## Welcome <br> to Carved + Crafted by Chartwells

There are both big decisions and little details to attend to as you prepare for your upcoming catered event. Let The Gathering by Chartwells guide you, from designing the perfect menu to personalizing all the details of your unique gathering. Our catering services can accommodate any size, theme, or individual requirements, in virtually any location - on or off campus.

We'll work with you to create a custom gathering menu inspired by your unique needs that will leave a lasting impression on your guests. All menus will follow the Chartwells culinary philosophy; authentic recipes using the freshest, seasonalingredients.

Waiter service, buffet, small plates and international inspired specialty stations: all served in your style! And because you've entrusted your event to The Gathering by Chartwells, the food will be unmatched, the service spectacular, and the event will be unforgettable!

The Gathering by Chartwells at Aurora University
630-844-7858
Catering@aurora.edu
Dineoncampus.com/aurora



## Continental Breakfast

Assorted breakfast pastries and bagels with cream cheese (Cals: 240-340) Seasonal fresh fruit display (Cals: 60)
Regular and decaf coffee and assorted hot teas (Cals:0)
Orange juice (Cals:120)

## Energy Breakfast

Egg white scramble with potato, spinach and tomato (Cals:240)
Avocado toast (Cals:230-270)
Seasonal fresh fruit and Greek yogurt bar with house-made granola (Cals: 60-370)
Regular and decaf coffee and assorted hot teas (Cals: 0)
Orange juice (Cals: 120)

## Traditional Breakfast

Cinnamon French toast or buttermilk pancakes(Cals: 170-240)
Scrambled eggs (Cals: 190)
Bacon, pork sausage or turkey sausage (Cals: 45-70)
Seasoned breakfast potatoes (Cals: 120)
Seasonal fresh fruit display (Cals: 60)
Fresh breakfast pastries to include assortment of mini croissant, muffins or danishes (Cals: 130-210)
Regular and decaf coffee and assorted hot teas (Cals: 0)
Orange juice (Cals: 120)

15.99 per person

Dressings:
Everything Bagel Spice
(Cals: 20)
Tarragon Lemon
(Cals: 15)
Buttermilk Ranch (Cals: 50)

Roast Mushroom
(Cals: 70)
Sweet Potato
(Cals: 50)
Peas (Cals: 30)
Asparagus (Cals: 20)
Avocado (Cals: 60)

| Toast Bar |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |
| Breads: | Spreads: | Toppings: | Crispy Toppers: |  |
| Artisan Sourdough per person | Za'tar Spiced Chick | Pickled Red Onion | Crispy Prosciutto |  |
| (Cals: 130) | Pea Hummus | (Cals: 10) | (Cals: 25) |  |
| Rye (Cals: 110) | (Cals: 80) | Pickled Radish | Toasted Cashews |  |
| Tuscan Breads | White Bean Hummus | (Cals: 35) | (Cals: 40) |  |
| (Cals: 75) | (Cals: 130) | Roast Eggplant | Chia Seeds (Cals: 25) |  |
|  | Mushroom Ragout | (Cals: 25) | Sunflower Seeds |  |
|  | (Cals: 40) | Roast Cherry Tomato | (Cals: 45) |  |
|  | Avocado (Cals: 90) | (Cals: 50) |  |  |
|  |  | Roast Carrot |  |  |
|  |  | (Cals: 40) |  |  |

(Cals: 25)
Marinated Cucumber
(Cals: 25)
Arugula (Cals: 0)
Fresh Mozzarella
(Cals: 90)

## Breaktast Bows Choose 2

Creamy Almond Overnight Oats: Rolled oats with Greek yogurt, coconut milk, almonds, chia seed, and agave with toasted almonds and seasonal fresh fruit (Cals: 540)

Farro with pickled carrot and poached egg (Cals: 400)
Hard boiled egg, stone ground grits, tender maple belly, blistered tomato, pickled Serrano chile (Cals: 560)

Poached egg, masala spiced lentils, shaved broccoli, roasted sweet potato, toasted almond, scallions, onion chutney (Cals: 710)

