wrap.

9.35

California Turkey

Smoked turkey, cheddar cheese, avocado spread, red onions, tomato, and mixed greens, served on focaccia.

9.95

Grilled Vegetables

Portobello mushrooms, red onions, zucchini, yellow squash, and roasted red peppers, brushed with balsamic vinaigrette and grilled, served on focaccia.

8.75

Side Choices: Choose One

Potato Salad, Pasta Salad, Fruit Salad

Dessert Choices: Choose One

Lemon Bar, Raspberry Bar, Brownie

LUNCHEONS ON THE GO

Basic Boxed/Bagged Lunch

Choice of Italian or turkey sub on a 6" sub roll with American or provolone cheese, lettuce, and tomato. Served with potato chips, a piece of hand fruit, cookie, and canned soda or bottled water. Includes condiments and paper products.

Vegetarian option: Hummus with pita bread or roasted vegetable sandwich.

8.00

SERVED SANDWICH LUNCHEONS

(10 guests minimum) Two-course meal includes choice of side and dessert, water, iced tea, and coffee service. Attended by catering staff. Please make one selection for entire group (unless vegetarian options are necessary). All prices are per guest unless otherwise noted.

French Dip Sandwich

Our made-in-house roast beef, sliced thin and served warm on a hoagie roll with a side of au jus and provolone cheese.

11.25

Chicken Bruschetta Sandwich

Marinated chicken breast, grilled and topped with fresh mozzarella, diced tomatoes, basil, and drizzled with balsamic vinaigrette on focaccia.

11.50

Club Sandwich

Shaved, smoked turkey layered with bacon, American cheese, lettuce, tomato, and mayonnaise, served on toasted wheat bread.

10.75

Grilled Vegetable Wrap

Assorted marinated and grilled vegetables served on a garlic-herb wrap with salsa.

9.20

Side Choices: Choose One

Potato Salad, Pasta Salad, Fruit Salad, Coleslaw, Homemade Potato Chips

Dessert Choices: Choose One

Fruit Tart, Chocolate Mousse Parfait, Apple Pie, Individual Peach Cobbler

SERVED SALAD LUNCHEONS

(10 guests minimum) Two-course meal includes rolls and butter, choice of dessert, water, iced tea, and coffee service. Attended by catering staff. Please make one selection for entire group (unless vegetarian options are necessary). All prices are per guest unless otherwise noted.

Caesar Salad

Crisp romaine, topped with Parmesan cheese, red onions, and croutons. Tossed in Caesar dressing. Anchovies available.

10.75

Add Grilled Chicken \$2.75 or Grilled Steak \$2.50

Chef Salad

Mixed greens topped with roasted turkey, baked ham, American and Swiss cheeses, hard-boiled eggs, and tomatoes. Served with choice of dressing.

11.10

New York Steak Salad

Mixed greens topped with marinated, grilled flank steak, red-skinned potatoes, roasted red peppers, Asiago cheese, and croutons. Topped with balsamic vinaigrette.

13.00

Cobb Salad

Mixed greens topped with grilled chicken, chopped hard-boiled eggs, crisp bacon bits, avocado, cheddar and bleu cheeses, and green onions. Served with your choice of two dressings.

11.60

Grilled Portobello Mushroom

Mixed greens topped with a grilled portobello mushroom cap, artichoke hearts, red onions, and tomatoes, served with herbed balsamic vinaigrette dressing.

11.25

Dressing Choices:

Ranch, Italian, Fat-Free French, Balsamic Vinaigrette, Honey Mustard

Dessert Choices: Choose One

Fruit Tart, Chocolate Mousse Parfait, Apple Pie, Individual Peach Cobbler



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FROM THE BRICK OVEN

BREAKS & SNACKS

HORS D'OEUVRES

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CATERING GUIDELINES

Buffet

Picnic Buffets
Hot Pasta Buffets
Hot Entrée Buffets

PICNIC BUFFETS**

All packages are cooked products, unless otherwise noted. All picnic buffets are served with appropriate condiment packets and paper products. All prices are per guest unless otherwise noted.

