

# **Wor-Wic Community College**

## **Catering Guide**

**Effective 7/15/2023**

**Hazel Center 1<sup>st</sup> Floor**

**410-334-2960**

**[Catering@worwic.edu](mailto:Catering@worwic.edu)**

**Catering services provided by**



# Welcome

Thank you for considering Wor-Wic Community College for your catering needs. Please find our catering packages within this guide as a suggestion for your event. In addition to these packages, you will find single items with per piece pricing to create your own menu, which works well with tight budgets. We welcome the opportunity to assist you in planning your next event, and even creating a custom menu as needed. We ask that we receive a minimum of one full 7 day week notice for all requests. For large or intricate functions, please schedule an appointment at least 2 full weeks ahead to execute a successful catering for all parties involved. It is our goal to satisfy not only the guest, but the host as well.

We look forward to serving you.

Sodexo Catering Staff



# Breakfast

## Boxed Breakfast

Assorted Muffin or Large Danish  
Whole Fresh Fruit  
Bottled Water  
**\$6.50 per box**

## Quick Start

Fresh Brewed Rise Up Coffee  
and Hot Tea Service  
Assorted Juices  
Choice of 2 bakery items:  
Muffins, Croissants, Danish  
**\$8.25 per guest**

## Continental Delight

Fresh Brewed Rise Up Coffee  
and Hot Tea Service  
Assorted Juices  
Seasonal Fresh Cut Fruit Salad  
Choice of 2 Bakery Items:  
Muffins, Croissants, Danish.  
**\$10.25 per guest**

## Eastern Shore Favorite

Fresh Brewed Rise Up Coffee  
and Hot Tea Service  
Assorted Juices  
Seasonal Fresh Cut Fruit Salad  
Scrambled Eggs  
Choice of Bacon or Sausage  
Hash Brown Potatoes  
French Toast with Syrup  
**\$11.50 per guest**  
**\$12.50 for both sausage and bacon**

## Healthy Choice

Vanilla and Strawberry Yogurt  
With Seasonal Berries  
Granola to Top  
Whole Grain Fruit and Granola Bars  
Bottled Water and Fruit Juices  
**\$10.25 per guest**

## Arranged Sliced Fruit Platters

Small (12-15 guests)	\$35.00
Medium (16-25 guests)	\$65.00
Large (26-32 guests)	\$90.00

# Lunch

## Boxed Lunch

Assorted Deli Sandwich on a Kaiser Roll  
Bag of Assorted Potato Chips  
Whole Fresh Fruit  
Pack of Fresh-Baked Cookies  
Canned Soda or Bottled Water  
**\$11.00 per box**

## Deli Sandwich Platters

Platters are priced per piece, not per person.  
3-inch Sub Sections \$2.65 per section  
Tortilla Wrap Halves \$2.65 per half  
Choose from Italian, Egg Salad, Ham & Cheese,  
Turkey & Cheese, Tuna Salad or Chicken Salad.  
Sandwiches will come with lettuce & tomato.  
Condiments on the side.

## Tossed Garden Salad Buffet

Fresh Mixed Greens Tossed with  
Tomato, Carrot, Red Cabbage, and  
Cucumber. Dressing and Croutons on the  
Side. Fresh Fruit Salad, Dinner Rolls and  
Choice of Soda and Water  
or Lemonade and Iced Tea.  
**\$9.25 per guest**

## Grilled or Crispy Chicken Caesar Salad

Strips of Chicken of Your Choice  
Over Romaine, Parmesan Cheese,  
Croutons and Dressing.  
Fresh Fruit Salad, Dinner Rolls and  
Choice of Soda and Water  
or Lemonade and Iced Tea.  
**\$12.25 per guest**

## The Sandwich Buffet

Mixed Greens Salad with Dressings  
Assorted Pre-Made Sandwiches on  
Assorted Breads  
Condiments and Toppings on the Side  
Fresh-Fried Potato Chips  
Assorted Cookies or Brownies  
Canned Soda and Bottled Water  
or Iced Tea and Lemonade  
**\$13.00 per guest**

