

**Nicholls State
University
Dining Services**

**CATERING
GUIDE**



C A T E R I N G

www.nicholls.edu/diningservices/catering

Q. What is the best way to determine how many portions of food to allow per guest for an average party?

A. For a small party allow for 10 to 15 bites per person. Think of a bite as about a tablespoon. It's the average –size morsel most guests cut when slicing their food. Most people eat between 20 on the low side and 30 on the high side. Women would eat more on the low side and men eat on the high side.

Another good rule to keep in mind is that the more talking your guests are going to do, the less bites you're going to need. Take a look at your guest list and plan accordingly. If it's a large group where people may not know each other, say at a business dinner, you may need more food. If it's a gathering where lots of networking and talking is going to happen, say at a political event or even a casual gathering of good friends, surprisingly you may need less food.

Q. How many servings of drinks should you estimate per person?

A. The standard in the catering business is easy to remember- 3-2-1. That's three drinks per person in the first hour, two the second hour and one the third hour. Of course, once again, you need to take a look at your guest list and plan according to their needs and your budget.

Q. Do you have tips on keeping hot foods hot and cold foods cold for the length of the party?

A. Instead of trying to keep everything hot or cold for the entire length of the party, it's usually best to serve smaller quantities of food at optimal temperature and refresh often. Fresh foods on a buffet usually have a 20 to 30 minute life before they start to lose their flavor and temperature. Get everything set up, from plates and utensils to serving spoons and forks, and then put food out right before people are ready to eat. People tend to eat for the first hour and a half of a party, and then eating tapers off to nibbling.

Q. In what order should you place eating utensils, napkins, plates, and food on a buffet table?

A. Eating utensils, plates, and napkins are placed at the beginning of a buffet line, giving guests a natural starting place.

Q. What is the best way to keep the flow going?

A. One of the most common sticking points at a buffet is food that must be sliced or cut when serving. Eliminate foods that are trickier to serve, or do the work for your guests in advance by having the food item pre-sliced and offering easy to use utensils such as tongs. The right serving utensils can keep the buffet line flowing smoothly and keep your guests happy. Food at a party should be hassle free, easy to access and easy to eat.

Q. What kind of eating utensils, napkins and plates should be used at a buffet style party?

A. If there is no place to eat the food, then it needs to be fork edible. If cocktail tables or something similar are not available for guests to "park" themselves and easily cut and eat their food, then you must consider the plate size. The plate should be large enough for a guest to comfortably sit with the plate in their lap and cut and eat their food with a fork and knife, as well as rest the utensils on the plate when they are not being used. If you fit in a few small cocktail tables here and there, you can scale back, but if not, you must give people a large enough plate. Of course, another solution is to eliminate these kinds of foods and stick with easier-to eat- portions.

I hope that these points help in the planning of your event and as always please contact me so that I may assist you in making your event all that you wish it to be.

Sincerely,
Jamie Pitre
Catering Director of Nicholls Catering by
Sodexo.

Our Menu

BREAKFAST MENUS

PLATED LUNCH AND DINNER SELECTIONS

LUNCH AND DINNER BUFFETS

BOXED LUNCHES/FIRST COURSE OPTIONS

SALADS/ STARCHES

DESSERTS/ SNACKS, TRAYS, AND MORE/ CELEBRATION CAKES

TRAYS / CARVING STATION


HORS D'OEUVRES BY THE DOZEN

BEVERAGES AND MORE

LOUISIANA FLAVORS

PLANNING YOUR EVENT

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.



Welcome

From basic coffee services to outdoor events of unlimited numbers, our goal is to provide you with a full range of quality and innovative catering services backed by a diverse, service-oriented staff and a wide range of resources available from our international network.

As a catering service, our main function is Food! Our trained, professional staff is dedicated to providing the highest level of catering services. The quality of your food, however, does not rest upon the chefs alone. Every member of the Catering Department receives monthly training on food and beverage services, as well as day-to-day experience on the job.

This brochure provides you with fresh, contemporary menus. However, this represents only a starting point. Our commitment is to customize and create whatever is required to provide your guests with an unforgettable experience.

