

Catering

Potomac State College Dining Services is proud to present Your Guide to Catering on campus. We are here to serve you. We recognize the importance of quality and presentation and will do everything possible to make your event a success. The policies and procedures below will help ensure that success by affording us adequate time to properly prepare and present your event. As you schedule and plan your event, rest assured we will be there every step of the way. For additional information contact Potomac State College Dining Services at (304) 788-6919.

Note: Your room reservation and arrangements for tables, chairs, and AV equipment must be made separately with Donna Helton in the Conference and Events Scheduling Office at (304) 788-6920 prior to booking your event. Dining Services will work closely with Ms. Helton to coordinate the room set up.

Catering Guidelines

One Week Prior to Event:

Notice for small meetings, receptions, or refreshment breaks.

Two-Three Weeks Prior to Event:

Notice for events requiring menu selection, such as luncheons and dinners.

One Month Prior to Event:

Notice for unusually large events, those requiring custom menu planning, or those events requiring complex details. *Following these guidelines will help ensure the availability of your desired menu.*

Guarantees

An estimated number of guests must be provided at the time of your booking. The final guest count (guarantee) must be submitted at least 72 business hours prior to the event. If attendance is equal to or less than the guarantee, you will be billed for the guarantee. If attendance exceeds the guarantee, you will be billed for the actual attendance. If no guarantee is submitted, the original estimate becomes the guarantee.

PSC Dining Services Catering guarantees sufficient quantities of food and table settings to accommodate the guarantee plus five percent or a maximum of ten guests above the guarantee, whichever is less. All events with hot and/or perishable foods displayed, have a limit of a maximum service time of 2 hours. At the events end, all food and beverage remain the property of PSC Dining Services.

Event prices in this guide are based on our required minimum of 20 guests. If you wish to book a smaller event, additional costs may be added to your total depending on the individual menu and/or circumstances.

Event Cancellations

Event cancellations must be received in writing at least 72 business hours prior to the event. If you cancel after this deadline has passed, you will be billed for your guaranteed number of guests.

Sandwiches & Wraps

All sandwiches and wraps come with dill pickle and choice of potato salad, cole slaw, pasta salad, or potato chips. Drinks and desserts are NOT included and must be ordered separately.

PSC Club Sandwich.....\$8.95

A nice triple-decker sandwich with layers of thinly sliced smoked turkey, sugar cured bacon, Swiss cheese, fresh leaf lettuce, and sliced tomato on whole wheat bread

Catamount Sandwich.....\$8.95

Thinly sliced deli ham, hard salami, smoked turkey breast, and pepper jack cheese topped with fresh leaf lettuce, sliced tomato, and Dijon mustard on a Kaiser roll

Annie Oakley.....\$8.95

A delicate French croissant filled with our special recipe tuna salad and American cheese topped with sliced tomato

Bonnie and Clyde.....\$8.95

Thinly sliced corned beef, smoked turkey breast, and Swiss cheese topped with cole slaw and sliced tomato served on rye bread

Classic Roast Beef & Cheddar.....\$8.95

Piles of thinly sliced roast beef on top of Wisconsin cheddar cheese, topped with BBQ sauce and served on an onion roll.

Italian Combo.....\$8.95

Deli ham, salami, bologna, and provolone cheese topped with shredded lettuce, sliced tomato, black olives, and Italian dressing served on a sub roll

Grilled Chicken Wrap.....\$8.95

Strips of grilled chicken breast, shredded lettuce, baby spinach, sliced tomatoes, shredded cheddar and Caesar dressing on a jalapeno cheese wrap

Turkey Waltz Wrap.....\$8.95

Thinly sliced smoked turkey, provolone cheese, shredded lettuce, sliced tomato, shredded carrots, sliced cucumber and ranch dressing on a spinach wrap

Vegetarian Delight.....\$8.95

A combination of baby spinach, sliced tomatoes, sliced cucumbers, red onion, black olives, and shredded carrots topped with our oil and vinegar dressing in a sun-dried tomato wrap



Cold Hors D'oeuvres

Relish Tray (\$2.75/person) *includes green olives, kalamata olives, banana peppers, dill pickles, & jalapeno peppers*

Seasonal Vegetable Tray with dip (\$2.75/person)

Seasonal Fresh Fruit Tray with dip (\$2.75/person)

Cheese & Cracker Tray (\$3.00/person)

Pineapple Cheese Ball with crackers (\$3.00/person)

Chocolate Fountain with Fruit & Cheese Display (\$4.75/person for a minimum of 25)

Deviled Eggs (\$12.95/dozen)

Tea Sandwiches (\$12.95/dozen) *includes choice of chicken salad, tuna salad, ham salad, or pimento cheese spread*

Cucumber and Dill Tea Sandwiches (\$13.95/dozen)

