

## CATERING MANAGER'S MESSAGE



# UNIVERSITY CATERING

Thank you for considering University Catering Services at the University of Wisconsin-Stout for your catering needs. Within this packet is a diverse array of menu suggestions. Whether you're planning for an elaborate wedding, a box lunch for a business meeting, or anything in between, we guarantee there is an appealing option for service at the venue of your choice.

Our professional and courteous staff is committed to making your event truly special. We highly encourage you to reach out to us through the contact information below at anytime with questions. No matter what your catering requirements are, it is our mission to help you plan for a successful event.

We look forward to serving you with creativity and style,



Rebecca Rother, Catering Manager

University of Wisconsin-Stout  
224 Memorial Student Center  
Menomonie, Wisconsin 54751  
[catering@uwstout.edu](mailto:catering@uwstout.edu) | 715.232.3463  
[www.uwstout.edu/dining/catering.index.cfm](http://www.uwstout.edu/dining/catering.index.cfm)





# OFF SITE CATERING POLICIES

Side 1

The following guidelines and policies will assist you in planning your event. Please read these carefully and contact the University Catering Manager, Rod McRae, at 715.232.3463 with any questions or concerns prior to your special event.

## MENU PLANNING & ORDERING DETAILS

1. The client will meet with the University Catering Manager at least four weeks prior to the scheduled event to discuss menu and dining service details.
2. Buffets and other special menus require a minimum number of people.
3. A service time of day must be set up for the catered items/meal four weeks prior to the event. If client requests a delay in a service on event day the quality of the food may be impacted and a late service change may be applied.
4. Prices listed on menus are subject to change without notice, however, a client's prices quoted in writing more than 60 days prior to a confirmed event will be held at the quoted price.
5. We plan your events so that there will be minimum food left. For health and safety reasons, no food or beverages (carry-ins) are permitted from outside vendors with the exception of special event cakes. No food or beverage may leave the premises. Buffet meals will be maintained for no longer than 1 1/2 hours unless arrangements are made in advance. No leftover food can be taken after event.

## COUNTS & DUE DATES

1. An attendance estimate must be given at least four weeks prior to the event date. Any time that there is a substantial change (+/- 20%) in the count (increase or decrease), the Catering Manager should be notified immediately.
2. University Catering must have a guaranteed number of persons attending the event at least three working days prior to the date of the function (some menu items require more than a three-day notice).
3. University Catering prepares food, and sets the dining room, for the guaranteed number. If University Catering receives no number guarantee, the last estimate given will be used as the guaranteed number. If the actual guest count exceeds the guaranteed number, every effort will be made to accommodate the additional guests. A service charge may be assessed for additional guests after the three-day guarantee period.
4. Charges for cancellations will be left to the discretion of University Catering. Any costs incurred as a result of preparation will be charged to the client.

## BILLING & PAYMENT

1. The client is financially responsible for the guaranteed number or the actual number served, whichever is greater. Charges will be invoiced following the event.
2. State and local sales taxes will be added to all appropriate items. Payment is due upon receipt of the bill. On past due billings of 30 days, a 1.5% per month interest charge will be added.
3. A catering deposit equal to 50% of the estimated total bill may be required four weeks prior to the event. Deposits will be credited to the final invoice. Additional charges incurred during the event will be reflected on the final invoice. For questions about this policy, contact the Catering Manager if the event is being held off the campus.
4. Customers external to the university who utilize University Catering would be subject to a 10% service charge applied to the total of their catering charges for food, beverage and host bar sales. External customers include any client not paying for the event with university funds. University Catering excludes cafeteria-style meals served for camps and conferences. If a client had both cafeteria and catered meals/services, only those charges outside the cafeteria-style meals would have the service charge applied.

## LINEN SERVICE

University Catering Service will provide linen tablecloths and table skirting for guest seating upon request.

## FEES

- Linen Service is \$1.00 per person.  
(includes linen table cloth and linen dinner napkin)
- Skirting a table is \$10.00 per table.
- Skirting for staging is \$10.00 per skirt.
- Tablecloth per table is \$2.50 per table
- China Appetizer Fee \$1.00 per person
- China Dinner Fee \$2.00 per person

Contact the Catering Manager with any special requests or questions  
Charges for setup, linen, and skirting will be added to the final invoice

Service staff rate is \$18.00 per hour and the hours billed is determined by the staff that we take with us to set-up for the dinner and you would also be billed for the number of hours that they staff is working for the dinner and clean-up. (outside MSC or Commons)

Delivery Fee of \$20.00 and within 5 miles.

Typically we deliver up to 25 miles depending on menu. Mileage cost may apply at \$1.00/mile outside of 5 miles from campus. Ask for details.