We look forward to the opportunity to work with you!



BREAKFAST MENUS

BREAKFAST BUFFETS

Continental Breakfast

Sliced Fresh Fruit, Selection of Breakfast Pastries, Preserves and Butter, Chilled Fruit Juice, Freshly Brewed Regular and Decaffeinated Coffee, and Hot Tea
\$7.00 disposable
\$8.50 glass and china

All American Breakfast

Bacon, Sausage, Scrambled Eggs, Breakfast Potatoes, Biscuits and Gravy Chilled Fruit Juice, Freshly Brewed Regular and Decaffeinated Coffee, and Hot Tea
\$8.00 disposable
\$9.50 glass and china

Make your Own NSU Waffle Buffet

NSU Waffle Station, Sausage, Breakfast Potatoes, Scrambled Eggs
Chilled Fruit Juice, Freshly Brewed Regular and Decaffeinated Coffee, and Hot Tea
\$9.00 disposable
\$10.50 glass and china

Breakfast Sandwiches

Your Choice of breakfast meat (ham, bacon or sausage) teamed together with scrambled egg and cheese on Buttery Croissant, Jumbo biscuit, or Plain bagel served with Chilled Fruit Juice, Freshly Brewed Regular and Decaffeinated Coffee, and Hot Tea
\$9.00 disposable
\$10.50 glass and china

PLATED BREAKFAST

All Plated Breakfast Menus include Assorted Breakfast Pastries, Butter, Preserves, Freshly Brewed Coffee, Decaffeinated Coffee, Hot Tea and Orange Juice. If the Meal is Plated it must be served on Glass and China

Scrambled Eggs, Crisp Bacon or Link Sausage and Breakfast Potatoes with both Bacon and Sausage
\$9.00 glass and china

Southwestern Style Omelet with Fresh Salsa, Breakfast Potatoes and your choice of bacon or Sausage
\$12.50 glass and china

BREAKFAST BY THE DOZEN

Jazzman Muffins \$20
Assorted Bagels and Cream Cheese \$20
Sausage and Egg Breakfast Burritos \$16dz
Egg and Potato Breakfast Burritos \$15dz
Assorted Fruit and Cheese Danish \$9.75
Assorted Fruit and Bran Muffins \$11.25
Biscuits \$6
Fruit Turnovers- Cherry, Peach, Apple, Strawberry, and Blueberry \$7.50
Cinnamon Rolls \$6.75
Glazed Krispy Kreme Donuts \$9

PLATED LUNCH AND DINNER SELECTIONS

PLATED LUNCH AND DINNER SELECTIONS

All Plated Lunch and Dinner Selections Come with your choice of a Salad, or Soup, a Starch, Vegetable and Dessert

All are Served with Assorted Rolls, Butter, Iced Tea, Iced Water, and Coffee

If the Meal is Plated it must be served on Glass and China

All Plated Lunch and Dinner Selections may be converted into a Lunch or Dinner Buffet for an additional \$1.00 per person charge

FOWL

Grilled Jerk Spiced Chicken Breast with Fresh Mango Salsa
\$17.00

Pan Seared Breast of Chicken
\$12.00

Roasted Red Pepper, Wild Mushroom and Tarragon Cream \$1.00 extra

Buerre Blanc (white wine & butter) \$1.00
Crawfish Cream \$2.00

Grilled Chicken Breast Pontchartrain—a delectable sauce of onions peppers baby shrimp and crabmeat relaxing in a white wine and butter broth
\$18.50

Pecan Crusted Chicken with Honey Mustard Glaze
\$17.25

Chicken Parmesan Breaded Chicken served with Marinara and two Italian Cheeses
\$16.50

PORK

Pork Tenderloin with Caramelized onion Chutney

\$17.50

Pork Tenderloin stuffed with moist home style cornbread dressing

\$18.00

8oz Smoked Pork Chops served with a cranberry and mint relish

\$19.00

FISH

Grilled Tilapia with Chili Lemon Butter

\$16.50

Bronzed Red Drum with Lime Chipotle Glaze

\$19.00

Crab stuffed Flounder Served with a Dill Lemon Butter Sauce (seasonal)

