Planning an event, no matter what size, requires attention to detail, patience, creativity, and time. With more than 65 years of combined experience, the Event and Conference Services staff works to take the stress out of the event planning process. We are happy to provide assistance with everything from planning a room layout to setting up audio-visual support or creating a customized menu. Please use this catering guide to begin the menu-planning process.

Please contact us with any questions at 724.532.5030 or events@stvincent.edu.

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Director

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Assistant Director, Operations Management

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BREAKFAST

Includes coffee, decaffeinated coffee, hot tea, ice water, and choice of one of the following juices: orange, cranberry, apple, or strawberry-kiwi.

Requires 20 guests minimum.

HEALTHY QUICK START
Assorted low-fat yogurts with granola and fresh berries, whole wheat bagels, low-fat cream cheese, and fresh fruit salad

TRADITIONAL CONTINENTAL
Assorted selection of house-made mini breakfast pastries

EXPRESS BOX BREAKFAST
Choice of bottled juice (apple, orange, or cranberry), piece of whole fruit, and bagel with butter and cream cheese.

Does not include coffee service

BREAKFAST WRAP BUFFET
INCLUDES:
- Bacon and egg with cheddar
- Egg whites with tomato, basil, spinach, and mozzarella
- Turkey sausage and egg with caramelized onion, guacamole, tomato, and pepper Jack cheese
- Seasonal fresh fruit salad

MORNING FAVORITE BUFFET
Scrambled eggs, home-fried potatoes, choice of bacon, sausage, ham, or turkey sausage links, seasonal fresh fruit, and assorted breakfast pastries
BREAKFAST

BAGELS
With cream cheese and butter

BISCUOTTI

BREAKFAST BREAD
12 slices

BREAKFAST MEAT

BREAKFAST WRAP

CHEWY GRANOLA BARS

DONUTS

DONUT HOLES

FRENCH TOAST AND SYRUP

INDIVIDUAL YOGURT CUPS

MINI BAGELS
With cream cheese and butter

MINI BISCUOTTI

MINI DANISH

MINI MUFFINS

MUFFINS

OVERNIGHT OATS
Served in jars with berries and pecans

PANCAKES AND SYRUP

SCONES
With clotted cream

SEASONAL FRESH FRUIT SALAD

WHOLE FRESH FRUIT

BREAks & SNACKS

Includes ice water and choice of one of the following beverages: lemonade, Latrobe lemonade, iced tea (sweetened or unsweetened), citrus punch. Requires 20 guests minimum.

BAVARIAN PRETZEL BAR
Mini pretzels, cinnamon sugar pretzels, pretzel dogs, stone-ground mustard, icing, and cheese sauce

BANANA SPLIT BAR
Vanilla and chocolate ice cream with chocolate sauce, strawberry topping, pineapple topping, cherries, rainbow sprinkles, and whipped cream

MAKE YOUR OWN TRAIL MIX
Granola, dried pineapple, raisins, dried cranberries, almonds, pecan pieces, and mini M&M’s®

ENERGY BREAK
Assorted granola and energy bars, whole fresh fruit, packaged nuts, and infused water. Price does not include additional beverage service.

SWEET AND SALTY BREAK
Assorted bagged chips and pretzels, candy bars, and canned soda. Price does not include additional beverage service.

CANTINA BAR
Spicy ghost pepper-cheese quesadilla, cheddar and seasoned chicken quesadilla, plus roasted mushroom and cheddar quesadilla. Served with salsa and sour cream.

SWEET TREATS BAR
S’mores pops, caramel apple bars, peanut butter-chocolate banana pinwheels, and lemon bar pops

JAVA BAR
Regular and decaffeinated coffee, variety of teas, cold brew coffee, assorted coffee flavors, cinnamon, house-made whipped cream, shaved milk chocolate and white chocolate, and ice water. Choice of freshly baked assorted mini biscotti or whoopie pies. Price does not include additional beverage service.
SNACKS

- Biscotti
- Brownies and Dessert Bars
- Chewy Granola Bars
- Cookies
- Cupcakes
- House-Made Potato Chips
- Individual Potato Chip Bags
- Individual Pretzel Bags
- Individual Yogurt Cups
- Mini Biscotti
- Mini Brownies and Dessert Bars
- Mini Cheesecakes
- Mini Cookies
- Mini Cupcakes
- Petite Cookies
- Smiley® Cookies
- Whole Fresh Fruit
- Whoopie Pies

PICNICS

All picnics include choice of one picnic salad, assorted mini cookies and mini dessert bars, ice water, and choice of lemonade, Latrobe lemonade, or iced tea (sweetened or unsweetened). Requires 20 guests minimum.

PRESIDENTIAL PICNIC
Grilled marinated chicken breast, seasonal fresh fruit salad, roasted corn, roasted potato wedges, dinner rolls, and whipped butter

CHOICE OF ONE PREMIUM MEAT:
- BBQ spare ribs
- Chargrilled 8 oz. New York strip steak

COUNTRY PICNIC
Grilled marinated chicken breast, hamburgers, hot dogs, baked beans, seasonal fresh fruit salad, roasted corn, lettuce, tomato, onion, American cheese, pickles, and condiments

BEARCAT PICNIC
Hamburgers, hot dogs, potato chips, seasonal fresh fruit salad, lettuce, tomato, onion, American cheese, pickles, and condiments

CHOOSE ONE PICNIC SALAD:
- Coleslaw
- Macaroni salad
- Marinated vegetable slaw
- Mixed greens salad with dressing choice
- Pasta salad
- Potato salad
- Quinoa salad with dried fruit
- Roasted mushroom salad
Box lunch options offer an easy way to provide a meal while moving between conference sessions, planning a working lunch, or a delicious way to say farewell to meeting attendees.