Basic Cookout (15 guests minimum) **12.35**

Hamburgers, hot dogs, veggie burgers, buns, baked beans, lettuce, tomato, onions, cheese, pickles. Served with choice of one side, one dessert, and one beverage.

Backyard Cookout (25 guests minimum) **14.10**

Pulled pork, BBQ sauce on side, and bone-in marinated chicken, corn on the cob, rolls, butter. Served with choice of one side, one dessert, and one beverage.

Club Cookout (25 guests minimum, pickup only) **9.00**

Hamburgers, hot dogs, buns, lettuce, tomato, cheese, onions, pickles, canned soda, and bottled water.

D.I.Y. Cookout (15 guests minimum, pickup only) **6.50**

Raw product (you cook-out yourself), hamburgers, hot dogs, buns, bulk potato chips, lettuce, tomato, onions, pickles, cheese. (Please return all kitchen equipment to avoid a replacement fee.)

**Add Chicken \$2.75 per person or Hot Sausage \$2.50 per person to any package listed above.

Side Choices:

(Where Noted Above) Potato Salad, Pasta Salad, Coleslaw, Broccoli Bacon Salad, Macaroni Salad, Potato Chips

Dessert Choices:

(Where Noted Above) Cookies, Brownies, Bar Desserts

Beverage Choices:

(Where Noted Above) Canned Soda, Iced Tea, Lemonade, Fruit Punch, Bottled Water

HOT PASTA BUFFET** (25 guests minimum)

12.25

Served with tossed salad with two assorted dressings, rolls, butter, water, iced tea, and coffee service.

Pasta Choices: Choose Two

Linguini, Fettuccini, Penne, Cheese Tortellini, Bowties

Sauce Choices: Choose Two

Marinara, Meat, Alfredo, Pesto Cream, Garlic Butter

Dessert Choices: Choose Two

Cookies, Iced Brownies, Bar Cookies

**Add Chicken \$2.75 per person or Hot Sausage \$2.50 per person.

HOT ENTRÉE BUFFETS

(25 guests minimum) Buffet includes a salad with two assorted dressings, a starch, vegetable, roll & butter, and choice of dessert, full coffee service, and ice water.

All prices are per guest unless otherwise noted.

One Entrée Buffet: Choose One

All protein serving sizes are 6 oz., except chicken, which is 4 oz.**

All prices are per guest unless otherwise noted.

Salmon

22.50

Salmon filet served in your choice of cooking styles.
(Balsamic Glazed, Parmesan Crusted, Lemon Dill, Maple Glazed)

Slow Roasted Top Round of Beef

16.10

Top round of beef slow roasted, sliced thin, and served with a mushroom jus.

Pork Loin

16.25

Pork loin served in your choice of cooking styles.
(Herb-Crusted, Apple Cider, Cajun Rubbed, Teriyaki Glazed).

Cod

16.95

Cod filet served in your choice of cooking styles.
(Traditional Baked, Lemon Pepper, Hand-Breaded & Fried, Fruit Chutney).

Chicken Bruschetta

14.95

Grilled 4 oz. chicken breast topped with diced tomatoes, fresh basil, and balsamic vinegar reduction.

Chicken Parmesan

15.25

Hand-breaded 4 oz. chicken breast topped with marinara sauce, mozzarella and parmesan cheeses.

Chicken Romano

15.50

4 oz. chicken breast coated with egg & Romano cheese batter and pan fried.

**Lunch Portion of 3 oz. chicken breast is available. Please subtract \$1.50.

Two Entrée Buffet

26.95

Please select any additional entrée, excluding Salmon.

