

# Pima Community College Sodexho Campus Services

## Catering by Design Menu & Guidelines

This guide is designed to ensure your event is a success. The following steps will help you through the process of organizing each event.

### **Reserving a Room/Location**

Whether you are making reservations on campus or off-site, the location needs to be confirmed before we deliver. On campus reservations can be made through the **Facilities Scheduling at each Campus**. Tables, chairs, trash cans, audio visual needs, and any other equipment needs to be reserved through **Plant Operations and Maintenance**. Even if the date is tentative, please make arrangements as soon as possible to get your event on the calendar.

### **Plant Operations and Maintenance**

District Office	206-4540
Community Campus	206-6535
Desert Vista Campus	206-5032
Downtown Campus	206-7079
East Campus	206-7655
Maintenance & Security	206-2733
Northwest Campus	206-2053
West Campus	206-6809

### **Contacting the Catering Department:**

You should contact the catering office at least **10 days prior** to your event. Even if the date is tentative, please contact us as soon as possible to get your event scheduled. Please note that availability and pricing could change on events booked without proper notice. Although many arrangements can be made over the phone, some events may require an appointment with the Catering Supervisor.

Office Hours:	Monday – Friday 8:00 a.m. – 5:00 p.m.
Telephone:	(520) 206-0595
Fax:	(520) 206-0599
Email:	<a href="mailto:Catering@pima.edu">Catering@pima.edu</a>
Website:	Pima Community College Student Resources/Campus Cafes/Catering

**When contacting the Catering Department, please have the following information:**

1. Name of group hosting the event.
2. Name of contact person, phone number, email and physical address, and all billing information.
3. Date, time, and location of event.
4. Event design (drop off, buffet, served, etc.)
5. Estimated number of guests.
6. Any special schedule considerations (speaker times, etc.)
7. Menu selections

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 or more guests**

While we can often accommodate your needs with less lead time, sufficient notice allows us to schedule production and staffing needs, eliminating any late charges to you.

**Sodexo Catering does not have keys to all buildings and rooms. It is your responsibility to ensure the facilities are unlocked for delivery, set up, and or pickup. If the facility is unavailable when the catering staff arrives and if a return trip is required, an additional \$25.00 will be added to your bill.**

**Signed Contract:**

Catering orders must have the proper approval signatures to be processed. A signed form from the Business Office and an encumbrance number must be received by the Catering Office five working days prior to the scheduled function.

**Guarantee:**

To ensure proper service, a final guarantee on the number of guests must be confirmed with the Catering Department **3 business days prior to the event**. For all weekend functions, the final guarantee of guests is required by 12:00 noon on the Wednesday prior to the event. If a final guarantee is not confirmed within the appropriate amount of days, we will prepare for the estimated numbers and charge accordingly.

**Cancellations:**

Cancellations made less than 3 days prior to the event will be charged 75% of all charges. Cancellations made the day of the event will incur 100% of the charges. **Please note: A written cancellation confirmation must be received from the Catering Department to avoid being charged 100% of the fees. This confirmation may be sent by e-mail.**

## **Payments:**

We will prepare to serve only 5% above the guarantee for buffets and served meals. Sales tax of 8.1% will be added to the quoted prices on all orders.

Non-Pima Community College related groups are required to make a **deposit of 50%** one week prior to the event. The balance is due the day of the event.

**Prices listed in the Catering Guide are exclusively for Pima Community College, prices for outside groups will be 20% higher. Outside groups should arrange for services directly with the Catering Office.**

We accept Visa, Master Card, and American Express. **Please note that availability and pricing could change on events booked without proper notice.** *Tax exempt organizations: Please provide a copy of your certificate.*

Pima Community College related groups must ensure payment is made in a timely manner by providing an encumbrance number prior to the function.

## **Delivery Fees / China Charges:**

An additional \$50.00 fee will be added for any service that begins before 7:00 a.m. or after 7:00 p.m.

The delivery fee for catering services will be **\$20.00 or 10%**, which ever is greater, not to exceed **\$100**.

Our Catering Department provides high quality plastic service ware for events at all Pima Community College locations. China service for any event is available for the following additional charge per person.

