

WOU



2016-2017

CATERING

LEADING IN GOOD TASTE

PHONE: 503-838-8639 - AFTER HOURS: 503-838-8663 ☎ FAX: 503-838-8500 ☎ email: cater@wou.edu
<http://www.wou.edu/housing/catering/>



Western Oregon
UNIVERSITY

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GENERAL INFORMATION

- We specialize in meeting the foodservice needs of the Western Oregon University community with catering that is unique and not offered by other foodservice outlets. WOU Catering offers a variety of options. Customized service ranging from boxed lunches to “no frills” catering service and all the way through to gracious dining.
- Please review this guide carefully so the WOU Catering office can help make your event a success.
- For questions or assistance with planning your event, menu selection, special orders, special diets or billing concerns, call the Catering office at 503-838-8639. We look forward to serving you and your guests.

A confirmation of your catering order will be sent to you; please review the copy to confirm that the information is correct.

Thank you for choosing WOU Catering!

CAMPUS FOOD GUIDELINES

WOU Catering is the primary food vendor for all catered University events and the exclusive caterer for events in the Werner University Center. University departments, clubs or groups are not required to use WOU Catering for events held at the Gentle House.

For further details, please refer to the “Campus Food Policies” on the Policy Council webpage, under the Student Affairs tab. <http://www.wou.edu/policycouncil/view-policy/?ppolicyid=129>

If you plan to provide your own refreshments for your event, you must complete and submit a Campus Dining Food and Beverage Approval Form (Access this form via the link above - scroll to Campus Food Policy.)

BILLING INFORMATION

- Campus Departments may pay for catering by journal vouchers entered by the catering department. After the event, a copy of the J.V. will be sent to the department billed.*
- Other billing options include paying by cash or having the amount billed to you afterwards. Please notify Catering if you need another arrangement.
- All items invoiced to an outside organization will be assessed a 7% processing fee to cover costs of billing.
- Off-campus and personal events require a 50% down payment when the event is confirmed. For off-campus and personal events the contact person will be sent an invoice for the remaining amount and payment will be due 15 days from the time of billing.
- Please call 503-838-8439 if there are any questions regarding invoice billing.

* If you choose to have your event billed to a department index, you will need to submit the [“Non-Travel Meals and Refreshments Pre-Approval form”](#) (Scroll to “Non-Travel Meals, Refreshments, and Hospitality Expenses” under OUS TRAVEL POLICIES) to the Business Office for approval.

ROOM RESERVATIONS

- Please make room reservations in advance by contacting the Werner University Center at 503-838-8261, alternatively, you can go online to <http://www.wou.edu/wuc/facility-reservations/policies-and-information/> Click www.wou.edu/astra to make an online reservation request
- To reserve Gentle House call the Office of Gentle House at 503-838-8673.

MENU CHOICES AND AVAILABILITY

- Call the Catering office directly at 503-838-8639 to plan your menu. **Note:** Requests for pricing for items that are not currently listed in our catering guide may take up to 5 business days to be completed. ***Please plan accordingly!***
- Adjustments to menus can be made to accommodate special dietary needs*. Please let us know if this will be necessary when you are booking your party.
- Catering orders require at least 10 business days in advance of the event.
- Orders placed less than 7 business days before the event will be charged an Express Service fee equal to 15% of the total bill, with a \$5.00 minimum.
- If cancellations are received less than ***five working days*** before the event, an amount equal to 50% of the guarantee OR actual costs to Catering will be charged to cover expenses that may have already been incurred by the Western Catering Department.

TASTING MENUS

To assist you in your planning process, our catering staff is eager and willing to work to develop menu items to meet special requests. These special items are available for tasting prior to your event to ensure your satisfaction. *Please schedule any tasting requests at least 2 weeks prior to your actual event.*

- All special request menu tastings will be charged to the booking organization at minimum rate of \$2.50 per person per request (*or the actual cost of food, whichever is greater*).

LINEN

- Linens are provided for food and beverage buffet stations. Breakfast, Lunch and dinner meal service include table linens and linen napkins for guest tables.** White tablecloths with red napkins are our standard colors. Please contact the Catering Coordinator for additional color choices.
- Pricing for additional linens: Tablecloth \$6.00 Napkin \$.45

NOTE: *Guest table linens are not provided for Brown Bag Lunches, To-Go items, Pizza and Breakfast on the Run*

GUEST COUNTS

- Final counts need to be confirmed a minimum of 5 working days prior to the event. If no final updates are made, the guest count from the initial confirmation will be used.
- For counts greater than the guaranteed number, we will do our best to provide a comparable meal and service.