Farrotto with bacon, scallions and roasted root vegetables (Cals: 350)
Wheatberry porridge and garlicky greens (Cals: 560)


| Bacon, and cage-free egg on a fresh English <br> muffin (Cals: 350) | 5.25 each |
| :--- | :--- |
| Sausage, Cage-free egg and cheese on a fresh <br> English muffin (Cals: 280) | 5.25 each |
| Cage-free egg and cheese on a fresh English muffin <br> (Cals: 280) | 5.25 each |
| Fried chicken on a buttermilk biscuit (Cals: 560) | 5.25 each |
| Tomato and cage-free egg on a whole wheat wrap <br> (Cals: 570) | 5.25 each |
| Cage-free egg and bacon on a croissant (Cals: 390) 5.25 each  <br> Hot ham and cheese on an buttermilk biscuit <br> (Cals: 510) 5.25 each  |  |

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## Chips \& Salsa

Lime \& sea salt tortilla chips (Cals: 100)
House-made tomato salsa (Cals: 10)
Avocado guacamole (additional charge) (Cals:110)
Fruit \& Nut Bar
Seasonal fresh hand fruit \& berries(Cals: 10-110)
Selection of lightly saltednuts (Cals: 45-50)

## Popcorn Trio

Assorted flavors of Popcorn (Cals: 140-200)

## Mezze Spreads

Served with crisp vegetables \& pita chips (Cals: 40-80)
Yellow lentil hummus (Cals: 60)
Classic chick pea hummus(Cals: 30)
Babaganoush (Cals: 50)

| Assorted freshly baked cookies (Cals: 170-210) | 16.99 per dozen |
| :--- | ---: |
| House-made fudge brownies (Cals: 200) | 21.99 per dozen |
| Cereal Treats Choice of: <br> Trix, Cinnamon Toast Crunch, Cocoa Puffs, \& Rice Krispy Treat Platter <br> (Cals: 190-350) | 15.99 per dozen |
| Dessert Bars Choice of: <br> Smore's Bar, Blondie, M\&M Blondie, Pecan, Lemon Bar (Cals: 110-320) | 23.99 per dozen |
| Savory party mix (Cals: 210) | $\mathbf{3 . 9 9}$ per pound |
| Pretzels (Chocolate dipped pretzels) (Cals: 270-280) | 23.99 per dozen |
| Individually wrapped granola bars (Cals: 190) | 1.29 per each |
| Individually bagged chips (Cals: 130-320) | 1.69 per each |
| Fresh whole fruit (Cals: 30-110) | 1.59 per each |
| Fruit \& nut energy bars(Cals: 110) | 16.99 per dozen |


| Freshly brewed coffee regular or decaffeinated coffee (Cals: 0) | 24.99 per gallon |
| :--- | ---: |
| Hot water and assorted teas (Cals: 0) | 17.99 per gallon |
| Hot apple cider (Cals: 110) | 17.49 per gallon |
| Hot chocolate (Cals: 130) | 19.99 per gallon |
| Fruit Infused Water (Cals: 0) | 9.99 per 3 gallon |
| Iced Tea or Lemonade (Cals: 0-160) | 13.99 per gallon |
| Iced Water (Cals: 0) | 3.99 per gallon |
|  |  |

Cold beverages (Available by the each, 6 pack, or 12 pack

|  | Each | 6 Pack | 12 Pack |
| :--- | :---: | :---: | :---: |
| Cold Soda (Cals: 0-190) | 1.59 | 9.99 | 19.99 |
| Cold Water Bottles (Cals: 0) | 1.59 | 9.99 | 19.99 |
| Cold Iced Tea Bottles (Cals: 0-160) | 1.79 | 10.99 | 21.99 |
| Cold Assorted Juice Bottles | 1.59 | 9.99 | 19.99 |
|  |  |  |  |

## Classic Deli Buffet

Your choice of three deli classics, two fresh cheeses pairing, artisan-baked breads, house-made chips or a side salad, house made cookie and condiments. The classic deli buffet is accompanied by fresh veggies and the classic spreads that make a sandwich great.

## Pick-3 Pick-2 $\quad$ Pick-1 <br> Smoked ham (Cals: 180) <br> Turkey (Cals: 75) <br> Salami (Cals: 300) <br> Roast beef (Cals: 75) <br> Tuna salad (Cals: 190) <br> Cold fried tofu (Cals: 60) <br> Seasonal roasted vegetables (Cals: 50) <br> American (Cals: 90) <br> Swiss (Cals: 90) <br> Provolone (Cals: 100 <br> Pepper jack (Cals: 110) <br> Cheddar (Cals: 110) <br> House-made chips <br> (Cals: 100) <br> Chick pea tomatosalad (Cals: 80) <br> Quinoa \& tabboulehsalad (Cals: 260) <br> Small garden salad (Cals: 40)

14.99 per person 14.99 per person
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## Artisan Sandwich Board

16.99 per person

Your choice of 4-sandwiches served with house-made chips and a side salad.