Buffet enhancements

***Add beef tenderloin \$15.95

***Add Greek pasta or pasta primavera \$6.95

***Add an additional vegetable \$0.75

***Add an additional starch \$1.50

***Add a dessert \$2.95

Salad Choices: Choose One

Caesar

Garden

California

Cranberry Spinach

Starch Choices: Choose One

Garlic Mashed Potatoes

Roasted Potatoes

Mashed Sweet Potatoes

Rice Pilaf

Pasta Marinara

Vegetable Choices: Choose One

Green Beans with Roasted Red Pepper

Roasted Seasonal Vegetables

Squash and Zucchini

Steamed Broccoli

Glazed Carrots

Dessert \$2.95

Choose one:

Chocolate Cake

Fruit Pie (Apple, Cherry, or Mixed Berry)

Chocolate Mousse Parfait

Apple or Cherry Crisp

A solid red square.

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CATERING GUIDELINES

Plated Hot Entrées

Plated Hot Entrée Dinners

PLATED HOT ENTRÉE DINNERS

(25 guests minimum) Three-course meal includes rolls and butter, choice of salad, starch, vegetable, dessert, water, and coffee service. Attended by catering staff.

Please make one selection for entire group (unless vegetarian options are necessary). All prices are per guest unless otherwise noted.

Stuffed Chicken Breast 16.95

A traditional stuffed chicken breast, slow-roasted and served with a traditional cream sauce.

Chicken Tuscany 16.50

Pierre-cut chicken breast stuffed with basil, sun dried tomatoes, and Asiago cheese.

Chicken Parmesan 14.95

A hand-breaded chicken breast, topped with provolone and Parmesan cheeses and baked with marinara sauce.

Seared or Grilled Chicken Breast 14.25

A seasoned chicken breast, either pan-seared or grilled.

Herb Crusted Pork Loin 15.95

Pork tenderloin, coated in an herb crust, slow roasted and served with Port wine sauce.

Oven-Roasted Salmon 21.95

Salmon filet oven-roasted and finished with an Asian glaze.

Prime Rib of Beef (25 guests minimum) MARKET PRICE

Slow-roasted prime rib of beef, hand-carved and served with au jus.

Seared Pork Tenderloin and Scallop Combo 22.95

Herb-brined pork tenderloin, seared and served with jumbo sea scallops.

Maryland Crab Cakes (15 guests minimum) MARKET PRICE

The classic, served with rémoulade sauce.

Vegetarian Entrées

Stuffed Peppers 13.35

Roasted vegetables and rice-stuffed bell peppers served with a spicy Creole sauce.

Vegetable Napoleon 14.35

Zucchini, eggplant, yellow squash, peppers, and fresh mozzarella, stacked, oven-roasted, and finished with a tomato coulis.

Zucchini Noodles Arrabiata 13.75

Zucchini and yellow squash spiral-cut and lightly cooked, then tossed in a spicy red sauce with chick peas.

Pasta Dinner Entrées

Traditional Lasagna 14.95

Lasagna noodles layered with a ricotta cheese blend and your choice of marinara or meat sauce.

Vegetable Lasagna 14.50

Lasagna noodles layered with a ricotta cheese blend, roasted vegetables, and your choice of marinara or Alfredo sauce.

Grilled Chicken Fettuccini 15.20

Fettuccini noodles tossed in an Alfredo or primavera sauce with sliced, grilled chicken.

Manicotti 14.25

Pasta stuffed with ricotta cheese and baked in marinara sauce.

Salad Choices: Choose One

Caesar
Garden
California
Cranberry Spinach

Starch Choices: Choose One

Garlic Mashed Potatoes
Roasted Potatoes
Mashed Sweet Potatoes
Rice Pilaf
Roasted Fingerling Potatoes
Smoked Gouda Mac N Cheese

Vegetable Choices: Choose One

Green Beans with Roasted Red Pepper
Roasted Seasonal Vegetables
Squash and Zucchini
Steamed Broccoli
Glazed Carrots

Dessert Choices: Choose One

Chocolate Mousse
Strawberry Shortcake

Specialty Dessert Choices: Add \$2.00

Cheesecake
Chocolate Praline Pie
Death By Chocolate Cake

A solid red square.

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From the Brick Oven

Pizza
Stromboli

PIZZA

All pizzas are baked on our made-in-house pizza dough and cut into 12 slices.