**EXECUTIVE BOX LUNCH**
Choice of premium sandwich below, two salads (see salad selections on previous page; excludes mixed greens salad), two house-made cookies, bottled water or canned soda, plus condiments

**EXPRESS BAG LUNCH**
Choice of sandwich on Kaiser roll (roasted turkey, baked ham, or roast beef) or grilled vegetable wrap, whole fresh fruit, potato chips, two house-made cookies, bottled water or canned soda, plus condiments

**PREMIUM SANDWICH SELECTIONS**
- Fresh mozzarella cheese on baguette with fresh basil leaves, Roma tomatoes, and balsamic syrup
- Italian meats with provolone cheese, mixed greens, roasted tomatoes, shaved red onion, and red pepper vinaigrette on ciabatta
- Smoked turkey club croissant with Swiss cheese, hickory smoked bacon, leaf lettuce, and tomato
- House-roasted beef with caramelized onion, smoked cheddar, shaved romaine, roasted tomatoes, and horseradish aioli on rosemary focaccia
- Greek chicken pita made with antibiotic- and hormone-free grilled chicken with kalamata olives, chopped romaine, feta cheese, and shaved red onion
- Mediterranean Albacore tuna with arugula, roasted tomato, olive oil, and capers in a spinach wrap
- Cubano with brown sugar-glazed ham, roasted pork loin, pickle, mustard, and Swiss cheese on ciabatta
- Buffalo chicken made with antibiotic- and hormone-free grilled chicken tossed with our house-made hot sauce with leaf lettuce, shaved red onion, tomato, and Gorgonzola cheese in a jalapeño wrap
- Muffuletta with mortadella, salami, ham, mozzarella and provolone cheeses, and olive tapenade on a crusty roll
THEMED BUFFETS

Buffer include assorted mini cookies and mini dessert bars (unless otherwise noted), ice water, and choice of one of the following beverages: lemonade, Latrobe lemonade, iced tea (sweetened or unsweetened), or citrus punch. Requires 20 guests minimum.

TEXAS BBQ
INCLUDES:
• Choice of BBQ pulled pork, BBQ dry-rubbed beef brisket, or BBQ grilled chicken breasts
• Marinated veggie slaw
• Baked macaroni and cheese
• Soda pop baked beans
• Mini pecan bars

MEXICAN FIESTA
INCLUDES:
• Sautéed chicken strips and taco beef
• Grilled green peppers and onions
• Cumin-braised black beans
• Cilantro rice
• Guacamole and salsa
• Sour cream, diced tomatoes, and sliced black olives
• Shredded lettuce and shredded cheddar cheese
• Six-inch flour tortilla shells and crispy hard taco shells

THANKSGIVING ANY DAY
INCLUDES:
• Mixed greens salad with house-made ranch and Italian dressings
• Sliced roasted turkey breast
• Traditional stuffing with gravy and cranberry sauce
• Whipped potatoes and gravy
• Green bean casserole
• Artisan rolls with whipped butter
• Pumpkin bars with whipped cream

GOURMET FLATBREAD
CHOOSE ONE SALAD:
• Bibb salad with pears, walnuts, bleu cheese, and cinnamon-orange vinaigrette
• Levita salad

INCLUDES THREE GOURMET FLATBREADS:
• Caramelized onion and sage flatbread
• Italian sausage, fennel, sun-dried tomato, and Asiago flatbread
• Wild mushroom manchego flatbread

LITTLE ITALY
CHOOSE ONE SALAD:
• Caesar salad
• Mixed greens salad with house-made ranch and Italian dressings

INCLUDES:
• Penne pasta and cheese-filled tortellini
• Meat sauce and marinara sauce
• Parmesan cheese and red chili pepper flakes
• Breadsticks

COMMUNITY CENTER
MENU OF THE DAY
INCLUDES:
• Mixed greens salad with house-made ranch and Italian dressings
• One entrée of the day from Parkside
• One starch from Parkside
• One vegetable from Parkside
• Artisan rolls and whipped butter
• Baker’s choice dessert

IT’S A WRAP BUFFET
Served with one salad (page 11) and house-made potato chips
INCLUDES:
• Chicken caprese with marinated grilled chicken, roasted plum tomatoes, fresh mozzarella, field greens, and basil with balsamic glaze on a spinach wrap
• Smoked ham with Brie cheese, spinach, and fresh apple on a whole wheat wrap
• Grilled halloumi cheese with roasted vegetables, red pepper hummus, and field greens on a sun-dried tomato wrap
LUNCH BUFFETS

Buffet includes choice of soup (page 35) or seasonal fresh fruit tray, assorted mini cookies and mini dessert bars (unless otherwise noted), ice water, and choice of one of the following beverages: lemonade, Latrobe lemonade, iced tea (sweetened or unsweetened), or citrus punch. Requires 20 guests minimum.