## Finger Sandwich Luncheon

Assorted Finger Sandwiches  
(*Pinwheel Wraps, Turkey Club Triangles,  
Tuna and Ham on Mini Croissants, Chicken  
Salad Sliders, 3 finger sandwiches per guest*).  
Choice of two: Potato Salad, Cole Slaw,  
Pasta Salad or Potato Chips.  
Assorted Cookies or Brownies  
Canned Soda and Bottled Water  
or Iced Tea and Lemonade  
**\$13.00 per guest**

## Lunch - continued

### The Picnic

Hamburgers, Cheeseburgers & Hot Dogs  
Tray of Lettuce, Tomato, Onion &  
Pickles  
Baked Beans  
Cole Slaw  
Fresh-Fried Potato Chips  
Condiments  
Assorted Cookies or Brownies  
Canned Soda and Bottled Water  
Or Iced Tea and Lemonade  
**\$13.50 per guest**

### The Country Barbecue

Fried Chicken  
Pulled Chicken or Pork BBQ on a Bun  
Potato Salad, Cole Slaw  
Corn on the Cobb  
Baked Beans  
Choice of Apple Pie, Peach Cobbler  
or Strawberry Shortcake  
Canned Soda and Bottled Water  
or Iced Tea and Lemonade  
**\$17.50 per guest**

### Mexican Fiesta

Make Your Own Taco Bar:  
Soft Flour Tortillas  
Choice of Seasoned Ground Beef  
or Seasoned Chicken Strips  
Diced Tomato, Onion, Shredded Cheese,  
Sour Cream, Guacamole, and Lettuce  
Nacho Chips with Salsa  
Canned Soda and Bottled Water  
or Iced Tea and Lemonade  
**\$ 13.50 per guest**

### Pizza

Whole Cheese Pizza	\$20.00
Whole Pizza with Topping	\$24.00

Available toppings:  
Pepperoni, Sausage, Ham,  
Pineapple,  
Green Pepper, Onion,  
Tomato,  
Olives, Sweet Peppers,  
Buffalo Chicken

# Break Packages

## The 7<sup>th</sup> Inning Stretch

Carrot, Celery, and Cucumber Slices  
with Dip  
2 Finger Sandwiches per Guest  
Bowl of Pretzels  
Assorted Cookies or Brownies  
Fresh Brewed Coffee and Hot Tea  
Service  
Bottled Water, Juices, and Canned Soda  
**\$11.00 per guest**

## Sweets & Treats

Assorted Fresh-Baked Cookies  
Brownies  
Whole Fruit or Fresh Cut Fruit Salad  
Fresh Brewed Coffee and Hot Tea  
Service  
Bottled Water, Juices, and Canned Soda  
(Additional variety of sweets are available  
for parties of 30 or more)  
**\$8.00 per guest**

## Cheese & Crackers

Sliced Cheese:  
Sharp Cheddar, Smoked Gouda,  
Pepper Jack, Brie, Garlic & Herb Boursin  
Arranged with Assorted Crackers and  
Grape Clusters  
**\$4.35 per guest**

## Like a Rabbit

Broccoli and Cauliflower Florets,  
Cucumber Rounds, Carrot and Celery  
Sticks, Grape Tomatoes and Bell  
Peppers  
Served with Ranch and Bleu Cheese  
**\$3.50 per guest**

## Cookie Platters

Assorted Fresh-Baked Cookies:  
Chocolate Chip, Oatmeal Raisin, Sugar, Peanut Butter, Double Chocolate Chip  
**.60 per cookie**

# Hot Buffets

Each entrée includes a mixed greens salad with dressings, dinner rolls, and a choice of two side items, choice of beverage, and dessert.