Cheese **9.95 EACH**

Pizza Sauce, Mozzarella Cheese

White **10.95 EACH**

Garlic Butter Sauce, Mozzarella Cheese

Pepperoni **11.95 EACH**

Pizza Sauce, Mozzarella Cheese, Pepperoni

Vegetable **11.95 EACH**

Choice of Garlic Butter or Pizza Sauce,
Mozzarella Cheese, Peppers, Onions, Black Olives

Specialty Pizza **13.95 EACH**

Buffalo Chicken, Hawaiian, Meat Lover's, BBQ Chicken, Cheeseburger,
Taco, Dessert

Additional Toppings

Vegetables:

Onions, Bell Peppers, Black Olives, Banana Peppers, Spinach,
Artichokes, Jalapeño Peppers **\$0.50 each**

Meats:

Ham, Salami, Pepperoni, Bacon, Chicken, Roast Beef, Sausage
\$0.95 each

Sauces:

Pizza, White, Alfredo, Cheese Sauce, Ranch, Hot Sauce,
BBQ Sauce

STROMBOLI

All stromboli are made with our hand-stretched pizza dough and served with marinara sauce on the side.

Individual Pepperoni Rolls **3.75 EACH**

Individual Cheese **4.95 EACH**

Mozzarella Cheese

Individual Pepperoni **5.95 EACH**

Mozzarella Cheese, Pepperoni

Large Braided Cheese (Serves 7-10) **9.95 EACH**

Cheese Filled

Large Braided Pepperoni (Serves 7-10) **11.95 EACH**

Mozzarella Cheese, Pepperoni

Additional Fillings

Vegetables:

Onions, Bell Peppers, Black Olives, Banana Peppers, Spinach,
Artichokes, Jalapeño Peppers **\$0.50 each**

Meats:

Ham, Salami, Pepperoni, Bacon, Chicken, Roast Beef, Sausage
\$0.95 each



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Breaks & Snacks

Refreshment Breaks

REFRESHMENT BREAKS

Prices include appropriate paper products and drop-off service. All prices are per guest unless otherwise noted.

Potato Chips or Pretzels **1.50**

Tortilla Chips & Salsa Break (Serves 12 to 15) **13.95**
2 lbs. of fresh tortilla chips and 1 quart of salsa.

Deluxe Nacho Bar **6.25**
Fresh corn tortilla chips, salsa, guacamole, cheese sauce, black olives, sour cream, jalapeño peppers, seasoned ground beef.
[Add Chicken or Steak \\$2.50](#)

Fresh-Cut Potato Chips **2.25**
Served with ranch dip.

Make Your Own Trail Mix (25 guests minimum) **3.10**
Peanuts, dried cranberries, M&M's, raisins, granola, dried bananas, mini chocolate chips.

Ice Cream Sundae Bar (25 guests minimum) **4.10**
Vanilla ice cream, hot fudge, caramel, chocolate chips, M&M's, cherries, whipped cream, jimmies, nuts.

Fitness Break (10 guests minimum) **4.65**
Seasonal fresh fruit, dried fruits, pretzels, bulk yogurts, carafes of fruit juices and infused waters.

Sweet & Salty Break (10 guests minimum) **3.85**
Assorted packages of chips and pretzels, bite-size candy bars, canned sodas.

FUN FOODS

Each item is priced per guest for one hour of service and includes the linen for the food table and paper service. For groups of 25 or more only. Any changes to these Fun Foods as written may incur an upcharge. Wait staff is an additional charge.

Hot Dog Bar **2.75**
Hot dogs, soy not dogs (vegan/vegetarian alternative), buns, and all the fixin's.

Wing Bar (6 pieces average per guest) **5.75**
Buffalo and plain wings, celery and carrot sticks, and your choice of ranch or bleu cheese dressing.

Taco Bar **9.95**
Taco beef, vegetarian refried beans, corn and flour tortillas, salsa, sour cream, guacamole, lettuce, chopped tomatoes, and jalapeños.