SOUP, SALAD, AND DELICIOUS BREAD
Includes artisan bread with infused dipping oils and choice of one soup (page 35)
Does not include additional soup or fruit tray.

CHOSE THREE SALADS:
• Cranberries and toasted almonds over baby field greens with crumbled feta cheese, caramelized shallots, and white balsamic vinaigrette
• Classic Caesar salad with chopped romaine, house-made croutons, and shaved Parmesan cheese
• Garden salad of crisp iceberg and leaf lettuce with cucumber, grape tomatoes, shaved red onion, carrots, bell pepper, and smoked cheddar with ranch and balsamic dressing
• Spinach and arugula salad with pickled red onion, grape tomatoes, toasted walnut, and crumbled bleu cheese with balsamic dressing

ADD A PROTEIN
• Hormone- and antibiotic-free grilled chicken
• Chargrilled Certified Angus Beef® bistro filet
• Fresh roasted salmon
• Grilled wild-caught shrimp
• Crispy tofu or seitan

• Southwestern Cobb with chopped mixed greens, avocado, jicama, roasted corn, pickled onion, fresh citrus segments, and queso fresco with smoky ranch dressing
• Bibb salad with sliced apples, pears, and jicama with cinnamon-orange vinaigrette
• Spinach and watercress with roasted beet, fennel, haricots verts, and local goat cheese with raspberry vinaigrette
• Grilled romaine and radicchio with crumbled bacon, dried apricots, cucumber, and Asiago cheese with red wine vinaigrette
BUFFET INCLUDES CHOICE OF SOUP (PAGE 35) OR SEASONAL FRESH FRUIT TRAY, ASSORTED MINI COOKIES AND MINI DESSERT BARS (UNLESS OTHERWISE NOTED), ICE WATER, AND CHOICE OF ONE OF THE FOLLOWING BEVERAGES: LEMONADE, LATROBE LEMONADE, ICED TEA (SWEETENED OR UNSWEETENED), OR CITRUS PUNCH.

REQUIRES 20 GUESTS MINIMUM.
SERVED ENTRÉES

All served entrées include artisan rolls and butter, choice of one salad, choice of two sides and choice of one dessert (page 25), ice water, coffee, decaffeinated coffee, and hot tea.

POULTRY
We are proud to offer Gerber's Amish Farm Chicken™ to our guests. Gerber's Amish Farm Chicken™ is raised on a high-quality vegetarian diet in a cage-free environment, without the use of steroids or antibiotics.

CHICKEN CORDON BLEU
Boneless chicken stuffed with Pennsylvania ham and Swiss cheese, then breaded and fried with Dijon cream sauce

CHICKEN KIEV
Hand-breaded chicken stuffed with herbed butter and fried golden brown

CHICKEN ASIAGO
Rolled chicken breast stuffed with Asiago cheese, sun-dried tomatoes, and cured Italian ham, then hand-breaded and fried golden brown, topped with red pepper and roasted tomato coulis

CHICKEN BRUSCHETTA
Grilled chicken breast with grape tomato and basil relish

CHICKEN MARSALA
Pan-seared chicken breast with marsala-mushroom sauce

CHICKEN ROMANO
Romano egg-dipped chicken breast, pan seared with white wine shallot sauce

HERB-ROASTED CHICKEN
Herb-roasted chicken breast served with wild mushroom ragout

MEDITERRANEAN CHICKEN
Pan-roasted chicken with artichoke, sun-dried tomato, and garlic spinach

SANTA FE CHICKEN
Sauteed chicken with a creole tomato jus, roasted corn, and black bean salsa
**BUTCHER BLOCK**
Includes choice of one sauce

**ROASTED BEEF TENDERLOIN**

**FILET MIGNON**
- 5 oz. center cut chargrilled filet
- 8 oz. center cut chargrilled filet

**GRILLED 10 oz. STRIP STEAK**
Grilled medium

**HERB-CRUSTED BISTRO FILET**

**SAUCE CHOICES FOR BEEF:**
- Béarnaise
- Cabernet demi-glace
- Mushroom-shallot bordelaise

**ROASTED PORK TENDERLOIN**

**SAUCE CHOICES FOR PORK:**
- Apricot-mustard glaze with dried fruit compote
- Cajun with red onion marmalade
- Lemon and herb-grilled with shallot confit

**DUET ENTREES**

**GRILLED PETITE FILET AND SEARED SCALLOP**
Served with merlot demi-glace

**SLICED BEEF TENDERLOIN AND CRAB CAKE**
Served with mushroom bordelaise and red pepper coulis

**PETITE FILET AND PAN-SEARED CHICKEN BREAST**
Served with a burgundy reduction

**FROM THE DEEP SEA**

**CRAB-STUFFED SHRIMP**
Wild-caught shrimp served with white wine shallot cream sauce

**SEARED SALMON**
Seasoned, seared salmon filet served with your choice of one of the following toppings:
- Blackened with red onion marmalade
- Grilled with chive buerre blanc
- Minted blood orange champagne sauce
- Sweet chili glaze

**AHI TUNA STEAK**
Grilled ahi tuna steak served with your choice of one of the following toppings:
- À la niçoise with fresh tomato, kalamata olives, and garlic
- Blackened with Creole butter
- Pan-seared with teriyaki sauce and topped with wakame

**GRILLED ORANGE ROUGHY**
Served with citrus white wine jus

**NEW ENGLAND COD**
Broiled cod filet topped with buttered bread crumbs and lemon
VEGETARIAN

ROASTED VEGETABLE WELLINGTON
Layers of seasoned, roasted vegetable and mushroom duxelles wrapped in puff pastry, served with red pepper coulis.
Vegan upon request.