DELIVERY CHARGES

- \$20.00 - For delivery of orders outside the Werner University Center but on Campus.
- \$30.00 - For delivery of orders requiring use of Catering transportation.
- You **may** make arrangement with the Catering Department to pick up your own order, in which case, no delivery fees will be charged. *Equipment needs to be returned within 24 hours or an equipment charge of 10% per day will be added to your billing.*

* *Gluten Free can be substituted on any item for an additional charge per person.*

** *Orders places with less than five business days notice may not have linens for the event.*

ALCOHOL

- If you would like to serve beer and/or wine at your event you may do so, as long as you abide by the guidelines in the “Alcoholic Beverages, Possession and Consumption” policy found here: <http://www.wou.edu/policycouncil/view-policy/?ppolicyid=129>

In addition,

- One bartender for every 50 guests will be provided at a cost of \$25.00 per bartender per hour.
- Wine or beer that is not purchased through Western Oregon University will first require approval from the Food and Beverage Director (Albert Worotikan - worotikana@mail.wou.edu) as well as a \$5.00 corkage fee per opened bottle of wine, \$1.00 per bottle of beer and \$25.00 per keg of beer.
- Please submit any requests for alcohol service at least 3 weeks prior to the event to ensure University approval.

LEFTOVER FOOD

- Due to Health Department Guidelines, food left over from a catered function becomes property of WOU Catering and cannot be issued to guests after the event.

SERVICE STYLE

Our standard service is Buffet Style, which can be either paper or china for no additional charge (for events booked within the Werner University Center). Please review our service styles below and specify your preference when booking your event.*

STANDARD BUFFET:

All plates, silverware and glasses are set up at buffet station(s). Guests serve themselves buffet style.

BUFFET WITH PRESET TABLES: Additional cost: \$1.50/person

Guests serve themselves buffet style, but tables are pre-set with glassware, silverware and/or plates.

PLATED, SERVED MEAL: Additional cost: \$3.00/person:

There is no buffet line/service. Guests are seated at tables and served there.

** Buffet Style: Enough food will be prepared to serve all guests. Once all guest have gone through the buffet line, if there is any food remaining, guests will have the opportunity to enjoy additional servings.*

BEVERAGES

REGULAR & DECAF COFFEE - <i>(Please order by air pot, or in 2.5 gallon increments)</i>	
	\$ 32.95 per 2.5 GALLON <i>(approx 37 servings)</i>
	\$ 8.95 per AIR POT <i>(approx 8 servings)</i>
HOT TEA	\$ 8.95 per AIR POT
<i>Includes: Assorted Tea Bags and Cocoa Packets</i>	
HOT CHOCOLATE	\$ 9.95 per GALLON
ICED WATER	\$ 1.00 per PITCHER
	\$ 2.50 per GALLON
ICED TEA	\$ 9.90 per GALLON
<i>Includes: Sugar & Lemons</i>	
APPLE or ORANGE JUICE	\$13.95 per GALLON
LEMONADE	\$10.95 per GALLON
STRAWBERRY LEMONADE	\$13.95 per GALLON
BOTTLED OCEAN SPRAY JUICE	\$ 2.00 EACH
BOTTLED SNAPPLE or NANTUCKET NECTARS	\$ 2.50 EACH
1/2 LITER BOTTLED WATER	\$ 1.50 EACH
CANNED SOFT DRINKS	\$ 1.25 EACH
MILK (Half Pint Boxes)	\$.80 EACH
SPARKLING CIDER (MARTINELLI'S)	\$ 5.95 BOTTLE <i>(approx 6 servings)</i>

BREAKFAST MENU

- MEALS ON THIS PAGE INCLUDE COFFEE, TEA AND WATER UNLESS NOTED OTHERWISE
- ALL MEALS SERVED BUFFET STYLE, UNLESS SERVICE IS REQUESTED
- FOR SERVED MEALS, PLEASE ADD \$3.00 per PERSON

FRESH FRUIT, Whole \$.85 EACH

CONTINENTAL BREAKFAST \$ 7.50

Includes your choice of Assorted Pastries, Fresh Cut Fruit and Juice

Choose from Mini Muffin, Bite-sized Scone, or Mini Bagel with Cream Cheese

WESTERN BREAKFAST \$ 8.95

Includes Scrambled Eggs, Breakfast Potatoes, Bacon or Sausage and a Biscuit

COUNTRY BREAKFAST \$ 8.95

Biscuits and Gravy, Scrambled Eggs and Herb and Garlic Breakfast Potatoes

BREAKFAST SCRAMBLE \$ 8.95

Served with Breakfast Potatoes. Includes: Scrambled Eggs, Peppers, Mushrooms, Onions and Cheddar Cheese.