Theater Popcorn (25 guests minimum) **1.50**
Popcorn and popcorn bags, with 2 to 3 shakers of seasonings.



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Hors d'Oeuvres
Hors d'Oeuvres
Platters and Dips
Action Stations

HORS D'OEUVRES

Prices are for groups of 20 or more. Smaller groups will incur an additional charge. Each item is priced per dozen unless otherwise marked. There is a minimum order of 3 dozen per item. Wait staff is an additional charge.

Mini Quiche 19.95

**Requires at least one (1) week notice.

Cocktail Meatballs 13.95

BBQ, Sweet Chili, Swedish

Spanakopita 20.95

Spinach- and cheese-stuffed phyllo dough triangles.

Cheese Quesadilla 18.50

Tortilla shells grilled with cheese and black beans, cut into triangles.

Add chicken or beef \$2.50

Pecan Chicken Salad Cups 19.95

Asian chicken salad with pecans and fresh scallions, served in a phyllo cup.

**Requires at least one (1) week notice.

Spring Rolls 18.50

Vegetable rolls, fried golden and served with teriyaki dipping sauce.

**Requires at least one (1) week notice.

Egg Rolls 18.50

Choose either pork or shrimp.

**Requires at least one (1) week notice.

Chicken or Beef Satay Skewers 24.25

Soy-marinated chicken or beef, grilled and served with peanut dipping sauce.

Assorted Mini Sandwiches 15.95

Silver-dollar sandwiches filled with turkey, ham, and roast beef.

All served with cheese and condiments on the side.

Shrimp Cocktail MARKET PRICE

Shrimp boiled in Old Bay-seasoned water, served with cocktail sauce. Garnished with lemons and green onions.

**Served skewered or individually in a cocktail cup.

PLATTERS AND DIPS

All prices are per guest unless otherwise noted.

Domestic Cheese Tray 2.55

Cheddar, Swiss, pepper Jack, and provolone cheese served with assorted crackers and mustard.

Imported Cheese 3.35

Cheddar, Havarti dill, smoked Gouda, and provolone cheese served with assorted crackers and mustard.

Vegetable Crudités 2.30

A variety of mixed vegetables served with our made-from-scratch ranch dressing.

Fresh Fruit Platter 2.30

Seasonal sliced fresh fruit.

Grecian Platter 2.95

Hummus with pita bread, gourmet olives, red onions, feta cheese, Roma tomatoes, and cucumber slices.

Antipasti Platter 3.35

Pepperoni, salami, provolone cheese, gourmet olives, peppers, marinated artichoke hearts, mushrooms, served with crostini.

Grand Antipasti Platter *(35 guests minimum)* 4.35

Marinated artichokes, mushrooms, roasted red peppers, black and green olives, fresh mozzarella and provolone cheeses, pepperoni, salami, capicola, and prosciutto, served with assorted fresh breads.

Small Buffalo Chicken Dip with Pita Chips *(serves 20-25)* 45.00 EACH

Large Buffalo Chicken Dip with Pita Chips *(serves 40-50)* 79.00 EACH

Hot Artichoke Dip with Pita Chips, Small *(serves 20-25)* 42.00 EACH

Hot Artichoke Dip with Pita Chips, Large *(serves 40-50)* 74.00 EACH

Spinach Dip in a Rustic Pumpernickel Round *(serves 20)* 24.75 EACH

Small Baba Ghanouj with Pita Chips *(serves 20-25)* 41.00 EACH

Large Baba Ghanouj with Pita Chips *(serves 40-50)* 72.00 EACH

Small Hummus with Pita Chips *(serves 20-25)* 41.00 EACH

Large Hummus with Pita Chips *(serves 40-50)* 72.00 EACH

A solid red square.

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CATERING GUIDELINES

Baked Goods & Desserts
Baked Goods and Desserts

BAKED GOODS AND DESSERTS

All prices are by the dozen unless otherwise noted.