Pick-4
Muffuletta vegetarian sandwich (Cals: 600)
Mediterranean grilled chicken sun-dried tomato hummus ciabatta (Cals: 890)
Cajun roast turkey with pepperjack, Bermuda onion,
Cajun mayo (Cals:480)
Classic Italian, pepperoni, capicola, salami \& provolone with balsamic hero (Cals: 730)
Avocado, lettuce, tomato on wheat (Cals: 450)
Roast beef sub, American cheese, lettuce, tomato, onion (Cals: 540)
Turkey bacon ranch on wheat with pepper jack \& ranch dressing (Cals: 640)

## Pick-1

House-made chips
(Cals: 100)
Chick pea tomato salad
(Cals: 80)
Quinoa \& tabboulehsalad
(Cals: 260)
Small garden salad (Cals: 40)


Express Box Lunch
All sandwiches served on chef's selection of fresh bread with fruit salad, side salad, and dessert bar.

Sandwich Selections
Turkey breast and provolone cheese (Cals: 490)
Ham and Swiss cheese (Cals: 470)
Roast beef and cheddar (Cals:
440) Grilled veggie wrap (Cals:
570) Tuna salad (Cals: 580)

Grilled Mediterranean chicken sandwich (Cals: 730)

Artisan Box Lunch
All sandwiches served on chef's selection of fresh bread with fruit salad, side salad, and dessert bar.

Sandwich Selections
Side Salads

Muffuletta vegetarian sandwich (Cals: 600)
Mediterranean grilled chicken sun-dried tomato hummus ciabatta (Cals: 890)
Cajun roast turkey with pepperjack, Bermuda onion, Cajun mayo (Cals: 480)
Classic Italian, pepperoni, capicola, salami \& provolone with balsamic hero (Cals: 730)
Avocado, lettuce, tomato onwheat (Cals: 450)
Roast beef sub, American cheese, lettuce, tomato, onion (Cals: 540)
Turkey bacon ranch on wheat with pepper jack \& ranch dressing (Cals: 640)

House-made chips
(Cals: 100)
Chick pea tomatosalad
(Cals: 80)
Quinoa \& tabboulehsalad (Cals: 260)
Small garden salad(Cals: 40)
15.49 per person

All Salads include Artisan Crackers, choice of Dressing, Cookie, and Disposable Cutlery.

| Turkey Avocado Cobb Salad (Cals: 450) <br> Mesclun greens, with turkey, applewood-smoked bacon, fresh avocado, cage-free hardboiled egg, black olives, onion, and house-made croutons | 14.99 per person |
| :---: | :---: |
| Blackened Chicken Caesar Salad (Cals: 430) <br> Chopped romaine lettuce, blackened chicken, grated Parmesan cheese, and house-made croutons with our traditional Caesardressing | 14.99 per person |
| Traditional Chef's Salad (Cals: 520) <br> Turkey, ham, cheddar, cage-free hardboiled egg, tomatoes, cucumbers, and crisp greens with creamy buttermilk dressing | 15.99 per person |
| Greek Salad with Grilled Chicken (Cals: 730) Grilled chicken, tomatoes, cucumbers, kalamata olives, feta cheese, red onion, and mixed greens with a red wine vinaigrette | 14.99 per person |
| California Salmon Salad (Cals: 420) <br> Mesclun greens with grilled salmon, red cabbage, celery, black olives, tomatoes, cucumbers, and avocado with balsamicvinaigrette | 16.99 per person |
| Mediterranean Grain Salad (Cals: 330) <br> Orzo, barley, \& farro with Kalamata olive, tomato \& Bermuda onion | 14.99 per person |
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## Theme Meal



Served with Caesar salad (Cals: 360) \& house-made cookies (Cals: 170-200)


Pick-1
Lasagna (Cals: 480), fettucine Alfredo (Cals: 400), or tortellini primavera(Cals: 280)
Pick-1
Choice of chicken piccata(Cals: 250), chicken Marsala (Cals: 380), or chicken Parmesan (Cals: 470)
Fresh baked garlic bread (Cals: 210)
Add an antipasto platter (Cals: 520): 0.00 per person