SEASONAL VEGETARIAN RISOTTO
Chef’s selection of seasonal vegetable with creamy arborio rice. Additional side not included.

STUFFED ZUCCHINI
Stuffed with seasonal marinated vegetables and served with basil, goat cheese, and roasted tomato compote.
Vegan upon request.

VEGETARIAN SUN-DRIED TOMATO RAVIOLI
Delicate pasta squares stuffed with sun-dried tomatoes and mascarpone cheese, served with tarragon fondue.
Additional side not included.

MARINATED STUFFED PORTOBELLO MUSHROOM
A large portobello mushroom cap baked with spinach, Asiago cheese, and sun-dried tomatoes

PASTA PRIMAVERA
Sauteed seasoned vegetables served with pesto cream over al dente pasta.
Additional side not included.

SEASONAL VEGETARIAN QUICHE
Roasted vegetables in tart shell with egg custard and goat cheese, topped with fine herbs

SERVED ENTREE SELECTIONS

CHOOSE ONE SALAD:

BABY SPINACH
Baby spinach with chopped egg, mushrooms, and house-made bacon bits with sherry vinaigrette dressing

BIBB LETTUCE
Bibb lettuce with sliced pears, walnuts, and bleu cheese, tossed with honey-white balsamic dressing

CHOPPED SPINACH
Chopped spinach with sliced strawberries, pecans, and shaved red onions, drizzled with yogurt-poppyseed dressing

CLASSIC CAESAR
Crisp chopped romaine with Parmesan cheese and house-made croutons, tossed with Caesar dressing

ICEBERG WEDGE
Wedge of iceberg lettuce with cucumber, tomato, and bacon, drizzled with bleu cheese dressing

LEVITA
Mesclun field greens with cucumbers, kalamata olives, radishes, beets, and tomatoes, tossed with balsamic vinaigrette dressing

MIXED GREENS
Mesclun field greens, grape tomatoes, cucumber, shaved red onions, and house-made croutons, served with choice of house-made ranch and Italian dressings

DESSERT UPGRADES:
• Almond torte
• Crème brûlée
• Double chocolate torte

CHOOSE TWO SIDES:
• Asparagus
• Baby carrots
• Broccoli and cauliflower
• Brussels sprouts with caramelized onions
• Haricots verts
• Roasted beets, carrots, and parsnips
• Roasted heirloom potatoes
• Roasted potatoes
• Seasonal rice pilaf
• Seasonal risotto
• Smashed herbed Yukon potatoes
• Whipped potatoes
• Whipped sweet potatoes

CHOOSE ONE DESSERT:
• Angel food cake with orange sauce and fresh berries
• Apple-caramel pie
• Carrot cake with cream cheese frosting
• Cheesecake with fresh berries
• Chocolate-raspberry mousse
• Devil’s food cake with Heath® Bar and caramel
• Lemon-vanilla glazed cake with fresh berries
• Mama’s chocolate cake
• Pineapple cake with brown sugar glaze
• Red velvet cake with cream cheese frosting
• Seasonal fruit tart

DEDICATED TO QUALITY
CARVING STATIONS

Chef-attended, served with slider rolls.

TENDERLOIN OF BEEF AU POIVRE
With horseradish cream

BROWN SUGAR AND BOURBON-GLAZED HAM
With sweet mustard

ROASTED SIRLOIN OF BEEF
With béarnaise sauce

APRICOT-GLAZED TURKEY BREAST
With orange-cranberry relish

LOCALLY SOURCED
## HORS D’OEUVRES

**BEEF, LAMB, AND PORK**

**HOT:**
- Mini Lamb Lollipop
  - With rosemary-mint gastrique
- Cajun Sirloin of Beef
  - With red onion marmalade
- Cumin-Scented Flank Steak
  - With chimichurri on corn crisp
- Shaved Beef Sirloin
  - Crostini, caramelized onions, and horseradish sauce
- Spicy Sausage and Yellow Bell Pepper Kabob

**COLD:**
- Asparagus Tips
  - Wrapped with prosciutto and portobello mushroom
- Sirloin of Beef
  - Rolled with enoki mushrooms and horseradish sauce
- Prosciutto Crostini and Tomato Jam

## STATIONS

### ASIAN STATION
Fried vegetable pot stickers, spring rolls, sesame chicken skewers with a Thai dipping sauce, and assorted sushi maki rolls

### ITALIAN STATION
Assorted Italian meats and cheeses displayed with a roasted vegetable platter, cherry peppers, pepperoncini, red peppers, marinated artichokes, kalamata olives, focaccia squares, sliced French bread, and crackers