Full Meal Service and Silverware	<b>\$5.75</b>
Coffee or Beverage China Service	<b>2.00</b>

## **Floral:**

We will be happy to order, receive, and handle specific floral and decorative requests. *However, these charges will be included on your final invoice.*

## **Linen Rental:**

The cost of draping and skirting the buffet tables are included. If additional table linens ( Dining Tables, registration table, head table, etc) are needed, they may be ordered for the following prices:

Table Linens	\$5.50 each
Table Skirting	\$11.00 each
Napkins	\$.80 each

### **Additional Staffing:**

To ensure that your event is a success, catering staff will be provided at all served meals and buffets **during the first two hours of service** (1 server per 50 people for a buffet and 1 server per 25 people for plated events). **Should your event last longer, you will be billed \$20 per hour, per server.**

For all other types of events, if service staff is requested, the following labor charges will apply:

**\$20 per hour, per person with a Minimum of 3 hours**

If the event begins more than fifteen minutes earlier than the requested service time, and/or if clean-up is delayed more than thirty minutes, a service charge will be added to your final bill

### **Catering Equipment Loss:**

As the host of your event, you are responsible for the equipment we have provided for the service of the event. Any missing or damaged equipment by guests may be charged to you at replacement cost.

### **Food Removal Policy:**

Due to health regulations, it is the policy of Sodexo that left over food items from events cannot be removed from the event site. Items purchased for pick-up should be properly stored prior to the event and removed and disposed of promptly by the host of the event.

## **Carryout Policies and Procedures:**

*This section has been developed to give you, the customer, creative, low-cost options for your function, whether it is a celebration event or a business meeting.*

- Carryout orders must be made at least three business days in advance. Adjustments on orders may be made up to 48 hours prior to the event. Orders for more than 50 guests are subject to normal catering advance notice deadlines.
- An encumbrance number or cash payment must be received 48 hours before the order is to be picked up.
- If possible, all items will be served on disposable serving ware. If the carryout necessitates use of non-disposable equipment, a deposit may be required.
- Carry outs will be picked up at the designated time and location according to the information provided on the catering form.
- All equipment shall be returned and checked in by the Catering Office within 24 hours after the event.
- Carry outs will be provided with service for the number of people indicated. The charges will be calculated for the number anticipated.
- All items marked with an asterisk (\*) in the regular catering menu are also available for carryout.
- Delivery is not available on carryout items.
- Minimums for carryout items are the units as advertised; i.e., tray for 25, serves 10, 1 gallon, etc.
- Having a small meeting and need lunch? Place a carryout order through the Catering Office for regular entrée items from Food Service.

# Beverages & Baked Goods

## \*Beverages:

### By The Gallon:

(1 gallon serves 16 people)

Selected Juices	\$12.39
Iced Tea	11.89
Fruit Punch	10.79
Citrus Punch	13.39
Lemonade	11.89
Seattle's Best Coffee	14.15
House Coffee	12.39
Hot Chocolate	11.89
Hot Apple Cider	11.89

### By the Each:

Herbal Tea Bags	\$ .80
Canned Sodas	1.10
Bottled Water	1.80
Bottled Sodas	1.80
Bottled Iced Tea	2.35
Bottled Juices	2.85
Odwalla Juices	3.65
Starbuck's Frappucino	2.60
Milk	1.55

## From The Bakery: (By The Dozen)

*Mini Danishes	\$9.26
*Large Danishes	13.39
*Assorted Raised and Cake Doughnuts	10.05
*Quick breads (w/ Whipped Butter)	9.25
*Assorted Fresh Muffins	9.25
*Jumbo Fresh Muffins	13.39
*Fudge Brownies	9.55
*Gourmet Cookies	7.75
*Mini Bagels (w/ Cream Cheese & Assorted Jams)	9.25
*Bagels Large	11.30
*Add Cream Cheese and Jellies	1.25 each
*Mini Croissants (1 oz)	9.25
*Bars	8.25
(please choose one flavor per 2 dozen) (Lemon, Pecan, Raspberry Crumble, Apricot Crumble, Peanut Butter, Cherry-Chocolate)	
*Rice Crispy Treats	9.79
*Buttermilk Biscuits (Butter & Honey)	9.25
*Coffee Cake	9.25

# **Breakfast Menus**

## **Early Riser**

**Freshly baked Assorted Muffins, Danish's, Quick Breads with Whipped Butter, Herbal Tea, Coffee, and your choice of Juice. (Sliced, Seasonal Fresh Fruit may be added for \$1.55 per person)**