\$22.00

BEEF

Grilled Flat Iron Steak seasoned with Roasted Garlic and Rosemary

\$17.25

Chipotle Rubbed Tenderloin Steaks served with Apple wood Bacon Butter

\$24.00

Beef Tips Sautéed with Roasted Garlic and Peppers served over a Bed of White Rice

\$16.50

Rib eye Steak Grilled and served with Smothered Garlic and Chili Butter

\$24.00

LUNCH AND DINNER BUFFETS

All Lunch and Dinner Buffets are served with Assorted Rolls and Butter, Iced Tea, Iced Water, and Coffee

There will be an Additional \$1.50 per person charge for dinner

Gourmet Deli Buffet

Roast Beef, Ham, Turkey, Assorted Cheese, Sub Style Rolls, Relish Tray and Assorted Condiments Served with Chef's Choice Soup and Assorted Brownies and Cookies
\$12.50 disposable
\$14.00 glass and china

Italian Buffet

Anti Pasta Salad, Meat Lasagna, Grilled Vegetables, Breadsticks, and a Heavenly Italian Cream Cake
\$13.75 disposable
\$15.25 glass and china

The Fais Do Do

Seafood Gumbo, Chicken and Sausage Jambalaya, Garlic stuffed Pork loin, Steamed white rice, Sautéed Green beans with bacon and potatoes, Corn Maque Choux, Bread pudding
\$15.95 disposable
\$17.25 glass and china

Bar B Que Buffet

Big B's Brisket, Smoked Chicken Breast, Potato Salad, Cole Slaw or Noodle Salad, Baked Beans, and Your Choice of Fruit Cobbler
\$13.50 disposable
\$15.00 glass and china

Cookout Buffet

Hamburgers, Hot Dogs, Relish Tray, Assorted Condiments, Potato Salad, Chips, and Assorted Cookies
\$9.95 disposable
\$11.45 glass and china

Fajita Buffet

Chicken and Beef Fajita, Sautéed Peppers and Onions, Mexican Rice, Black Bean, Lettuce, Tomatoes, Cheddar Cheese, Pico De Gallo, Chips, Salas, and Guacamole, served with Homemade Pralines
\$14.00 disposable
\$16.00 glass and china

BOXED LUNCHES/ FIRST COURSE OPTIONS: SOUPS - APPETIZERS

Deli Delight Buffet
Roast beef, turkey breast, and ham, served with American and Swiss cheese, Assorted breads, lettuce, tomatoes, onions and pickles. Flavored Mayo and Mustards Includes chips, brownies, whole fruits
\$9.00

Basic Box Lunch Your Choice Turkey, Ham, or Roast Beef served with Chips, a Cookie, and a piece of Fruit
\$6.95

Deluxe Box Lunch Your Choice, Turkey, Ham or Chicken Salad served with Your Choice Potato Salad, Pasta Salad, or Gourmet Chip, Sliced Fruit, and a Brownie
\$9.00

All Above Choices are offered with 12 oz canned sodas (included in pricing)

20 oz bottled beverages available for \$.95 each

Liven up your next served meal with a ice breaking conversation dish...

The prices listed in this section are only when included with an entrée. If you would like them by themselves we will be happy to propose pricing for your request

APPETIZERS

Crawfish Cakes with Sweet Potato Hay \$3.00
Spring Rolls
French Onion Tarts
Artichoke Cheesecake
Sun Dried Tomato and Gorgonzola Bruschetta
California Sushi Roll

SOUPS

Gumbo
Cream of Broccoli with Smoked Gouda
Classic Chicken Noodle
French Onion

FIRST COURSE OPTION S: S A L A D S / S T A R C H E S

SALADS

Strawberry Fields Salad with Mixed Greens, Purple Onions, Feta Cheese, Walnuts, Sliced Strawberries, and Strawberry Vinaigrette
\$1.25 upgrade