### VEGETARIAN TAPAS
Olive tapenade, marinated tomatoes with basil and mozzarella, minted cucumber raita, baba ghanoush, hummus, and tabbouleh, served with crostini, toasted pita chips, and flatbread

### MEDITERRANEAN PLATTER
House-made hummus and pita bread, gourmet olives, shaved red onion, feta cheese, Roma tomatoes, and cucumber slices

### ROASTED VEGETABLES AND HUMMUS
Fresh seasonal roasted vegetables with house-made hummus

### DIPS AND SPREADS
All served with toasted pita chips, sliced French bread, and crackers. Priced per pan.

- Baked Lump Crab Dip
- Buffalo Chicken Dip
- Creamy Warm Artichoke and Spinach Dip

### CHEESE AND FRUIT DISPLAY
Assorted domestic cheeses garnished with fresh fruit, whole grain mustard, sliced baguette, and assorted crackers

### FRUIT DISPLAY
Sliced fresh fruit with yogurt dip

### CHEESE AND CRACKER DISPLAY
Assorted domestic cheeses and crackers with whole grain mustard

### VEGETABLE CRUDITÉS
Fresh seasonal vegetables with house-made ranch dressing

### BAKED LUMP CRAB DIP
- BBQ
- Buffalo
- Marinara
- Sweet and sour
POULTRY

HOT:
- CHICKEN EN CROÛTE
  With corn and black beans
- CRISPY DUCK CONFIT CROSTINI
  With whole grain mustard on crostini
- ROASTED DUCK BREAST
  On cinnamon raisin bread with blackberry compote
- SEARED DUCK BREAST
  With whole grain mustard on crostini
- HERB AND SUN-DRIED TOMATO CHICKEN ROULADE
- BBQ PULLED CHICKEN
  Served on crisp tortilla with sour cream
- CRISPY CHICKEN TENDERS
  With assorted dipping sauces
- COCONUT CHICKEN
  With honey-tangerine sauce
- PESTO CHICKEN BITE SKEWER
- CHICKEN AND PINEAPPLE SATAY
  With hoisin sauce
- TURKEY MEATBALLS
  Choose one:
  • BBQ
  • Marinara
  • Sweet and sour
  • Buffalo

COLD:
- BUFFALO CHICKEN CROSTINI
- CAJUN CHICKEN SATAY
  With red onion marmalade
- CURRIED CHICKEN SALAD
  In phyllo cup
- SESAME CHICKEN SKEWER
  With honey-ginger sauce
- SMOKED TURKEY AND CRANBERRY CROSTINI
- WALNUT AND GRAPE CHICKEN SALAD
  In phyllo cup

SEAFOOD

HOT:
- SCALLOPS WRAPPED IN BACON
- MINI CRAB CAKE
  With sweet chili sauce
- SEARED SCALLOPS
  With potato crisps and avocado aioli
- GRILLED SHRIMP BROCHETTE
  With mango and ginger
- MUSHROOMS STUFFED WITH CRAB MEAT

COLD:
- CRAB HOELZEL
  In bamboo cups
- CAJUN-STYLE GRILLED SHRIMP SKEWERS
- GRILLED PESTO SHRIMP
  In bamboo cups
- SEARED AHI TUNA
  With almond and citrus
- SHRIMP COCKTAIL
VEGETARIAN

HOT:

BAKED BRIE (serves 20)
With honey and toasted almonds and crackers

ASPARAGUS AND ASIAGO
Wrapped in phyllo

PARMESAN-CRUSTED ARTICHOKE
With basil aioli

SUN-DRIED TOMATO ARANCINI

SPINACH AND BOURSIN® STUFFED MUSHROOMS

SPINACH AND TOASTED WALNUT CROSTINI
With Gorgonzola cheese

CARAMELIZED FENNEL AND PARMESAN TARTLET

CARAMELIZED ONION AND SAGE FLATBREAD

ARTICHOKE PURSES

SPANAKOPITA

WILD MUSHROOM RAGÚ
In tartlet shell

VEGETARIAN SPRING ROLLS

COLD:

CAPRESE SALAD KABOB
With balsamic reduction

WHITE BEAN AND GARLIC HUMMUS
IN CUCUMBER SHOOTER

ARTICHOKE AND GOAT CHEESE BRUSCHETTA

OLIVE TAPENADE BRUSCHETTA

PISTACHIO-CRUSTED
GOAT CHEESE CROSTINI

TOMATO, BASIL, AND MOZZARELLA CHEESE BRUSCHETTA

CHEESE TORTELLINI SKEWER
With creamy dipping sauce

FIRE-GRILLED VEGETABLES
In phyllo cup

RED PEPPER BRUSCHETTA

GRAPES ROLLED IN BLEU CHEESE
AND PISTACHIOS
PIZZA
16-cut, serves 4-5 guests. Serviceware not included.

CHEESE

ONE TOPPING

ADDITIONAL TOPPINGS

MEAT LOVERS

VEGGIE LOVERS

BUFFALO CHICKEN

CHICKEN, BACON, RANCH

PIZZA TOPPINGS:
• Pepperoni
• Bacon
• Sausage
• Ham
• Mushroom
• Peppers
• Onions
• Banana peppers
• Jalapenos
• Pineapple

PIZZA

PAPER SERVICE
For pizza only.