Add Ham, Bacon or Sausage \$ 2.00 per serving

Yoplait Yogurt Cups \$ 1.50/cup

SANDWICHES and SALADS

- ALL SANDWICHES & WRAPS BELOW INCLUDE LETTUCE, TOMATO & CHEESE

DELUXE BROWN BAG LUNCH \$ 11.95

Includes a Sandwich or Wrap of your choice (Turkey, Ham, Roast Beef, or Veggie), Apple, Chips, Salad of the Day, Otis Spunkmeyer Cookie and a Soda, Juice or Bottled Water.

BASIC BROWN BAG LUNCH \$ 8.95

Includes a Sandwich or Wrap of your choice (Turkey, Ham, Roast Beef, or Veggie), Apple, Chips, and a Soda or Bottled Water.

MAKE YOUR OWN SANDWICH \$ 12.95

Includes Turkey, Ham, Roast Beef and Hummus, 2 Cheeses, Lettuce, Tomato, Pickle, Onion, Mayo, Mustard, Potato or Pasta Salad & Chips.

CHICKEN CAESAR SALAD \$ 10.25

Seasoned Chicken, Romaine, Croutons and Parmesan Cheese - Tossed with Caesar Dressing. Served with Roll, Coffee, Tea, and Ice Water.

TRADITIONAL CHEF'S SALAD \$ 10.25

Turkey, Ham, Swiss and Cheddar Cheese, Sliced Egg, Tomatoes and Red Onion with Ranch and Balsamic Vinaigrette Dressings. Served with Roll, Coffee, Tea, and Ice Water.

COBB SALAD \$ 10.25

Chicken Breast, Bacon, Egg, Tomato & Bleu Cheese Crumbles and your Choice of Dressing. Served with Roll, Coffee, Tea, and Ice Water.

ASIAN CHICKEN SALAD \$ 10.25

Marinated Chicken, Chinese Cabbage, Asian Vegetables, Mandarin Oranges and Chow Mein Noodles tossed with Ginger Sesame Vinaigrette Dressing. Served with Roll, Coffee, Tea, and Ice Water.

LUNCH & DINNER ENTREES

- MEALS ON THIS PAGE INCLUDE COFFEE, TEA AND WATER
- ALL MEALS SERVED BUFFET STYLE, UNLESS SERVICE IS REQUESTED
- FOR SERVED MEALS, PLEASE ADD \$3.00 per PERSON

BBQ PORK OR CHICKEN SLIDERS \$ 9.95
With Baked Beans, Coleslaw and Corn on the Cob.

CHICKEN OR CHEESE ENCHILADAS \$ 12.95
Southwest Bean and Corn Blend, Spanish Rice, Tortilla Chips and House-Made Pico de Gallo.

PASTA SELECTIONS..... \$ 12.95

YOUR CHOICE OF TWO PASTAS WITH TWO SAUCES - Served with Salad and Garlic Toast

Pasta Choices: Garden Rotini, Cheese Tortellini, Fettucini, or Cheese Stuffed Pasta Shells

Sauce Choices: Roasted Vegetable Marinara, Alfredo, or Italian Meat Sauce.

Add Meatballs - \$ 1.00 per serving

Add Chicken - \$ 1.50 per serving

TACO SALAD \$ 10.25

Includes Seasoned Beef or Chipotle Chicken, Vegetarian Refried Beans, Lettuce, Tomato, Olives, Onion, Jalapeño Pepper, Cheese, Sour Cream, Salsa, Tortilla Chips.

BBQ..... \$ 8.50

Choice of: Grilled Hamburger, Cheeseburger, Garden burger or Hotdog. *Please specify how many of each selection you will need for your order.* Includes Lettuce, Tomato and Onion, Ketchup, Mustard and Relish. Potato Chips, Lemonade and Water. *(Does not come with coffee)*

ENTREES (Continued)

- ALL MEALS ON THIS PAGE INCLUDE CAESAR OR GREEN SALAD AND BREAD, COFFEE, TEA AND WATER
- ALL MEALS SERVED BUFFET STYLE, UNLESS SERVICE IS REQUESTED
- FOR SERVED MEALS, PLEASE ADD \$3.00 per PERSON

CHICKEN DINNER \$ 12.95

Includes Chicken Breast (see choices below) Vegetable and your choice of Rice Pilaf, Pasta, or Potato

CHOOSE FROM:

- | | | |
|------------|----------------|---------------------|
| ■ TERIYAKI | ■ SOUTHWEST | ■ CHICKEN BRUSHETTA |
| ■ CITRUS | ■ HERB ROASTED | |

PRIME RIB (*Minimum of 12 people*) Market Price

Includes Baked or Mashed Potato, Seasonal Vegetables, au jus and Horseradish Sauce.