**\$5.15 per Person**

## **Scrambled Eggs**

**Fluffy Scrambled Eggs, Seasonal Fresh Fruit Tray, Fruit Juice, Coffee, and Hot Tea**

**\$6.15 per Person**

## **The Bagel Break**

**Fresh Assorted Bagels, Whole Fruit, Cream Cheese and Assorted Jams, Coffee or Herbal Teas and Orange Juice.**

**\$6.15 per Person**

## **Hearty Home-Style Breakfast**

**A sizzling combination of Scrambled Eggs, Home-Fried Potatoes, Fresh Fruit, Buttermilk Biscuits, and your choice of Ham, Bacon or Sausage. Served with Regular and Decaf Coffee, Herbal Teas, and Orange Juice**

**\$9.25 per Person**

## **South Of the Border Breakfast Buffet**

**Southwestern Scrambled Eggs, Home-Fried Potatoes & Onions, Sausage Links, Pinto Beans, Flour Tortillas, Cheddar Cheese, House Salsa. Served with Regular and Decaf Coffee.**

**\$8.19 per Person**

# **\*Hors D'oeuvres Menu**

**(Sold By the Person)**

<b>Imported Cheese &amp; Fruit Display</b>	<b>\$3.10</b>
<b>Domestic Cheese &amp; Fruit Display</b>	<b>2.32</b>
<b>Cheese and Cracker Display</b>	<b>2.15</b>
<b>Fresh Vegetable Display with Dip</b>	<b>2.29</b>
<b>Seven Layer Dip with Tortilla Chips</b>	<b>2.05</b>
<b>Fresh Fruit Tray</b>	<b>2.05</b>
<b>Assorted Finger Sandwiches</b>	<b>2.15</b>
<b>Mini Bun Sandwiches</b>	<b>2.29</b>
<b>Deli Meats &amp; Cheeses</b>	<b>2.46</b>
<b>(Includes choice of Two Breads, Mustard &amp; Mayonnaise PC's)</b>	
<b>Condiment Creations</b>	<b>1.45</b>
<b>(Tomato, Onion, Pickle, Green Leaf, Peppers)</b>	

## **\*Dazzling Displays**

**(Sold By the Platter)**

**Petite: Serves 10-12   Standard: Serves 18-20   Grand: Serves 25-30**

**Antipasti Array            (P) \$46.50 (S) \$77.25 (G) \$123.60**  
**Italian Meats and Cheeses Artistically Arranged with Peppers, Olives and Peperocini. Served with Crostini**

**Mediterranean Medley (P) \$25.75 (S) \$51.50 (G) \$77.25**  
**Hummus, Baba Ghanoush, Marinated Olives, Cucumber Slices and Pita Chips**

**Pinwheel Platters            (P) \$18.55 (S) \$41.20 (G) \$66.95**  
**Bite-Sized Tortilla Wraps with Assorted Flavorful Spreads**

# Canapés

(By The Dozen)

<b>Spinach Stuffed Mushrooms</b>	<b>12.36</b>
<b>Sausage Stuffed Mushrooms</b>	<b>14.42</b>
<b>Assorted Mini Quiche</b>	<b>11.35</b>
<b>Spanikopita</b>	<b>15.45</b>
<b>Sweet &amp; Sour Meatballs</b>	<b>12.36</b>
<b>Artichoke Bites</b>	<b>12.36</b>
<b>Chicken Wings</b>	<b>13.39</b>
<b>(Hot, Teriyaki, BBQ)</b>	
<b>Egg Rolls</b>	<b>12.36</b>
<b>(Pork &amp; Vegetable, Vegetable, or Chicken)</b>	

## Hearty Hors D'oeuvre Buffets

(25 person minimum)

### A Taste of Tucson

**Southwestern Chicken Skewers w/ Green Chili Sauce**

**Salsa Trio w/ Tri-Color Chips**

**Warm Chicken & Green Chili Dip**

**Sweet Pepper Quesadilla Triangles**

**Pima (Seven-Layer) Bars**

**\$14.45 per Person**

### Pacific Rim

**Pot Stickers**

**Asian Spring Rolls**

**Vegetarian Egg rolls**

**Crispy Wontons w/ Ginger Sauce**

**California Rolls & Condiments**

**Lemon Bars**

**\$13.40 per Person**

### Americana

**Crudités w/ Tequila Ranch Dip**

**Hot Artichoke Spread**

**w/ Crusty Breads**

**Citrus Marinated Olives**

**Roast Beef Mini Sandwiches**

**w/ Horseradish Cream**

**Chewy Chocolate Brownies**

**\$12.36 per Person**

# **Lunch Menus**

**(25 person minimum)**

## **\*Pima Cobb Salad**

**Marinated Breast of Chicken w/ Diced Tomatoes, Black Olives, Bacon, Avocado, Gouda, Artichoke Hearts, and served over Mixed Greens with Assorted Dressings, Rolls & Butter, Gourmet Cookies, Iced Tea and Water**