Fresh Tomato Basil Bruschetta (\$14.95/dozen)

Smoked Turkey Breast Mini with cranberry mayo sauce (\$15.95/dozen)

Honey Ham Mini with Dijon mustard sauce (\$15.95/dozen)

Steamed Shrimp with spicy cocktail sauce (\$28.95/dozen)

Hot Hors D'oeuvres

Meatballs - Italian, Swedish, or BBQ (\$9.95/dozen)

Water Chestnuts wrapped in Bacon (\$12.95/dozen)

Chicken Breast Chunks seasoned, rolled in Sesame Seeds, wrapped in Bacon (\$14.95/dozen)

Mini Assorted Quiche (\$15.95/dozen)

Mini Crab Cakes with Aioli sauce (\$19.95/dozen)

Buffalo Chicken Wings with Ranch dressing (14.95/dozen)

Hot Spinach and Artichoke Dip with Crackers (\$25.00/quart)

Hot Crab Dip with Crackers (\$45.00/quart)

Carved Beef Top Round with homemade mini rolls and creamy horseradish mayonnaise (\$195.00 each)
serves approximately 50 people

Carved Beef Tenderloin served with homemade mini rolls and your choice of creamy horseradish mayonnaise or spicy mustard sauce (\$105.00 each) *serves approximately 20 people*

Cookies and Baked Goods

Assorted Fresh Baked Cookies (1 oz).....	\$6.95/doz.
Assorted Fresh Baked Gourmet Cookies (1.5 oz).....	\$9.95/doz.
Brownies.....	\$9.95/doz.
Lemon Bars.....	\$9.95/doz.
Assorted Donuts.....	\$12.00/doz.
Assorted Danishes.....	\$9.95/doz.
Mini Cinnamon Buns.....	\$7.25/doz.
Sticky Buns.....	\$13.95/doz.
Assorted Large Muffins.....	\$17.95/doz.
Assorted Mini Muffins.....	\$9.95/doz.
Mini Cream Puffs.....	\$9.95/doz.
Mini Éclairs	\$10.95/doz.
Strudels (Apple Cinnamon, Raspberry Braided).....	\$10.95/doz.
Mini Bear Claws.....	\$10.95/doz.
Strudel Bites (Apple, Cherry).....	\$5.95/doz.
2 Layer Round Cake	\$18.95
1/2 Sheet Cake	\$25.50
Full Sheet Cake	\$46.50



Beverages A la Carte

Coffee: Regular or Decaf.....	\$6.95/airpot
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Hot water (with 6 tea bags)	\$6.95/airpot
Lemonade.....	\$13.50/gallon
Iced Tea	\$13.50/gallon
Sparkling Fruit Punch (Golden or Dark Fruit)	\$13.95/gallon
Hot Chocolate	\$13.50/gallon
Canned Soda, 12 oz, assorted	\$.95 each
Fruit Juice (Apple, Orange, or Grape).....	\$13.95/gallon
Bottled Water (20oz.)	\$1.45 each
Milk (whole or chocolate pints)	\$1.39 each



Build Your Own Buffet

All buffets include coffee, iced tea, water, and choice of dinner rolls or garlic bread

Minimum of 2 choices for Entrees:

- Baked Ziti and Marinara (\$3.50 / per person)
- Ricotta Stuffed Shells with Marinara Sauce (\$3.75/person)
- Vegetable Lasagna (\$3.75/person)
- Spaghetti with Meatballs and Marinara Sauce (\$3.75/person)
- Eggplant Roulette with Marinara Sauce (\$4.00/person)
- Homemade Italian Meat Lasagna (\$4.00/person)
- Grilled Italian Marinated Chicken Breast (\$4.00/person)
- Grilled Teriyaki Marinated Chicken Breast (\$4.00/person)
- Sliced Slow Roasted Smoked Ham with Pineapple Brown Sugar Glaze (\$4.00/person)
- Sliced Top Round of Beef with Home Style Pan Gravy (\$5.00/person)
- Spinach and Cheese Stuffed Chicken Breast with Light Cream Sauce (\$5.00/person)
- Chicken Cordon Bleu with Garlic Cream Sauce (\$5.00/person)
- Bacon Tuscan Chicken with Sun-dried Tomato Sauce (\$5.00 / per person)
- Bread Stuffed Chicken Breast with Home Style Pan Gravy (\$5.00/person)
- Carved Roasted Pork Loin with Asian Ginger Sauce (\$6.00 / per person)
- Carved Smoked Ham with Dijon Mustard Sauce (\$6.00/person)
- Carved Oven Roasted Turkey Breast with Cranberry Mayonnaise (\$6.00 / per person)
- Carved Top Round with Horseradish Mayonnaise (\$6.00/person)
- Carved London Broil (\$7.00/person)
- Cheese Crumb Haddock Filet (\$7.00/person)
- Lemon Baked Cod Filet (\$7.00/person)
- Carved Steam Ship with Chimichurri Sauce (\$8.00/person)
- Carved Dilled Salmon Filet with Lemon Caper Sauce (\$9.00/person)
- Lobster Orzo Extraordinaire (\$9.00/person)
- Carved Beef Tenderloin with Royal Butter (\$10.00/person)