## CATERING POLICIES

Side 2

### SPECIAL DIETARY ACCOMMODATIONS FOR CATERED EVENTS

University Catering is committed to meeting the needs of guests who have special dietary restrictions (such as a food allergy or intolerance) and recognizes that many of our guests may also adhere to a vegetarian, vegan or other health care diet.

Please be aware that University Catering handles and prepares eggs, milk, wheat, shellfish, fish, soy, peanut, tree nut products, and other potential allergens in our kitchens. In most instances, University Catering managers are able to safely and reasonably guide the organizer of your event; making menu selections which can accommodate their guests. In most instances, food allergies and intolerances can be self-managed at events, however, it should be noted that:

- University Catering will assume no liability for any adverse reactions that may occur in our dining facilities.
- Our menu items may contain allergens, may have come in contact with items containing allergens, and there is always a risk of cross contamination in food handling.
- There is a potential that food manufacturers may change their formulation or manner of processing without our knowledge.
- With advance notice, we can generally accommodate guests who must avoid the most common food allergens, as well as gluten.
- Our staff may not be able to accommodate individual dietary preferences the day of the event.
- We do not label all allergens at catered functions.
- We are unable to accommodate for therapeutic diets (e.g. diabetic diet, cardiac diet, renal diet, etc.).

Should you have any questions, please contact a manager to assist you.

### ALCOHOL GUIDELINES (Alcohol Served on Campus Only)

University Catering is only authorized to serve alcoholic beverages on campus.



Buttermilk Pancakes



## BREAKFAST & BRUNCH

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MINIMUM 20 PEOPLE

### BREAKFAST BUFFET

#### HOT BREAKFAST BUFFET

*scrambled eggs, sausage or ham, breakfast potato,  
assorted pastries and fruit juice*

**\$9.95**  
*per person*

#### DELUXE BREAKFAST BUFFET

*western-style scrambled eggs, Texas French toast,  
sausage or ham, breakfast potato,  
assorted pastries and fruit juice*

**\$13.95**  
*per person*

*All above served with coffee and milk.  
Fruit juice available upon request.*

Customizations Available





Coffee & Danish



## BREAK MENU

Side 1

### BEVERAGES

COFFEE, <i>regular or decaf (16-17 CUPS)</i>	\$12.95 gal
COFFEE, <i>regular or decaf</i>	\$4.50 pot
TEA, <i>(4 cups)</i>	\$4.50 pot
TEA, <i>hot water/tea bags (16-17 cups)</i>	\$10.95 gal
TEA, ICED	\$10.95 gal
HOT CHOCOLATE	\$11.95 gal
HOT APPLE CIDER	\$22.95 gal
JUICE, ORANGE OR APPLE	\$17.95 gal
JUICE, CARAFE <i>(five 7 oz. cups/carafe)</i>	\$5.00 carafe
JUICE PINTS	\$2.95 pint
LEMONADE	\$11.95 gal
STRAWBERRY LEMONADE	\$22.95 gal
PUNCH, RED OR LEMON	\$9.95 gal
PUNCH, FRUIT	\$15.95 gal
SWEET TEA	\$12.95 gal
SODA, <i>(20 oz. bottle)</i>	\$2.00 ea
WATER, AQUAFINA, <i>20 oz. bottle</i>	\$2.00 ea
MILK	\$0.80 1/2 pint
WATER, ICE	\$2.00 pitcher or \$5.00 gal
INFUSED WATER	\$10.95 gal

### BAKERY & SNACKS

ASSORTED FRUIT BREAD	\$12.95 dz
CAKE DONUTS, <i>assorted</i>	\$17.95 dz
COFFEE CAKE	\$10.95 dz
DANISH, <i>assorted</i>	\$20.95 dz
COOKIES, <i>assorted regular size</i>	\$6.95 dz
MUFFINS, <i>assorted regular size</i>	\$14.95 dz
ROLLS, CINNAMON, <i>regular</i>	\$17.95 dz
ROLLS, CARAMEL	\$20.95 dz
SCONES, RASPBERRY	\$10.95 dz
BAGEL, <i>halves with cream cheese</i>	\$14.95 dz
DONUT HOLES	\$3.95 dz
PIZZA, <i>16" pepperoni, sausage, veggie or cheese</i>	\$19.50 ea
PRETZELS, <i>1 tray serves 25 people</i>	\$14.95
POTATO CHIPS, <i>1 tray with choice of 1 ranch, dill or onion dip</i>	\$25.95
PARTY MIX, <i>1 tray serves 25 people</i>	\$23.00
POPCORN, <i>1 tray serves 25 people</i>	\$12.00
YOGURT PARFAIT	\$3.75 ea
HOMEMADE CARAMEL CORN, <i>serves 35 people</i>	\$30.00
SUB PLATTER, <i>turkey, ham or veggie</i> <i>1 tray serves 25 people</i>	\$74.00