Classic Carolina pulled pork with slider rolls (Cals: 400) Buttermilk fried chicken (Cals: 500)
Macaroni \& cheese (Cals: 330)
BBQ baked beans (Cals: 270)
Lime cilantro cabbage coleslaw (Cals: 120) Cheddar jalapeño cornbread (Cals: 330)


Strawberry shortcake (Cals: 660)


## Theme Meal



Herb brined turkey breast sage gravy (Cals: 260)


Garlic roasted red bliss potatoes (Cals: 130)
Roast brussel sprouts (Cals: 45)
Tossed garden salad (Cals: 40)
Fudge brownies (Cals: 200)


Includes assorted buns, lettuce (Cals: 0), tomatoes (Cals: 0), pickles (Cals: 0), onions (Cals: 5), condiments (Cals: 10-90), fresh baked cookies (Cals: 170-200) and brownies (Cals: 200)
Pdk-3
Hamburgers (Cals: 340), veggie burgers (Cals: 280), hot dogs (Cals: 480), or BBQ glazed chicken (Cals: 630)
Pdk-2
Potato salad (Cals: 170), pasta salad (Cals: 270), cole slaw (Cals: 96) ortraditional macaroni \& cheese (Cals: 330)

## Theme Meal




Chermoula spiced chicken skewers with tzatziki sauce (Cals: 350)
Kafta meatballs on tabbouleh with red chili tomato sauce (Cals: 310)
Mini falafel with tahini sauce (Cals:350)
Lentil hummus with grilled pita chips (Cals: 680)
Mezze grilled \& marinated vegetables with hummus (Cals: 150)
Marinated olives (Cals: 40)


Blackened salmon with lemon \& parsley (Cals: 140)
Za'tar roast chicken breast (Cals: 240)
Whole wheat penne with broccoli, lemon \& garlic (Cals: 430)
Broccoli rabe with red chili flake \& roast garlic (Cals: 15)
Chick pea \& tomato salad (Cals: 80)


## Theme Meal



Mini al pastor tacos with onion \& cilantro (Cals: 170) Mini carne asada with onion \& cilantro (Cals: 280)

Mini grilled chicken flautas ancho chili crema (Cals: 160) De-constructed posole salad with chili lime vinaigrette (Cals: 290) Crab avocado shooter with diced jicama \& chili lime tortilla (Cals: 130) Wild mushroom queso fundido with fresh corn tortillas (Cals: 380) Mini churro chocolate dipping sauce (Cals: 250)


Grilled mahi mahi baja fish tacos (Cals: 210)
Grilled chicken skewers with soft corn tortillas (Cals: 390)
Black beanand corn salad (Cals: 150)
Mexican red rice (Cals: 180)
Fresh, house-made guacamole (Cals: 110), salsa (Cals: 10), and
 baked corn tortilla chips (Cals: 70)


Soba noodle salad with miso mustard vinaigrette (Cals: 180) Shrimp gyoza chili vinegar (Cals: 170)
Pork dumpling hoisin peanut sauce (Cals: 180) Chili tofu \& vegetables (Cals: 100)
BBQ hoisin steak, avocado, scallion lettuce wraps (Cals: 270) Guacaname with fried wonton crisps (Cals: 220)
Pao zaf cold vegetable zoodle salad (Cals: 360)
Shrimp poke (Cals: 680)




| Seared Ahi Tuna on Crispy Wonton with Wasabi Cream (Cals: 110) | 46.99 per dozen |
| :--- | ---: |
| Gazpacho Shooter (Cals: 30) | 32.99 per dozen |
| Goat Cheese and Garlic and Herb Crostini (Cals: 290) | 46.99 per dozen |
| Smoked Salmon Mousse on Potato Crisp (Cals: 70) | 46.99 per dozen |
| Grilled Shrimp with Mango Chipotle Glaze (Cals: 40) | 58.99 per dozen |
| Caprese Skewer-Cherry Tomato, Fresh Mozzarella, Basil \&Balsamic Glace (Cals: 120) | 38.99 per dozen |
| Thai Chicken Lettuce Wrap (Cals:400) | 49.99 per dozen |
| Harvest Chicken Salad in a Phyllo Cup (Cals: 150) | 34.99 per dozen |
| Shrimp Ceviche with Serrano Chili Shooter (Cals: 80) | 58.99 per dozen |
| Cumin Crusted Beef Tenderloin on a Plantain Chip (Cals: 160) | 58.99 per dozen |
| Hummus Shooter with Crudité Garnish (Cals: 130) | 46.99 per dozen |

Cold (Priced per each, Min. of 48 pieces)

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Served with appropriate sauces \& dinner rolls with whipped butter.