Minimum of 2 choices for Sides:

- Honey Roasted Glazed Carrots (\$1.25/person)
- Malibu Blend Vegetables (\$1.25/person)
- Broccoli with Garlic Herb Butter (\$1.25 / per person)
- Fresh Broccoli, Cauliflower and Baby Carrot Medley (\$1.25/person)
- Corn O'Brien (\$1.25/person)
- Spicy Southern Green Beans (\$1.25 / per person)
- Buttery Mashed Potatoes (\$1.50 / per person)
- Garlic Smashed Red Skinned Potatoes (\$1.50 / per person)
- Baked Sweet Potato Halves with Cinnamon Butter (\$1.50/person)
- Parsley Buttered Potatoes (\$1.50/person)

- Wild Rice (\$1.50/person)
- Rice Pilaf (\$1.50/person)
- Brown Rice (\$1.50/person)
- Oven Roasted Garlic Herb Red Potatoes (\$2.00/person)
- Twice Baked Potato (\$2.00/person)
- Sweet Potato Casserole (\$2.00/person)
- Roasted Asparagus and Hollandaise (\$2.00/person)

Minimum of 1 choice for Salads:

- Tossed Salad-chopped iceberg, shredded carrots, shredded red cabbage, grape tomato, sliced cucumber with dressing of choice (\$1.75/person)
- Caesar Salad-chopped Romaine, shredded parmesan, seasoned croutons with classic Caesar dressing (\$1.75 / per person)
- Fresh Spinach Salad- baby spinach, bacon crumbles, shredded cheddar, red onion ringlets with house Ranch dressing (\$2.50/person)
- Mixed Green Salad- chopped iceberg, Romaine, baby spinach, toasted almonds, red pepper rings, sliced cucumber with dressing of choice (\$2.50/ person)
- Baby Green Salad- mesclun mix, apple slices, Feta cheese, and walnuts with raspberry vinaigrette dressing (\$3.00/person)

Choose one Dessert for your buffet:

- Coconut Cream Pie (\$2.50 per person)
- Lemon Meringue (\$2.50 per person)
- Banana Cream Pie (\$2.50 per person)
- Boston Cream Pie (\$2.50 per person)
- Apple Pie (\$2.50 per person)
- Cherry Pie (\$2.50 per person)
- Blueberry Pie (\$2.50 per person)
- Peach Pie (\$2.50 per person)
- Chocolate Layer Cake with White Icing (\$3.25 per person)
- Yellow Layer Cake with Chocolate Icing (\$3.25 per person)
- Spice Layer Cake with Orange Cream Cheese Icing (\$3.25 per person)
- New York Style Cheesecake Topped with Strawberry or Blueberry Sauce (\$3.95 per person)
- Pecan Pie (\$3.95 per person)
- Caramel Granny Smith Apple Pie (\$3.95 per person)
- Key Lime Pie (\$3.95 per person)
- Carrot Cake (\$3.95 per person)
- Chocolate Bourbon Pecan Pie (\$3.95 per person)

Continental Breakfast

Basic Continental.....\$4.75 per person
brewed coffee and iced water.

Assorted Pastries and breads, fresh

Continental Plus.....\$5.75 per person
cheese, jelly and butter, fruit juice, fresh brewed coffee, and iced water.

Assorted pastries and breads, cream

Healthy Continental.....\$6.75 per person
cheese, fresh cut seasonal fruit, mini muffins, juice, coffee and iced water

Low-fat flavored yogurt, low-fat cottage

Expand your menu and add any of the items below to your continental for the nominal additional cost shown.

Scrambled eggs (\$1.75/per person)

Home fries with sweet onions and green peppers (\$1.25/per person)

Hash brown potatoes (\$1.00/per person)

Smoked Bacon (\$1.35/per person)

Sausage links (\$1.20/per person)

Sausage patties (\$1.20/per person)

Breakfast ham (\$1.35/per person)

Biscuits and gravy (\$1.75/per person)

Cinnamon French Toast (\$2.00/per person)

Overnight pecan French toast (\$3.00/per person)

Cheddar and sausage strata (\$3.00/per person)

Roasted vegetable and pepper strata (\$3.00/per person)

Cheddar and sausage casserole (\$3.00/per person)

Fresh cut seasonal fruit (\$1.50/per person)

Milk – whole, skim, or chocolate (\$10.50/gal)

Juice in bulk - apple, orange and grape (\$13.95/gallon)