PLASTIC SERVICE
For pizza and picnics only.

CHINA AND LINEN SERVICE
Conference Center and Placid Dining Rooms only.

STANDARD LINEN
Custom linen pricing available on request.

SOUPS
We offer unique and hearty soups made fresh from traditional house-made stock and fresh ingredients. All of our soups and stocks are made from scratch, inherently healthier, lower in sodium, and full of flavor.

• Broccoli-cheddar
• Chicken noodle
• Italian wedding
• Tomato basil
• Soup du jour
• Vegetarian vegetable
KIDS’ MENU

For children 10 and under. All meals served with the same dessert as the main menu selection on page 25. Carrots and celery sticks may be substituted for French fries. Tossed salad may be substituted for applesauce. Limit one kids’ meal selection per event.

KIDS’ BUFFET

CHICKEN TENDERS AND FRENCH FRIES
Available grilled or fried

SPAGHETTI AND MEATBALLS

HAMBURGER, FRENCH FRIES, AND APPLESAUCE
COLD BEVERAGES
ICED TEA (SWEETENED OR UNSWEETENED), LEMONADE, LATROBE LEMONADE, OR CITRUS PUNCH
PITCHER
Serves 6
PER GALLON
Serves 12-15
FLAVOR-INFUSED WATER
PER GALLON
ICE WATER
Includes disposable cups
5 GALLONS
Serves 80
PER GALLON
Serves 12-15
JUICE
CARAFE
Serves 6
GALLON
Serves 12-15

BOTTLED WATER

CANNED SODA

COFFEE SERVICE
AIR POT
Serves 5-7
PER GALLON
Serves 12-15
WATER SERVICE
Pitchers of ice water and goblets at conference tables. Priced listed for four hours of service.

*See pages 46-48 for Alcohol Policy and Bar Service fees.
EVENT GUIDELINES

MAKING A RESERVATION
Event reservations, including facility details such as room setup, equipment, and catering needs, must be scheduled no later than two weeks in advance. Requests for space in the Fred M. Rogers Center (FRC) must be made using the request form located on the Saint Vincent College Portal. Classrooms must be reserved through the Campus Facilities Calendar on the Saint Vincent College Portal no later than three business days in advance.

Due to the high volume of events being scheduled, it is highly recommended that reservations be made as early as possible to avoid disappointment. Requests from individuals will not be accepted. Only student groups that are registered through the Student Government Association are permitted to reserve space and equipment on campus.

CONFIRMATION/CHANGES
Submitting a request through the Saint Vincent College Portal, either through the FRC form or the Campus Facilities Calendar, is a request only. Reservations will be verified via confirmation email. Any changes or additions to the initial confirmation, including setups, equipment requests, parking, signage, etc., should be submitted via email to the assigned Event and Conference Services staff member no later than seven days prior to the event. Any requests made within seven days cannot be guaranteed. No event should be announced or publicized until the facility reservation has been confirmed. Once it has been confirmed, the event may appear on the Master Calendar, if requested by the event organizer.

CANCELLATIONS/NO-SHOWS (internal events only)
If it is necessary to cancel a reservation, the requester must notify the Event and Conference Services office via email to the assigned Event and Conference Services staff member no later than three business days in advance, otherwise all costs may be incurred. Events canceled more than three business days in advance may incur partial costs. If the College is closed due to weather, emergency, etc., all events may be subsequently canceled.

DENIALS
Denial of requests based on parking concerns, conflicts with scheduled events, or operational difficulty is at the discretion of the Director of Event and Conference Services, in conjunction with Facilities Management, Dining Services, Public Safety, and/or the appropriate senior administrator of the College.

EVENT SETUPS
All event setups are completed by either the Event and Conference Services Office (in the FRC) or the Facilities Management Office (all other campus spaces). All requests, additions, and changes must be made in writing through the Event and Conference Services Office no later than seven days prior to the event. Event setup diagrams will be provided to each event organizer. Final approval of the setup diagram must be received no later than three business days prior to the event. If no response is received, the final confirmation and diagram will be considered to be approved. Upon conclusion of an event, facilities will be inspected for damages and/or excessive cleaning. Applicable service fees as determined by Event and Conference Services or the Facilities Management Office may be charged.

EQUIPMENT RESERVATIONS
All requests for audio-visual equipment (except in the FRC) must be made through the Service Desk. Additional furnishings, rental requests, and audio-visual equipment in the FRC must be submitted in writing to the Event and Conference Services Office no later than seven days in advance. The sponsoring department or organization is financially responsible for the loss or damage of any audio-visual equipment, furnishings, or rental items from the time they are delivered until the time they are retrieved from the requested facility.