Mixed Greens with Tomatoes, Cucumbers, Purple Onion, Croutons, and Ranch Dressing

“Caesar goes to the Coliseum” Salad our traditional Creamy Caesar dressing tossed with crisp romaine and piled into the middle of a round of toasted parmesan and seasoned bread crumbs.
\$1.25 upgrade

Southwestern Caesar Salad with Greens, Tortilla Strips, Blackbean and Corn Relish, and a Spicy Caesar Dressing
\$1.00

Spinach Salad with Baby Spinach, Purple Onion, Tomatoes, Parmesan Cheese, Croutons, and a Smokey Bacon Dressing

Tchoupitoulis Salad
Fresh baby greens nestled with fresh strawberries, toasted pecans, orange slices, and drizzled with a Louisiana Cane syrup and balsamic vinegar dressing.
\$1.25
All Salads can be made into an entrée

VEGETABLES

Assorted Grilled Vegetables

Vegetable Confetti

Steamed Asparagus

with Lemon and Pepper

Fresh Broccoli

Sugar Snap Peas

Sautéed Green Beans with Onion Slices

Glazed Baby Carrots

Yellow Squash Casserole

STARCHES

Cream Cheese Whipped Potatoes

Roasted New Potatoes

Sweet Potato Mash with Chili Butter

Cheesy Potatoes Au Gratin

Wild Rice Pilaf

Pecan Rice with butter

Cajun Stuffed Potato

Saffron Yellow Rice with confetti peppers

VEGETARIAN MEALS

*Are available at anytime by request
please ask the catering staff for a list of
Seasonal Menu Suggestions*

DESSERTS/ SNACKS, TRAYS, AND MORE/ CELEBRATION CAKES

DESSERTS

French Cream Cheesecake with Blueberry Coulis
Bread Pudding with Bourbon Sauce
Key-Lime Pie with Mango Sauce
Carrot Cake with Cream Cheese Frosting
Devilish Chocolate Cake
Pumpkin Pie
Apple Pie with Vanilla Sauce
Fruit Cobbler
Symphony Brownie

PREMIUM DESSERTS \$2.50EXTRA

Chocolate Fudge Pecan Pie
Turtle Cheesecake
Flourless Chocolate Torte
Frozen Lemon Mousse

CELEBRATION CAKES

All Can Have Custom Writing at Your Request

Bakeshop Layer Cake \$26.00
(serves 8-12)

Decorated Quarter Sheet Cake \$19.00
(serves 10-15)

Decorated Half Sheet Cake \$22.00
(serves 30-40)

Decorated Full Sheet Cake \$37.00
(serves 60-80)

SNACKS, TRAYS, AND MORE

All Snack and Such are served on Disposableware unless Glass and China is requested, there will be an additional \$1.50 per person charge

Chips and Salsa \$1.75pp

Popcorn \$1.50pp

Giant Pretzels with Cheese Sauce \$2.50pp

Mixed Nuts \$1.75pp

Assorted Mini Desserts \$18dz

Lemon Bars \$15dz

Brownies \$15dz

Symphony Brownies \$17dz

Marshmallow Krispies \$13dz

Seven Layer Bars \$15dz

Mini Pecan Tarts \$14dz

Assorted Tea Cookies \$6 dz

Assorted Cookies \$6 dz

Assorted Jazzman Cookies \$17dz

Cajun Pralines \$18dz

Chocolate Covered Strawberries \$13.75dz

Almond Puffs \$6.50dz

Chess Squares \$8.00dz

TRAYS / CARVING STATION

TRAYS

Serve 25– 50 unless otherwise specified

Anti Pasta Tray with Italian Dressings \$45

Spicy Spinach Queso with Fresh Bagel Chips \$37

Mexican Style Queso with Tortilla Chips \$27

Spinach and Artichoke Dip with Tortilla Chips \$37

Baked Brie with Brandy Brown Sugar Almond Glaze served with Assorted Crackers \$37