KALHUA PORK or TERIYAKI CHICKEN \$ 12.95

Served with Rice, Steamed Cabbage, Macaroni Salad and Hawaiian Roll

BEEF STROGANOFF..... \$ 13.95

Served with Parslied Egg Noodles and Vegetables.

ROAST TURKEY with Gravy \$ 13.95

Roasted Turkey Breast served with Mashed Red Potatoes, Apple Stuffing and Seasonal Vegetables.

YAKI SOBA NOODLES \$ 10.25

Includes Chicken and Vegetables, served with Salad, Mini Egg Roll and Hawaiian Roll.

With Shrimp \$ 12.95

BAKED POTATO BAR \$ 9.25

Choice of Regular or Sweet Potato served with Steamed Vegetables,
Shredded Cheese, Sour Cream, Bacon Bits and Green Onions.

With Vegetarian Chili \$ 10.25

VEGETARIAN SELECTIONS

- AVAILABLE FOR LUNCH OR DINNER SERVICE
- ALL MEALS ON THIS PAGE INCLUDE SALAD AND BREAD, COFFEE, TEA AND WATER
- ALL MEALS SERVED BUFFET STYLE, UNLESS SERVICE IS REQUESTED
- FOR SERVED MEALS, PLEASE ADD \$3.00 per PERSON

STUFFED GREEN PEPPERS \$ 11.95

Bell Pepper filled with Brown Rice Pilaf (vegan and gluten free).

Served with Vegetables

PORTOBELLO MUSHROOM \$ 12.25

Portobello Mushrooms with a Gorgonzola Cheese and Balsamic Reduction, Potato or Rice and Fresh Vegetables

PASTA PRIMAVERA \$ 11.95

Seasonal Vegetables, Tomatoes, Basil, Garlic and Parmesan Cheese

EGGPLANT PARMESAN \$ 12.95

Panko crusted Eggplant with Mozzarella Cheese, Pasta, Vegetables and Marinara Sauce.

ROASTED VEGETABLE MACARONI & CHEESE \$ 13.25

Herb roasted Vegetables and Fresh Vegetables tossed with Fresh Herbs then baked with Macaroni Pasta and Three Cheeses

PIZZA MENU

PIZZA SELECTIONS (16 INCH PIZZA, CUT INTO 8 SLICES)*:

1.) BBQ CHICKEN \$18.95

Chicken tossed in BBQ Sauce with Roasted Red Peppers and Onions, then topped with a blend of Italian Cheeses (Mozzarella, Cheddar and Provolone)

2.) CANADIAN BACON & PINEAPPLE \$17.95

Canadian Bacon & Pineapple with pizza sauce and a blend of Italian Cheeses (Mozzarella, Cheddar and Provolone)

3.) CHEESE \$14.95

Pizza sauce with a blend of Italian Cheeses (Mozzarella, Cheddar and Provolone)

4.) GREEK \$16.95

Olives, Onion, Tomato, Spinach, Pepperoncini, Mozzarella and Feta cheese

5.) PEPPERONI \$16.95

Pizza Sauce, Pepperoni and a blend of Italian Cheeses (Mozzarella, Cheddar and Provolone)

6.) TACO \$18.95

Chicken or Beef taco meat, Refried Beans, Tomatoes, Jalapenos, Cheese, Onion, Pepper Jack and Mozzarella Cheeses

5.) VEGETARIAN \$16.95

Pizza Sauce with Mushrooms, Olives, Roasted Pepper and Onion topped with a blend of Italian Cheeses (Mozzarella, Cheddar and Provolone)

6.) GOURMET VEGETARIAN \$22.95

Mushrooms, Artichokes, Roasted Pepper and Onion, Kalamata Olives, Grape Tomatoes, Spinach, Mozzarella and Feta Cheese

7.) ALL THE FIXINS' \$22.95

Choose from 5 ingredients below

PIZZA INGREDIENT CHOICES: \$ 1.25 each (When adding separately)

Artichokes, Black Olives, Canadian Bacon, Chicken, Feta Cheese, Grape Tomatoes, Green Peppers, Kalamata Olives, Mushrooms, Onions, Pepperoni, Pineapple, Spinach, Tomatoes

ADD AN ITALIAN GREEN - OR - CAESAR SALAD \$ 2.50 per PERSON

*Pizza selections do NOT include table linens. Table linens are available at an additional cost. If you want table linens with your catered pizza order, please request that when placing your order.