DECORATIONS
All groups utilizing campus spaces are permitted to decorate. To preserve the integrity and safety of each space, groups must abide by the following limitations:
- Any group requiring decorations for an event is responsible for purchasing and arranging the decorations. Fresh floral centerpieces and specialty linens may be ordered through Event and Conference Services.
- Decorations may not be taped, stapled, nailed, or otherwise affixed to the walls.
- Decorations that require flame or water must be approved by Event and Conference Services.
- All decorations must be removed by the sponsoring organization immediately following the event. Failure to do so will result in the items being discarded and an additional clean up fee may be charged.
- No glitter, confetti, or sand items may be used.
- Balloons are permitted in select facilities. Please consult Event and Conference Services for restrictions.
TYPES OF SERVICE

SERVED
All courses are served at the table. Depending on the time constraints of the event, the salad and/or dessert may be pre-set. Pricing is based on a single menu entree selection. If the meal offers two or more entree selections, specific guest counts for each entree selection must be submitted by 12 noon, no later than seven days prior to the event. There is a maximum of two entree selections, plus a vegetarian option. All salad, side, and dessert choices must be the same for all entree selections. Some vegetarian options may not include all sides.

BUFFET
This style of service offers a variety of menu options. Quantities of food prepared will adequately serve the number of guaranteed guests. This, however, does not imply all-you-can-eat. Buffets for fewer than 20 guests may incur an additional charge. A buffet is ideal in the following situations: guests arriving at different times, physical layout of the room requires a buffet, lack of facilities to serve the meal, or an informal style event.

PICKUP SERVICE (Saint Vincent-sponsored events only)
Carryout service can be arranged for limited items from the Dining Services office, located outside the Community Center in Placid Hall. Requesting department or organization is responsible for the prompt return of any equipment. Available items are at the discretion of the Catering Director. Additional charges for equipment that is damaged or not returned to the Dining Services office within two business days of the event may be incurred. Catering loans equipment and supplies only when food is provided by Saint Vincent Dining Services.

DELIVERY AND SETUP
For deliveries made on campus with a setup required, please be sure to order adequate trash receptacles and tables for food and beverage service from Event and Conference Services and arrange for setup at least two hours prior to the start time of the event. Catering will generally set up one hour prior to the scheduled event start time. Delivery is available from 7 a.m.-7 p.m. Delivery fees may apply after 7 p.m.
GENERAL POLICIES

CATERING EQUIPMENT
All catering equipment is the sole property of Saint Vincent Dining Services and must be secured by the customer until picked up by the Catering staff. Any equipment not returned or returned damaged will be charged the full replacement value. Fee may apply for equipment not returned from a pickup service within two business days of the event.

SERVICE CHARGES
If an attendant/culinary professional is requested for an event not typically requiring staff, or an additional attendant/culinary professional is required, pricing is as follows:

- Attendant
- Culinary professional

All pricing for served meals or buffets includes standard linen service for all food tables. Additional pricing is as follows:

- Tablecloths
- Table overlays

The pricing above is for standard linen. Custom linen pricing may vary. For setups requiring more than buffet and seating linens, please request additional linens no later than 12 noon, seven days in advance through the Event and Conference Services Office.

CHINA/GLASSWARE
All events held in the following facilities will be provided with china and glassware unless otherwise designated by the event organizer or at the discretion of the Event and Conference Services Office and/or the Catering Director:

- All facilities in the Fred M. Rogers Center
- First Placid, Dining Room B
- Faculty Dining Room
- Metten Room
- Foundations Room

Events held in all other facilities on campus will be provided with high quality disposable serviceware unless otherwise requested. China and glassware service outside above listed facilities will require an additional charge to the requesting department or organization.

SPECIAL DIETARY RESTRICTIONS
It is the responsibility of the event host to determine if special menus are needed for event guests. Special meal requests will be accommodated with advance notice. Guest names and specific dietary requirements must be provided to the Catering Office no later than 12 noon, seven days prior to the event. In some cases, such as kosher meals, more advance notice is required. It is recommended that the event host order extra meals to accommodate the growing number of vegetarian and gluten-free requests.

FOOD SAFETY
Saint Vincent Dining Services takes exceptional care to follow proper food handling procedures to reduce the risk of foodborne illness. Service guidelines designed to maintain this high level of food safety practice include but are not limited to:

- All food and beverage must be produced or supplied by Saint Vincent Dining Services or an approved vendor.
- Food may not be held longer than the recommended time limit per food safety guidelines.
- Food items must be properly chilled, stored, heated, and served.
- Leftover food and beverages may not be removed from the event premises for later consumption.
- Adherence to Commonwealth of Pennsylvania and Westmoreland County health codes.

These and other guidelines have been implemented to protect guests and the College from the risks of foodborne illness.

PRICING
Saint Vincent Dining reserves the right to adjust or change pricing from the printed menu based on location, seasonal availability, minimum guest requirements, and current market price of products found in this catering guide. All prices in this guide are based on service within the Saint Vincent campus.

Prices in this guide are valid July 1, 2019 – June 30, 2020.

ADDITIONAL NOTES
Saint Vincent Dining Services reserves the right to substitute items based on product quality and availability. Every attempt will be made to inform the event organizer of any changes as far in advance as possible. If inclement weather is imminent, contact the Event and Conference Services Office to discuss a secondary plan to ensure the success of the event.
No alcohol is permitted at any event unless prior permission has been obtained from the appropriate representative of the College. All laws governing the purchase, distribution, and consumption of alcohol must be obeyed. Under no circumstance is alcohol to be served to anyone under the age of 21. Public Safety or the Event and Conference Services staff reserves the right to shut down an event if this policy is violated.