Fresh Fruit or Vegetable Trays
Small \$20 Medium \$28 Large \$35

Assorted Cheese Trays
Small \$26 Medium \$37 Large \$48

Finger Sandwiches
Sliced Turkey, Roast Beef, Smoked Ham
Egg, Chicken, and Tuna salads \$.45 ea
Small 24 pcs Medium 48 pcs Large 100 pcs

CARVING STATION, BY THE POUND OR PER PERSON

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef

• Carving station comes with your choice of:

- Roast turkey with giblet gravy
- Mustard and apricot glazed ham
- Roast pork loin
- Roast top round of beef with au jus
- Roast tenderloin of beef

HORS D'OEUVRES BY THE DOZEN

COLD

Fresh Tomato and Eggplant
with Basil and Fresh Mozzarella
on a Baguette Toast \$15dz

Pinwheel Sandwiches \$14dz

Mini Croissant Sandwiches \$15dz

Assorted Mini Canapés \$16dz

Shrimp Cocktail \$30dz

Deviled Eggs \$14dz

Spicy Tortilla Rolls Ups with Salsa \$14dz

Mini Muffalettas \$14dz

HOT

Chicken or Beef Satay
with Spicy Peanut Sauce \$20dz

Spinach and Feta Cheese Triangles \$16dz

Chicken and Beef Empanadas \$16dz

Mini Quiche \$15dz

Chinese Spring Rolls

with Sweet and Sour Sauce \$14dz

Buffalo Wings with Blue Cheese \$16dz

Chicken Tender Strips

with Spicy Honey Mustard Sauce \$14dz

Crab Cakes with Cayenne Remoulade Sauce
\$28dz

Fried Catfish Strips \$7dz

Mini Crawfish Pies \$14dz

Cocktail Meatballs \$5 dz

Chicken Drumettes \$9dz

Cheese Puffs \$4dz

Mini Egg Rolls \$9dz

BEVERAGES AND MORE

Bottled Water
Ozarka \$1.25 ea

NSU Water \$1.50 ea

20 oz bottled soda \$1.50 ea

Assorted Sodas \$1.00 ea

Assorted Hot Tea \$1.24 ea

Iced Tea \$15 per gallon

Sparkling Punch \$11 per gallon

Fresh Fruit Juice \$14 per gallon

Assorted Crystal Light Flavored Punches
\$11.00

Country Time Lemonade \$10.00

Luzianne Coffee
Regular or Decaf Coffee \$13 per gallon

Jazzman's Coffee
Regular or Decaf Coffee \$16 per gallon

Jazzman's Flavored Coffee
\$17 per gallon

Hot Cocoa \$18 per gallon

BAR SERVICE

NSU Catering Services provides professional bar service, for a fee of \$75 per bartender and \$75 per cashier for all cash bars. All fees will be waived for bar sales exceeding \$300 per bar.

NSU Dining Services follows all laws governed by the Louisiana Alcohol and Beverage Commission. Management and Service Staff are trained and certified by the Louisiana Alcohol and Beverage Commission.

Please contact our Catering Director if you have any questions related to Alcohol Service.

LOUISIANA FLAVORS

GOOD TIMES

GOOD FRIENDS

GOOD FOOD

These menu items are served with a fresh garden salad, fresh French bread, one side starch, one side vegetable, iced tea, water, coffee, and your choice of dessert.

Gumbo Bowl (12 ounces)

"It's not just a stew; it's an attitude!"

Chicken and Smoked Sausage \$11.50

Shrimp and Tasso \$11.95

Seafood (shrimp, oysters, crab) \$14.95

Jambalaya

"Mais dat's not a side dish; dat's da whole meal!"

6 ounces of our "made the way it should be made" loaded Jambalaya served with sides.

Chicken and Sausage \$11.25

Shrimp \$12.25

Crawfish \$13.25

Red Beans and Rice with Smoked Sausage

"The city of New Orleans would come to a halt if there were no red beans and rice on Monday!"

Traditional New Orleans style red beans and rice served with a 5 ounce cut of grilled smoked sausage.

\$10.50

Shrimp

"Now who you calling swimp?"