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| Roasted Round of Beef(Cals: 260) | 10.99 per person |
| :--- | :---: |
| Prime Rib of Beef(Cals: 460) | 18.99 per person |
| Roasted Pork Loin (Cals: 160) | 10.99 per person |
| Tenderloin of Beef (Cals: 250) | 18.99 per person |
| Boneless Virginia Ham (Cals: 110) | 17.99 per person |
| Herb-Roasted Breast of Turkey <br> (Cals: 130 ) | 10.99 per person |
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| Horseradish whipped potato (Cals: 150) | 2.99 per person |
| :---: | :---: |
| Mashed sweet potatoeswith pecan butter (Cals: 180) | 2.99 per person |
| Rosemary roasted potatoes (Cals: 110) | 2.99 per person |
| Herb risotto (Cals: 600) | 2.99 per person |
| Lentil \& basmati rice pilaf (Cals: 190) | 2.99 per person |
| Potatoes au gratin (Cals: 410) | 2.99 per person |
| Macaroni and cheese <br> (Cals: 330) | 2.99 per person |
| Grilled asparagus (Cals: 60) | 2.99 per person |
| Grilled Brussels sproutswith lemon (Cals: 60) | 2.99 per person |
| Creamed spinach (Cals:60) | 2.99 per person |
| Za'tar roast carrots (Cals: 35) | 2.99 per person |
| Roasted squash with fresh herbs and garlic (Cals: 100) | 2.99 per person |
| Cauliflower grits with roasted carrot and chimichurri (Cals: 530) | 2.99 per person |



Build-your-own pasta with Italian sausage (Cals: 70), marinara (Cals: 15),
Alfredo sauce (Cals: 230), spinach (Cals: 0), broccoli (Cals: 5), onions (Cals: 15), tomatoes (Cals: 10), Parmesan cheese (Cals: 20) and fettuccini (Cals: 110)

## Pok-2

Orecchiette with broccoli rabe (Cals: 730)
Rigatoni with Italian sausage \& spicy tomato sauce (Cals: 700) Whole wheat penne with broccoli, lemon \& garlic (Cals: 430) Gemelli pomodoro with eggplant (Cals: 410)
Tortellini a la bolognese (Cals: 460)
Rigatoni with marinara or Alfredo(Cals: 250-330)

Gourmet Hot Chocolate Station (Cals: 185)
Served with chocolate shavings and whipped topping

| Gourmet Coffee \& Tea Station (Cals:0) | 5.99 per person |
| :--- | :--- |
| Cookie \& Brownie Station (Cals: 170-200) | 3.99 per person |
| Selection of House-Made Cookies and Brownies (Cals: 170-200) | 3.99 per person |
| Mini Cupcake Station (Cals: 185) (Minimum 12 People) | 3.99 per person |

## Pdk-2

Carrot Cake (Cals: 90)
Coconut Cream (Cals: 110)
Cookies \& Cream(Cals: 120)
Turtle (Cals: 130)
Peanut Butter Cup (Cals: 110)
Red Velvet (Cals: 90)
Devil's Food with Marshmallows (Cals: 170)
Tiramisu (Cals: 100)

## Fondue station

Chocolate (Cals: 310) and caramel (Cals: 180) dips served with strawberries (Cals: 10), pineapple (Cals: 20), pound cake (Cals: 170), shortbread cookies (Cals: 160), brownie bites (Cals: 200), pretzel rods (Cals: 110) and marshmallows(Cals: 10)

## Shortcake bar

Buttermilk shortcake (Cals: 350) served with fresh or compote of strawberry (Cals: 10-20), raspberry (Cals: 15-60) and peach (Cals: 15-30) and Chantilly cream (Cals: 10)

| 5.99 per person |  |
| :--- | :--- |
| 5.99 per person |  |
| 3.99 per person |  |
| 3.99 per person |  |
| 3.99 per person |  |
| 5.99 per person |  |
| 12.99 per person |  |