**\$10.05**

## **\*Chicken Caesar Salad**

**Crisp Romaine Lettuce with Caesar Dressing and Parmesan Cheese topped with Herb Grilled Chicken Breast, Tomatoes and Olives served with Dinner Rolls, Butter, Gourmet Cookies, Iced tea and Water.**

**\$9.55**

## **\*Deli Style Boxed Lunches**

**Choice of Ham, Turkey, Roast Beef, or Veggies served on a Kaiser Bun with Cheese, Lettuce and Tomato, accompanied by Potato Chips, Whole Fruit, Cookies and Canned Soda or ½ Liter Water.**

**\$8.25**

## **Albuquerque Chicken Sandwich**

**Grilled Chicken Breast on a Kaiser Bun with Sour Cream, Tomatoes, Lettuce and Black Olives, served with Salad of the Day, Potato Chips, Cookies and Canned Soda or ½ Liter Water.**

**\$9.79**

## **Portable Portobello**

**Marinated Grilled Portobello Mushrooms served on Focaccia with Pesto Mayonnaise, Provolone, Lettuce, and Tomato served with Salad of the Day, Potato Chips, Cookies and Canned Soda or ½ Liter Water.**

**\$8.75**

## **Grilled Beef on Focaccia**

**Marinated Grilled Beef served on Focaccia with Provolone, Lettuce, and Tomato and Dijon Mustard served with Salad of the Day, Potato Chips, Cookies and Canned Soda or ½ Liter Water.**

**\$9.79**

# Pima College Classics

(25 person minimum)

## New York Deli Buffet

Choice of Two:

Mixed Greens Salad w/ Two Dressings  
Cucumber & Onion Salad  
Mediterranean Pasta Salad  
Tomato & Basil Salad  
Italian Pasta Salad

Includes:

Deli Meat & Cheese Platter  
Relishes & Condiments  
Assorted Breads  
Potato Chips  
Gourmet Cookies & Brownies

Includes Iced Tea & Water

Lunch \$9.30 per Person  
Dinner 10.30 per Person

## Buffet Italian

Choice of Two:

Mixed Greens Salad w/ Two Dressings  
Caesar Salad  
Marinated Mushrooms  
Tomato & Basil Salad  
Italian Pasta Salad

Choice of Two:

Carrots w/ Orange-Dill Butter  
Spaghetti Squash Italian  
Zucchini w/ Tomatoes & Onions  
Sautéed Green Beans & Peppers  
Italian Corn

Choice of Two:

Fettuccine Alfredo  
Tortellini Al Pesto  
Manicotti Marinara  
Spaghetti Al Bolognese  
Pasta Primavera  
Lasagna: Red or White

Choice of One:

Italian Chocolate Cake  
Italian Crème Cake  
Pound Cake w/ Fruit Crème

Includes Iced Tea and Water, Garlic Bread

Lunch \$9.55 per Person  
Dinner 11.60 per Person

## New Mexican Buffet

Choice of Two:

Mixed Greens Salad w/ Two Dressings  
Fiesta Salad  
Black Bean & Corn Salad  
Tomato & Red Onion Salad

Choice of Two:

Spanish rice  
Refried Beans w/ Cheddar  
Calabacitas  
Mexican Corn

Choice of Two:

Chicken Durango  
Vegetarian Green Chili Casserole  
Enchiladas (Beef, or Cheese)

Choice of One:

Cinnamon Churros  
Canella Brownies  
Rice Pudding

Includes Iced Tea and Water, Fresh Tortilla Chips & House Salsa

Lunch \$9.55 per Person  
Dinner 10.85 per Person

# **Specialty Buffets**

**(25 person minimum)**

## **Composed Salad Buffet**

**Egg Salad, Chicken Salad, Tuna Salad, and Tossed Green Salad with Two Dressings, Hand-Crafted Rolls, Gourmet Cookies and Chocolate Brownies.**  
**\$10.25 per Person**