Assorted Cookies

Mini	8.00
Regular	10.75

** All cookies are made in a facility that contains nut products.

Cookie Cake	14.50 EACH
with Message Chocolate Chip Cookie <i>(serves 9-12)</i>	

Bar Cookies	12.75
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Choice of any two: Lemon, Granola, Seven Layer, Raspberry, or Chocolate Peanut Butter

Cupcakes

Mini	9.75
Regular	12.75

Choice of Batter: Vanilla or Chocolate

Choice of Frosting: Butter Cream, Chocolate Butter Cream, Cream Cheese

Brownies

Mini	9.75
Regular	12.75

Choice of any two: Frosted, Walnut, Chocolate Chip, Cream Cheese, Raspberry, Peanut Butter

10" Round Cake <i>(Double Layer, serves 8-10, allow 48-hour notice)</i>	15.50
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Special Message included.

Choice of Batter: Vanilla, Chocolate

Choice of Frosting: Butter Cream, Chocolate Butter Cream, Cream Cheese

Mini Cheesecakes	11.95
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Choice of Topping: Plain, Strawberry, Chocolate, Cherry, Blueberry

Rice Krispies® Treats	12.75
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A solid red square is positioned to the left of the 'WELCOME' text.

WELCOME

BREAKFAST

LUNCHEONS

BUFFETS

PLATED HOT ENTRÉES

FROM THE BRICK OVEN

BREAKS & SNACKS

HORS D'OEUVRES

**BAKED GOODS &
DESSERTS**

**BEVERAGES, BEER
& WINE**

CATERING GUIDELINES

Beverages, Beer & Wine

BEVERAGES

All prices are per guest unless otherwise noted.

Full Coffee and Tea Service 1.55

Our Eat'n Park® blend regular, decaf, and hot water with assorted tea bags, sweeteners and cream.

Starbucks Coffee Service 2.55

Starbucks® regular, decaf, and hot water with assorted Tazo® tea bags, sweeteners and cream.

Juice 1.75

Orange, Cranberry, Apple, Tomato

Fruit Punch 1.75

Lemonade 1.75

Iced Tea 2.00

Cold or Hot Cider (Seasonal) 2.15

Canned Soda (Pepsi Products) 1.55

Bottled Water 1.70

Bottled Juice 2.00

Fruit Infused Waters 1.30

OPEN BAR

Based upon consumption and paid by host.

House Wine \$6.00 each

Imported/Craft Beer \$5.00 each

Domestic Beer \$4.00 each

Soft Drinks \$1.55 each

Bottled Water \$1.70 each

Juices \$2.00 each

CASH BAR

Priced per drink and paid by guest.

House Wine \$6.00 each

Imported/Craft Beer \$5.00 each

Domestic Beer \$4.00 each

Soft Drinks \$1.55 each

Bottled Water \$1.70 each

Juices \$2.00 each

Catering Guidelines



WELCOME

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CATERING GUIDELINES

ROOM RESERVATIONS

A room reservation must be completed prior to making any food arrangements, by logging onto midas.wju.edu.

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 (2) 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 20% 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 Benedum Room or call 304.243.2285.

Information that would be helpful in making your arrangements:

- Theme of, or reason for, your event?
- Vegetarian meals or special dietary meals needed?
- Special layout needs (reserved seating, head tables, skirting)?
- Weather. Is a rain site required?
- China or disposable service?
- If you need beer, wine or alcohol for your event, please see our alcohol policy for details on what services we offer.
- Style of service (i.e., served, buffet, carry-out, delivery setup)?
- Program details. (awards ceremonies, speakers, etc.)
- Floral arrangements and centerpieces?
- Budget parameters?
- Form of payment (i.e., budget number, direct billing, cash)?

ROOM SET UP, A/V AND I.T. NEEDS

If you require any special room layout or design, tables or chairs, screens, DVD or CD players, please place your work order as soon as possible, so that Facilities and I.T. may accommodate your needs.