## Chicken

Boneless Skinless Chicken Breast	\$14.00
Bone-in Chicken Quarters	\$14.25
Half of a Chicken	\$16.75

*Available applications: BBQ, Fried, Caribbean Jerk, Lemon Herb, Sweet & Sour, Grilled, Teriyaki, Marsala, Alfredo, Basil Pesto, Parmesan, with Country Gravy*

## Pork

Pulled Pork BBQ served with rolls	\$14.00
1/3 Rack Baby Back Ribs	\$18.00
1/2 Rack Baby Back Ribs	\$20.00

Oven Roasted Pork Loin \$14.25  
*Available applications for Pork Loin: Country Gravy, BBQ, Sweet & Sour, or Teriyaki*

## Beef

Sliced Top Round of Beef	\$14.50
Grilled Flank Steak	\$18.00
Oven Roasted Tenderloin	Market Price

*Available applications: Beef Gravy, Mushroom & Onion Gravy, Chimicurri Sauce, Horseradish Sauce*

## Seafood

Tilapia	\$14.00
Rockfish	\$16.50
Salmon	\$15.50
Seafood Pasta (shrimp, scallops, crab)	

Crab Cakes and Lobster Tail Market Price  
*Available applications: lemon butter, grilled, baked, crumb topped, roasted red pepper sauce, tartar & cocktail sauces*

## Vegetarian

Vegetable Quiche \$12.50...Vegetable Primavera Pasta \$12.00...Fried Eggplant Parmesan \$12.00

## Sides

Green Beans, Fresh Steamed Vegetable Medley, Whole Baby Carrots, Mashed Potatoes, Oven Roasted Potatoes, Rice Pilaf, Buttered Noodles, Macaroni & Cheese

## Desserts

Apple Pie, Cookies, Brownies, Peach Cobbler, Strawberry Shortcake, Vanilla or Chocolate Cake, Fresh Cut Fruit, Chocolate or Lemon Meringue Pie

## Beverages

Canned Pepsi Products and Bottled Water or Iced Tea and Lemonade

# Banquet Hors D'oeuvres

## Cold Selections

Artichoke Hummus with Toast Points	\$1.50
Olive Tapenade	\$1.50
Chilled Shrimp Cocktail	Market Price
Assorted Finger Sandwiches	\$1.65
Caprese Skewer	\$1.75
Tomato Bruschetta on Focaccia points	\$1.00
Antipasti Skewer	\$2.00
Smoked Salmon on Bagel Crisp	Market Price
Prosciutto wrapped Marinated Asparagus	\$2.50
Shrimp Salad Lettuce Wraps	\$3.00

## Hot Selections

Vegetable Spring Rolls	\$1.75
Italian Meatballs	\$1.35
Jalapeno Poppers	\$0.95
Chicken Tenders	\$1.50
Chicken Wings	\$1.75
Jerk Chicken Satay	\$1.50
Mozzarella Sticks	\$1.75
Spanakopita	\$1.50
Assorted Finger Panini's	\$1.75
Bite Sized Red Potato Skins	\$1.25
Baby Mushroom Caps with Italian Sausage	\$1.75
Chicken Cordon Bleu Bites	\$1.50
Flank Steak Satays	Market Price
Boursin Beef Crostini	Market Price
Raspberry & Brie Phyllo Bites	\$1.85
Spinach Dip <i>Minimum 20 guests</i>	\$2.50
Crab Dip <i>Minimum 20 guests</i>	Market Price
Coconut Jumbo Shrimp	Market Price
Warm Brie Wheel with Apples and Crackers <i>Serves 20 guests</i>	\$40.00



## Individually Priced Items for Your Shoestring Budget

### Beverages

Rise Up Coffee per air pot (yields 7 servings)	\$12.00
Hot Tea Service with assorted tea bags	\$9.00
Hot Cocoa	\$10.00
Bottled Water	\$1.25
Canned Pepsi Products	\$1.25
2% Milk (½ pint)	\$1.25
100% Juice Assortment	\$2.00
Gallon Iced Tea	\$9.95
Gallon Lemonade	\$9.95
Sparkling Punch Gallon	\$12.50

### Quick Snack Items

Granola Bar	\$0.79
Nutri-Grain Bar	\$1.50
Small Assorted Danish	\$1.45
Small Assorted Muffin	\$2.00
Large Assorted Muffin	\$2.49
6 oz. Yoplait Regular Yogurt	\$2.00
6 oz. Yoplait Greek Yogurt	\$3.00
Fruit Salad, 4 oz. serving	\$2.00
Soft King Pretzel	\$2.00
Cheese Sauce per oz.	\$0.85
Small Bags of Potato Chips or Pretzels	\$1.50
Corn Tortilla Chips with Salsa	\$2.50
Individually Wrapped Hot Dogs	\$2.50

## **Vouchers**

Your guests may prefer to choose their own meal or snack break. Select a monetary value for your guests to use in the Hazel Center Café. Indicate the number of vouchers needed, date, and monetary value on a Campus Cart Catering Request. Vouchers are perfect for small meetings, student groups, and tours.