## **Southwestern Caesar Buffet**

**Marinated and Grilled Chicken Breast, Roasted Peppers, Corn Relish  
Tender Romaine Lettuce, Parmesan Cheese, Tortilla Strips, and  
Southwestern Caesar Dressing served with Chips and Salsa, Gourmet  
Cookies & Chocolate Brownies.**  
**\$11.30 per Person**

## **Happy Holidays**

**Herb Roasted Turkey w/ Giblet Gravy, Whipped Potatoes, Autumn  
Dressing, Holiday Corn, Cranberry Sauce,  
Rolls with Butter and Apple Pie**  
**\$14.35 per Person**

## **Fajitas**

**Choice of Chicken or Beef Fajitas, Warm Tortillas, Spanish rice, Re Fried  
Beans with Assorted Toppings and Churros**  
**\$11.30 per Person**

## **Wings & Things**

**Buffalo wings w/ Bleu Cheese Dressing, Carrots, Celery, Assorted Pizzas,  
Caesar Salad and Gourmet Cookies**  
**\$10.25 per Person**

# Culinary Classics

All Menus Include Rolls, Butter, Iced Tea and Water.  
Coffee Service may be added for \$1.00 Per Person  
(25 person Minimum)

Entrees:  
(Priced Per Person)

## Beef

<b>London Broil w/ Mushroom Sauce</b>	<b>14.95</b>
<b>Prime Rib of Beef w/ Horseradish &amp; Au Jus</b>	<b>17.50</b>

## Chicken

<b>Chicken Marsala</b>	<b>\$13.40</b>
<b>Chicken w/ Rosemary &amp; Garlic</b>	<b>12.90</b>
<b>Chicken Parmesan</b>	<b>13.35</b>

## Pork

<b>Southwest Chipotle Glazed Pork Loin</b>	<b>\$13.90</b>
<b>Carved Pork Loin w/ Ginger &amp; Apples</b>	<b>14.40</b>

## From The Sea

<b>Grilled Salmon w/ Tropical Salsa</b>	<b>\$14.95</b>
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## Vegetarian Delights

<b>Choice of Ravioli or Tortellini with Alfredo, Marinara or Pesto Sauce</b>	<b>\$13.35</b>
<b>Three Mushroom Ragout</b>	<b>13.35</b>

### Choice of One:

Caesar Salad

Spinach Salad w/ Hot Bacon Vinaigrette

Cucumber Salad

Mixed Green Salad w/ Choice of Dressings

### Choice of Two:

Baked Potato

Garlic Whipped Potatoes

Whipped Sweet Potatoes

Rice Pilaf

Broccoli w/ Walnuts

Green Beans w/ Sweet Peppers

Medley Fresh Vegetable

# Culinary Classic Dessert Choices

(Choice of Two)

**Apple Pie, Cherry Pie, German Chocolate Cake  
Carrot Cake w/ Cream Cheese Icing  
Chocolate Crème Cake  
Peach Cobbler, Apple Cobbler, or Cherry Cobbler  
Lemon Bars or Brownies**

**OR...**

**Upgrade Your Taste Buds**

<b>Very Berry Tart</b>	<b>\$1.80</b>
<b>Mini Chocolate Éclairs</b>	<b>1.80</b>
<b>New York Cheese Cake</b>	<b>1.80</b>
<b>Cherry Cheesecake</b>	<b>2.10</b>
<b>Tiramisu</b>	<b>2.35</b>
<b>Chocolate Lava Cake</b>	<b>2.35</b>

## Fresh Baked Cakes

**Cake Flavors Include:**

**Chocolate, White, Yellow, Marble, Strawberry, Lemon, German  
Chocolate, Carrot, Spice and Lemon-Poppy Seed**

<b>9" Double Layer Round (Serves 12)</b>	<b>\$25.00</b>
<b>Single Layer Half Sheet (Serves 25)</b>	<b>30.00</b>
<b>Single Layer Full Sheet (Serves 50)</b>	<b>55.00</b>
<b>Double Layer Full Sheet (serves 100)</b>	<b>95.00</b>

*\*ALL CAKES ARE FILLED AND DECORATED UPON REQUEST*

# NOTES