## First Course

Mixed green salad with romaine, red onions, tomatoes, croutons and creamy ranch dressing (Cals: 390)

| Classic Caesar salad with romaine, Parmesan, croutons, and Caesar dressing (Cals: 310) | 4.49 per person |  |
| :--- | :--- | :--- |
| Spinach and strawberry salad with toasted almonds, aged Gorgonzola and raspberry <br> vinaigrette (Cals: 340 ) | 4.49 per person |  |
| Asparagus and mushroom salad with mesclun greens and balsamic vinaigrette (Cals: 140) | 4.29 per person |  |
| Texas cobb salad with whole leaf lettuce, stewed black eyed peas, heirloom tomatoes, <br> seared chili crostini, sharp cheddar, jalapeño ranch (Cals: 340 ) | 4.29 per person |  |
| Wedge salad with bleu cheese crumbles, praline bacon, roasted tomatoes, scallions, <br> Parmesan croutons and bleu cheese vinaigrette (Cals: 500) | 4.29 per person |  |
| Fire roasted beet salad with feta cheese, choped romaine, spring mix, shredded <br> cabbage, mandarin oranges, candied walnuts and citrus vinaigrette (Cals: 460) | 6.59 per person |  |
| Boston bibb and arugula salad topped with sliced pears, apples, dried cranberries, <br> walnuts, and goat cheese and a honey mustard dressing (Cals: 270) | 6.59 per person |  |
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## Entrées

| Airline chicken Parmesan with herb risotto and fresh green beans with garlic, tomato, <br> and basil (Cals: 2,910) | 20.59 per person |
| :--- | :---: |
| Herb crusted chicken breast with Parmesan polenta, sautéed broccoli rabe with roasted <br> garlic, and a red pepper sauce (Cals: 450) | 20.59 per person |
| Smoked bone-in pork chop with BBQ demi roasted poblano mashed potatoes and <br> sweet orange roasted baby carrots (Cals: 1,390) | 30.59 per person |
| Korean bulgogi beef short rib with wasabi mashed potatoes, bok choy, and fried <br> wonton strips (Cals: 1,080) | 32.59 per person |
| Halibut with cherry tomato vinaigrette, basmati rice with saffron and basil, \& candied <br> butternut squash (Cals: 590) | 32.99 per person |
| Filet of beef with sherry demi glaze, honey whipped mashed sweet potatoes, grilled <br> asparagus and wild mushrooms (Cals: 620$)$ | 36.59 per person |
| Broccoli tofu stir fry with brown rice (Cals: 380) | 19.59 per person |
| Greek lemon polenta with portabella mushroom ragout (Cals: 260 ) | 19.49 per person |



Our mission is to provide you with exceptional quality, exceptional service, and a creative cutting-edge culinary experience. Our professional staff is available to assist in planning your special event Monday-Friday 8:00 am - 5:00 pm. Please contact our catering coordinator at 630-844-7858 or catering@aurora.edu for customized service and menus.

## Policies \& Procedures

To ensure optimal selection and the best possible service we kindly ask that events be booked at least seven business days in advance. We understand events arise unexpectedly and we will do our best to accommodate your needs.

## Guest Counts

We kindly request a confirmed number of guests be specified 5 business days before the event. This number is considered the guaranteed guestcount.

## Event Time

Events are billed in four-hour increments. Events exceeding the four-hour limit will be subject to additional service fees.

## Cancellation

We kindly request that cancellations must be made five business days before the contracted event date. We kindly request that cancellations must be made five business days before the contracted event date.
Cancellations must be made 5 business days before the event date. Cancellations made in less than 5 business days before the event date are subject to $50 \%$ of the total bill. Events canceled less than two business before the event date are subject to $100 \%$ of the total bill.


## Service ware and China

All disposable service ware will be furnished as an accompaniment to all items purchased. Some exceptions apply to orders being picked up. We provide high-quality disposable plastic ware. China and glassware is available for an additional charge of $\$ 2$ per person held outside of the Alumni Hall, Hill Welcome Center and Center for Student Success. Events held inside these areas will not incur China fees if China is requested.

## Linen

Tablecloths are supplied for all food and beverage service tables at events. Tablecloths for nonfood tables are available for an additional $\$ 1.99$ (85s\&114s) or $\$ 10.99$ (120s), per table.

## Billing \& Payment

Departments are required to provide their department GL's when confirming their catering. Any outside payment must go through community relations.

## Special Diets

Special diets are accommodated upon request, we kindly request that your needs be submitted as soon as possible.

## Calorie Counts

2000 calories a day is used for general nutrition advice, but calorie needs vary. Additional nutrition information is available upon request.

## Meeting Room and Equipment

Please reserve all non-food-related equipment by contacting the Community Relations Department. This will include room reservation, set and room configuration, audio-visual, and other general information