Etouffee \$12.50

Creole \$11.95

Fried \$12.95

Sautéed over pasta pillow \$12.95

Fried Catfish and White Beans

"Now that's a full plate ya'll!"

6-ounce filet of fried catfish served with well-seasoned white beans and rice.

\$12

Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

Arranging and Reserving a Date

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information such as location, number of guests, time of the function, and menu selection, need to be decided at least ten business days before the function. You may contact the catering department via phone or contact us on our website.

Contact the Catering Office

At least ten days before the event, contact the catering office at 985.448.4514 or email us at catering@nicholls.edu or contact us through our website at www.nicholls.edu/diningservices or stop by our office located in the Galliano Dining Hall. Some arrangements can be made by phone or email, others require an appointment with the Catering Manager. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs. The office hours are Monday through Friday, 8:30am to 5:00pm, closed on some holidays. After we have finalized all the details of your special event, you will receive a Food Service Contract to be signed and sent back to us. All cancellations and final changes, including the customer guarantee count and payment, MUST take place at least 3 business days prior to your function. Charges will be incurred if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the 3 business days allowed, we will prepare for the estimated number and charge accordingly.

Event Confirmation and Guarantees

A guarantee is required 3 business days before your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled, you are responsible for contacting the catering department and canceling the event. You will be liable for 75% of your food bill for any event that is not cancelled within 2 business days, and confirmed in writing by the customer. If Nicholls State University is closed due to inclement weather, all catering events will be automatically canceled.

** All PRICES ARE SUBJECT TO CHANGE DUE TO MARKET DEMANDS.*



Planning Your Special Event

Payment

All catered functions must have a secured payment before they occur. *Name the type of payment Visa, MasterCard, American Express, Cash, Check, Purchase Orders, Departmental Accounts, Foundation Account numbers* are all valid payment methods. Non-University related groups are required to make a deposit of 75% one week prior with the balance due at the conclusion of the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.

Delivery Fees

Events for delivery require a minimum of \$35.00 for beverage orders and \$50.00 for food orders. Delivery charges may apply if minimums are not met.

Alcohol Service/Policy

You must receive approval from the Provost's office to serve alcohol at your event. Please call 985.448.4514 for the appropriate form. Once approval for the request is secured contact Sodexo Catering to place your event order. Sodexo must comply with Louisiana Alcohol Beverage Commission; Sodexo must file for alcohol permits ten days before the event day. Sodexo will provide certified staff to serve alcohol at these events. All alcohol must be purchased through NSU Dining Services for on campus events.

NSU Catering Services provides professional bar service, for a fee of \$75 per bartender and \$75 per cashier for all cash bars. All fees will be waived for bar sales exceeding \$200per bar. NSU Dining Services follows all laws governed by the Louisiana Alcohol and Beverage Commission. Management and Service Staff are trained and certified by the Louisiana Alcohol and Beverage Commission. Please contact our Catering Director if you have any questions related to Alcohol Service.



Planning Your Special Event

Attendants

To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first 3 hours of service. If additional time is needed, a fee of \$20.00 per attendant for a 3 hour minimum will be applied. We recommend that you have an attendant for all receptions and breaks for every 75 guests.

Catering Equipment

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.

Linens and Skirting

We will provide linens and skirting for food and beverage tables at no charge. If you would like linen to be placed on guests tables for receptions, breaks, meeting tables and boxed lunches there will be a \$5.00 fee for each tablecloth. Other tables may be skirted and covered at \$5.00 per tablecloth and \$10.00 per skirt. The same applies to registration tables, name tag, head tables, and any additional table that will not be directly used for setup. Skirting can be done on any table not exceeding one inch in thickness. Specialty linens are available upon request for an additional charge.

Late and Minimum Charges

Changes made to your event within 48 hours or events that are booked within 48 hours may be subject to additional charges.

Food Removal Policy

Due to health regulations, it is the policy of NSU Dining Services that excess 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 by the host of the event.



**CATERING
GUIDE**

www.nicholls.edu/diningservices/catering