GENERAL POLICIES
• Food and non-alcoholic beverages must be present.
• The bar must be closed one hour prior to the scheduled event end time.
• Any alcohol at an event must be served by trained and certified bartenders employed by Saint Vincent Dining Services. There is a fee associated with this service.
• Bartenders will only serve one drink at a time.
• Cash bars are not permitted.

SAINT VINCENT NON-STUDENT EVENTS
• The Request to Provide Alcohol form must be completed and submitted to the Director of Event and Conference Services for approval at least two weeks prior to the event date.
• Saint Vincent College must work with Event and Conference Services and/or Saint Vincent Dining Services for bar service. Saint Vincent College departments will be responsible for alcohol consumption charges.

SAINT VINCENT STUDENT-ATTENDED EVENTS
• For student-only/student-sponsored events, alcohol is not permitted.
• If students are invited to an event where alcohol is served, all attendees must be checked for valid identification by a Saint Vincent faculty or staff member, and everyone under and over 21 must wear the appropriate wristband.
• Any event involving students at which alcohol is served must be monitored by a non-student event organizer who is over the age of 21. The event organizer must remain at the event until the close of the event.

EVENTS SPONSORED BY AN OUTSIDE ORGANIZATION
• Saint Vincent College will not purchase or supply alcohol for events. Any alcohol must be provided by the event organizer.
• All alcohol must be clearly labeled with name of organization and date of event.
• If minors are invited to an event at which alcohol is served, all attendees must be checked for valid identification by a representative of the organization who is over 21, and everyone must be wristbanded. (Event and Conference Services will provide wristbands.)
• The purchaser may not remove alcohol from the Saint Vincent College premises until the day following the event, and alcohol must be picked up within 48 hours after the event, unless prior arrangements have been made with the Event and Conference Services Office. All unclaimed alcohol will be discarded.
BAR SERVICE

Bar must close one hour prior to the event's scheduled end time.

BARTENDER
One bartender required per 75 guests.

BAR SET UP FEE
Includes glasses, napkins, ice, mixers (if applicable), and soda. Alcohol is not included. Please see alcohol policy (page 46-47) for details.

FULL BAR

BEER AND WINE

SAINT VINCENT SPONSORED EVENTS

CATERING - CONFERENCE CENTER
For Conference Center events, please make all catering requests through the Event and Conference Services Office no later than two weeks prior to the event. Final guarantee number is due by 12 noon, no later than seven days in advance of the event. This number may not increase more than 5% once submitted. After guarantee is submitted, number may not decrease. Event sponsor will be responsible for all charges based on the guarantee number, not the actual number of people attending the event. No food may be purchased from or donated by an outside establishment for consumption at any event in the FRC.

CATERING - CAMPUS
For on-campus events, the event organizer must contact the Catering Director at 724.805.2180, or x2180 from a campus phone, at least two weeks prior to the event after the space has been reserved through the Saint Vincent College Portal and confirmed by the Event and Conference Services Office. Final guarantee number is due by 12 noon, no later than seven days in advance. This number may not increase more than 5% once submitted. After guarantee is submitted, number may not decrease. Event sponsor will be responsible for all charges based on the guarantee number, not the actual number of people attending the event. No food may be purchased from or donated by an outside establishment for consumption at a College-sponsored event without prior written approval from the Catering Director. Please contact the Event and Conference Services Office at 724.532.5030 with any questions.

MEAL EXCHANGE/CREDIT
Please visit the Event and Conference Services page on the Saint Vincent College Portal for a complete outline of the meal exchange policy and a list of menu options.
CATERING
Saint Vincent Dining Services must provide all food service. No contracted food or beverage items are to be removed from the Saint Vincent premises by the purchaser or its representatives. No outside catering company may provide food to groups using College facilities. Additionally, no donated food can be served on campus without written permission from Saint Vincent Dining Services.

Please use this catering guide to begin the menu-planning process. Meals may be customized. Please ask a member of the Event and Conference Services staff for details.

INSURANCE REQUIREMENTS
All outside organizations utilizing Saint Vincent facilities must provide the Event and Conference Services Office with Limited Liability Insurance naming “Saint Vincent College, Archabbey, and Seminary” as an additional insured. Additional information is provided in the event contract.

CANCELLATIONS
Reservations canceled prior to six months of the use of the facilities will receive a full refund. Reservations canceled prior to three months of use will receive 50% of the original deposit. The entire deposit will be forfeited if a cancellation occurs less than three months prior to the scheduled event.

If the purchaser cancels the agreement 45 days or less prior to the commencement of the planned event, it shall be liable to the College as outlined within the event contract. Additional information is provided in the event contract.

To confirm a reservation:
• The signed contract is due two weeks after the date issued.
• A 25% deposit is required 30 days from the date the contract is signed.

Two weeks prior to the event, the following items are required:
• A second 25% deposit
• Copy of the agenda/schedule
• Liability insurance
• Menu selections
• Pennsylvania Exemption Certificate (if applicable)
• Special requests

Five business days prior to the event:
• Catering guarantee may not increase more than 5%. After guarantee is submitted, number may not decrease. Final charges are based on the guarantee.

ADDITIONAL CHARGES
• 18% service charge and 6% PA state sales tax will be added to all prices listed in this guide.
• Facility rental is not included in the catering price.
• Prices in this guide are valid July 1, 2019 – June 30, 2020.