TYPES OF SERVICE

- **Served** — All courses are served at your table. Depending on time constraints of your event, the salad and/or dessert courses may 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 three (3) business days (i.e., Wednesday for Monday) prior to the event. Multiple entrées may incur an additional charge based on the complexity of the entrées. This excludes any vegetarian requests from your party.
- **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. 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.
- **Delivery drop-off** — Deliveries made on campus with no setup required, as well as no return pickup/cleanup. A delivery fee will be added to any order under \$25.00. Drop-off cannot occur if the menu requires reusable equipment. Delivery times are available between 8:00 A.M. and 5:00 P.M. Any delivery before or after these times may incur an additional charge dependent on time and guest count.
- **Delivery setup/pickup** — Deliveries made on campus with a setup required. Please be sure to order adequate tables from Facilities for food and beverage service and have them set up at least three (3) hours before the event is to begin. We will set up approximately 15 minutes before your event is to begin unless instructed otherwise. If you need the event picked up promptly at the ending time, please be sure to indicate that when you arrange for catering service. A delivery fee will be added to any order under \$50.00. Delivery times are available from 8:00 a.m. to 5:00 p.m. Any delivery before or after these times may incur an additional charge dependent on time and guest count. Pricing includes the pickup of all equipment. All equipment is the sole property of Dining Services and must be secured by the customer until picked up by our staff. Any equipment not returned or returned damaged will be charged full replacement cost.
- **Dining Hall and Retail Meal Vouchers** — For those clients who would prefer taking a group to the Benedum Room or Campus Coffee during regular business hours, Dining Services provides meal vouchers. Please contact the Dining Office at 304.243.2320, or rcoyne@wju.edu with your campus P.O.#, so we know in advance if large groups are going to be using our facilities, in order to prepare for and provide the best service. All of our operations accept cash and credit cards at the door.

- **Pickup service** — Carry-out service may be arranged for items you wish to pick up from Dining Services. Please see our Short Notice Catering Guide for a list of options available for pick-up. You are responsible for the prompt return of any equipment that has been used at your event. Your account will be charged for any equipment that has been damaged or is not returned within two (2) business days from the date of your 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:

- Tablecloths: \$7.00 each
- Napkins: \$1.00 each
- Skirting: \$10.00 each

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.

BAR SERVICE

Parkhurst Dining at Wheeling Jesuit University has three (3) tavern licenses on campus for the following buildings:

- **Swint Hall** — covering the Benedum Room, The Rathskellar, Troy Theater, and the student lounge on the 2nd floor
- **C.E.T. building** — The Recital Hall and Gallery & The Erickson Room
- **The McDonough Center** — Main Lobby, Performance Gym, and The Auxiliary Gym.

Our licenses **ONLY** permit the sale of Beer & Wine. Per WV state Alcohol Beverage Control Laws, hard alcohol is not permitted for sale or gratis at college or university sponsored events.

- **Beer and/or Wine Setup** — \$1.30 per person, and includes paper products (china is an additional cost)

Want to use The Ratt outside of normal hours of operation? No problem! We can do Faculty/Staff Happy Hours. Place your reservation for The Ratt through Midas first and then contact the Catering Department for food options. A bartender will be provided for \$25.00 per hour. Purchase of beer and wine will be cash & carry only at The Ratt for these type of events.

STAFF CHARGES

Most meals include the price of appropriate waitstaff. If an attendant is requested for an event not requiring normal waitstaff services:

- **Server/Attendant** — \$25.00 per hour (4 hour min.)
- **Chef** — \$27.50 per hour (4 hour min.)
- **Catered Event Bartender** — \$25.00 per hours (4 hour min.)

We can provide you with contact information for a licensed bartender service. You will need to make your own arrangements for a licensed bartender.

Attendant/chef charges will require one hour for setup and one hour for cleanup beyond the scheduled time of the event. This is in addition to the charges listed above.

Off-site events require a 15% service charge for labor and staffing.

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 three (3) business days prior to the event, (Wednesday in case of a Monday event.) Email acknowledgements are acceptable. 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 or send an email confirming your order.

CANCELLATIONS

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% of the cost of the event. Same-day cancellations will result in a full charge of the entire event.