## **Planning a Catered Event**

**All processes take time. Please make arrangements so all steps in the process have ample time to get the request made at least one full week before the date of the event.**

We welcome outside local businesses. Please contact Hope Ellis at [hellis@worwic.edu](mailto:hellis@worwic.edu) to confirm room availability.

## **Gather Your Event Information**

Do you have a menu in mind that is not included in this guide? Let's discuss the possibilities. Contact Sodexo Catering at [catering@worwic.edu](mailto:catering@worwic.edu) or 410-334-2960.

## **Reserve a Room**

Use the Room/Event Submission Form on the myWor-Wic portal. Add 1 hour prior to the event start time for room set up, and 1 hour after the event end time for clean up.

Questions? Contact Hope Ellis at [hellis@worwic.edu](mailto:hellis@worwic.edu).

## **Complete a Catering Request Form**

Enter a Catering Request in Campus Cart. Please allow time for supervisor approvals. Questions? Contact Angel West at [awest@worwic.edu](mailto:awest@worwic.edu).

## **Complete a Room Set-up Work Order to Facilities**

Access MySchoolBuilding from the myWor-Wic portal. Submit a work order for table and chair arrangements (classroom, oval, etc), buffet tables, podiums, etc. Please do not assume the room will automatically be set a certain way; it may not have been reset from a previous event.

## **Billing Procedures**

For college departments: By submitting a Catering Request in Campus Cart, a monthly invoice is prepared, presented to accounts payable and the account you designated on the request will be charged.

For outside guests: Sodexo will invoice the event organizer directly.

**Take Away Containers** can be provided at a rate of .35 per container needed.

**Cancellations** A final count of attendees shall be confirmed at least 3 business days prior to the event. Cancellations are also needed 3 business days prior to the event. If Sodexo is notified less than 3 business days of a cancellation, any expenses incurred become the event organizer's responsibility.

### **Labor Fees**

All catered events are set buffet style for the guests to serve themselves. If it is desired to have the catering served, or an attendant provided to assist in serving, a fee will be applied at a rate of \$25.00 for each hour a server is requested.

### **After Business Hours Fee**

If an event is held outside of The Hazel Center Café business hours, a fee of 25.00 per hour will be applied. A half hour before the event start time, the hours of the event, and a half hour after the event is scheduled to end. For example, if an event is scheduled for 4:00pm-6:00pm. The event will be charged 3:30pm-6:30pm; three hours at a rate of 25.00 per hour. Café business hours vary depending upon the time of year.

### **Minimum Guests**

A delivery fee of \$20.00 will be applied for catering requests for fewer than 15 guests.

### **Linen**

Linen tablecloths can be added to any event for \$5.00 per cloth needed. We provide white tablecloths with black accent linen. Special color requests may be quoted. Please allow two weeks' notice for special color requests. Table skirting is available in white and will be \$10.00 per table as needed. Please communicate if providing personal table coverings as pre-set up may be necessary.

### **China**

Add white china place settings with silverware and glass goblets to your catering for an additional charge of \$3.00 per guest.

### **Alcoholic Beverage Service**

If alcoholic beverage service is approved by the college, the client is responsible for obtaining a One-Day Liquor License from the Wicomico County Liquor Control Board to serve alcohol. The client shall provide all alcoholic beverages and Sodexo will provide all necessary mixers, ice, napkins, glassware, etc. All alcoholic beverages must be served by Sodexo staff and consumed in designated areas. A full bar set-up is \$3.50 per guest. Bartender fees are charged a rate of \$25.00 per hour with a mandatory inclusion of 1 hour prior and 1 hour after the

event. Proof of age is required. We reserve the right to refuse service of alcohol to any person.