APPETIZERS & SNACKS

- MINIMUM ORDER OF 10 PEOPLE. *Artfully prepared on reception-appropriate trays.*

	SMALL: SERVES 10-15	MEDIUM: SERVES 20-25	LARGE: SERVES 30-35
GOURMET CHEESE & CRACKER DISPLAY	\$29.50	\$59.50	\$79.50
FRESH VEGETABLE TRAY WITH RANCH	\$25.50	\$45.50	\$65.50
VEGETABLE TRAY WITH HUMMUS & PITA	\$32.00	\$62.00	\$82.00
FRESH ASSORTED FRUIT TRAY	\$29.50	\$59.50	\$79.50
GRAPE & CHEESE PLATTER	\$29.50	\$59.50	\$79.50
DELI MEAT & CHEESE TRAY w/CRACKERS	\$35.00	\$65.00	\$85.00

- MINIMUM ORDER OF 10 PEOPLE

POTATO CHIPS WITH DIP.....	\$ 2.00 per PERSON
TORTILLA CHIPS AND SALSA	\$ 2.50 per PERSON
PITA CHIPS WITH HUMMUS	\$ 2.75 per PERSON

- MINIMUM ORDER OF 35 PEOPLE

CHICKEN SATAY with Thai Peanut Sauce	\$ 2.55 per PERSON
MEATBALLS (BBQ, TERIYAKI OR SWEET & SOUR)	\$ 2.25 per PERSON
MINI QUICHE	\$ 2.00 per PERSON
MINI SANDWICHES (SERVED ON MINI CROISSANTS)	\$ 3.95 per PERSON
PINWHEEL SANDWICHES	\$ 1.75 per PERSON
STUFFED MUSHROOMS.....	\$ 1.25 per PERSON
STUFFED CHERRY TOMATOES.....	\$ 1.25 per PERSON
SPRING ROLLS	\$ 1.75 per PERSON
SPANIKOPITA	\$ 2.00 per PERSON
MINI SAUSAGE PUFFS	\$ 1.50 per PERSON
CHILI POPPERS	\$ 1.50 per PERSON

BAKED GOODS & DESSERTS

BROWNIE BITES	\$.85 EACH	
BLONDIE BITES	\$.85 EACH	
LEMON BAR BITES	\$.85 EACH	
CHOCOLATE COVERED STRAWBERRIES (SEASONAL)	MARKET	
COOKIES	\$.75 EACH	
CUPCAKES	\$ 1.50 EACH	
APPLE OR PEACH CRISP	\$ 2.25 EACH	
FRUIT COBBLER	\$ 2.25 EACH	
TRIPLE BERRY OR MARION BERRY		
MINI CHEESECAKE with Topping (chocolate, strawberry or caramel)	\$ 2.95 EACH	
CAKE (SLICE)	\$ 3.25 EACH	
<ul style="list-style-type: none"> • TUXEDO - Black and White Cake in a Rich, Decadent Robe of Darkest Chocolate. • ORANGE CREAMSICLE - Vanilla Cake Drizzled with Orange Icing and then frosted with Buttercream. • TIRAMISU - White Cake Layerd with Whipped Cream, Marscapone Cheese and Espresso - all frosted with More Whipped Cream. 		
PETITE PASTRIES	\$ 1.25 per PERSON	
CHOOSE FROM: PECAN STREUSEL, TRIPLE BERRY AND DANISH		
NEW YORK BAGELS (sliced) WITH CREAM CHEESE	\$ 2.25 EACH	
MINI BAGELS WITH CREAM CHEESE	\$ 1.25 EACH	
MINI MUFFINS	\$.75 EACH	
SCONES	SMALL (2.5 oz.):	\$ 1.50
Blueberry, Chocolate Chip, Cinnamon and Cranberry Orange	BITE SIZED (1.25 oz.):	\$ 1.00
ASSORTED DONUTS	\$ 1.50 EACH	
Twists, Rings, Maple Bars		

**SWEET TOOTH? WE OFFER SEASONAL DESSERTS OPTIONS - ASK US!
IF YOU DON'T SEE WHAT YOU WANT, LET US KNOW!**

SPECIAL OCCASION CAKES: Please Inquire: 503-838-8639, cater@wou.edu