PAYMENT ARRANGEMENTS

All on-campus catered events must have a valid campus B1 or Purchase Order number before the event can be processed. This account number should be given at the time the order is placed with our Catering Department. If your group does not have a campus B1 or P.O. number, we will not be able to provide your service in

a timely manner. If you are not billing through the WJU Business Office and are not WJU faculty, staff, or a current student, we require an advance deposit of 50% of the estimated cost of the event at least 2 weeks prior to your event date. The balance is due at the time of the event paid by cash, check, or credit card. We will have a final bill for your event when you arrive, with all additional charges (i.e., linens, additional labor, rentals, room set-up charges, etc., and final guest count).

FOOD SAFETY

Parkhurst Dining at Wheeling Jesuit University takes exceptional care to follow recommended proper food handling procedures in the best interests of our clients and guests to help reduce the risk of foodborne illness. As such, we have certain service guidelines designed to help us maintain this high level of food safety practice. These guidelines include not serving or making available for service any food or beverage that was not produced or supplied by Wheeling Jesuit University Dining or one of our approved vendors; adhering to time limits that food may be held safely for service; limiting the service of certain foods only to those locations and conditions under which food safety guidelines can be upheld; and keeping guests from removing perishable foods from functions for later consumption. These and other guidelines have been put in place to help protect you and the University from the risks of foodborne illness. On your invitation, please ask your guests to R.S.V.P., informing you of any food allergies or dietary restrictions. It is important for us to know whether your guests have an allergy, intolerance, or lifestyle restriction so that we may be sure that they have an enjoyable experience at your event. The Director of Catering or the Executive Chef can provide all details of the menu items and their list of allergens. Many of our menu items may be modified to meet your guests' needs. Our professional Catering Department and Executive Chef are happy to assist with all of your guests' dietary needs. Feel free to contact us with additional information or to discuss guest diet needs at catering@wju.edu or 304.243.2117. Diet restriction meal choices must be selected three business days prior to event.

NOTES

The Catering Department reserves the right to substitute items based on product availability. We will make every attempt to inform you of this change as far in advance as possible. Please discuss any special dietary requirements with the Catering Director.



AT PARKHURST, WE WILL ALWAYS CONDUCT OUR BUSINESS WITH THE HIGHEST ETHICAL STANDARDS. WE CONTINUE TO EXPAND OUR ROLE AS A SOCIALLY RESPONSIBLE COMPANY AND PROVIDE EXCEPTIONAL CULINARY EXPERIENCES. AT PARKHURST, WE STRIVE TO BE THE PREMIER CONTRACT DINING SERVICE PROVIDER IN OUR REGION. OUR SUCCESS IS A RESULT OF PASSION FOR OUR GUESTS AND COMMITMENT TO THE PLACE IN WHICH WE LIVE AND WORK. WE HAVE BECOME A BETTER NEIGHBOR AND ACTIVE CONTRIBUTOR BY SUPPORTING OUR LOCAL COMMUNITIES AND CULTIVATING PERSONAL RELATIONSHIPS.

THE PARKHURST PHILOSOPHY

WHAT WE DO MAKES A DIFFERENCE!

WE NURTURE OUR GUESTS BY:

- Using ingredients that are fresh, whole, and prepared in a healthy and nutritious way
- Purchasing at least 20% of our produce from local farmers, growers and cooperatives
- Creating innovative menu options that include more healthful options
- Training our staff on proper techniques to ensure we are serving a safe product

WE SUPPORT OUR LOCAL COMMUNITIES BY:

- Purchasing from local growers, food producers, and artisans
- Contributing five percent of our pre-tax earnings to non-profit community initiatives
- Volunteering at local food banks and soup kitchens
- Partnering with the National Society of Minorities in Hospitality
- Encouraging internships from local schools

WE SUSTAIN OUR ENVIRONMENT BY:

- Converting our spent fryer oil into bio-diesel fuel
- Partnering with Seafood Watch to increase our use of sustainable seafood
- Offering options of fair trade coffees
- Promoting the reduction of styrofoam use
- Using biodegradable containers for our "On the Go!" program