Dessert Shooters

## BREAK MENU

Side 2

### DESSERTS

price per serving

FRESH FRUIT CUP, <i>each</i>	\$2.00	DESSERT SHOOTERS, 36 <i>pieces</i>	\$45.00
ICED POPPY SEED CAKE, <i>per piece</i>	\$2.50	<i>Oreo, raspberry, apple-cheesecake</i>	
PECAN PIE, <i>per slice</i>	\$3.50	ASSORTED MINI CHEESECAKES	\$45.00
PUMPKIN PIE, <i>per slice</i>	\$3.00	<i>two dozen minimum order</i>	
DEEP DISH APPLE PIE, <i>per slice</i>	\$3.50	<i>Heath Bar, Butterfinger, Oreo, raspberry, cherry,</i>	
GOURMET CHERRY PIE, <i>per slice</i>	\$4.50	<i>blueberry, M&amp;M and plain</i>	
CARROT CAKE, <i>per slice</i>	\$2.50	FRUIT PIZZA, 40 <i>pieces</i>	\$41.95
BLACK FOREST CAKE, <i>per slice</i>	\$2.50	MINI TARTS, <i>two dozen minimum order</i>	\$42.00
STRAWBERRY SHORTCAKE, <i>per piece</i>	\$3.00	<i>one flavor choice per two dozen: key lime, lemon</i>	
LEMON MERINGUE PIE, <i>per slice</i>	\$3.50	<i>meringue, chocolate fantasy bar</i>	
DIPPED PRETZEL RODS	\$16.95 dz	GOURMET CUPCAKES, <i>three dozen minimum order</i>	\$63.00
RUSSIAN TEA COOKIES	\$4.95 dz	<i>two flavor choice per three dozen</i>	
BARS, <i>half size, assorted</i>	\$8.95 dz	<i>flavors: cherry, raspberry, coconut, butterfinger,</i>	
FROSTED COOKIES	\$12.95 dz	<i>chocolate, peanut butter, chocolate filled</i>	
SHEET CAKE, 1/4 <i>decorated</i>	\$19.95 ea	ADDITIONAL DOZEN	\$21.00
SHEET CAKE, 1/2 <i>decorated</i>	\$39.95 ea	CHOCOLATE FOUNTAIN	\$295.00
SHEET CAKE, <i>full</i>	\$79.95 ea	<i>serves 100-150 people, setup and fill of 12lbs. of</i>	
CUSTOMIZED CAKE TOPPER	\$6.50	<i>chocolate</i>	
PUMPKIN CHEESECAKE, <i>per slice</i>	\$3.00	CHOCOLATE FOUNTAIN DIPPING ITEMS	\$3.50
FROSTED CUPCAKES, <i>white or chocolate</i>	\$10.95	<i>price per person</i>	
		<i>includes: marshmallows, pretzels, sugar cookies,</i>	
		<i>angel food cake, strawberries and pineapple</i>	
		CHOCOLATE FOUNTAIN FILL	\$59.95
		<i>additional fill of chocolate for 60 people, after initial</i>	
		<i>setup</i>	

Tablecloths are available for \$2.50 per table.

Table skirting is available for \$10.00 per table.



Wild Mushroom Tarts

## APPETIZERS

Side 1

### HOT APPETIZERS

#### SERVES 25

CHICKEN DRUMMIES <i>with BBQ sauce</i>	\$69.00
COCKTAIL SMOKIES <i>served with BBQ, sweet &amp; sour, or honey mustard sauce</i>	\$42.00
BURGUNDY MUSHROOMS	\$54.00
BRIE PUFFS <i>36 per tray</i>	\$79.00
SWEET BBQ BACON CHICKEN SKEWER	\$55.00
CHORIZO DUMPLING	\$70.00
STUFFED POTATO	\$45.00
RUMAKI <i>water chestnuts wrapped in bacon</i>	\$100.00
CHICKEN STRIPS <i>served with BBQ or sweet &amp; sour sauce</i>	\$55.00
COCKTAIL MEATBALLS <i>served in BBQ or sweet &amp; sour sauce</i>	\$49.00
BUFFALO CHICKEN DIP <i>served with assorted crackers</i>	\$96.00

#### SERVES 50

PESTO STUFFED CROISSANTS	\$63.00
CRAB CAKES <i>with Dijon mustard</i>	\$150.00
WILD MUSHROOM TARTS	\$142.00
SPINACH AND ARTICHOKE DIP <i>with crackers</i>	\$84.00
REUBEN WONTONS	\$87.00
CRAB RANGOON	\$145.00
TERIYAKI-GLAZED CHICKEN BROCHETTES	\$105.00
MUSHROOMS STUFFED WITH ITALIAN SAUSAGE	\$70.00
CHICKEN SATAY	\$100.00
CHICKEN AND PINEAPPLE BROCHETTES	\$120.00
ALMOND-ENCUSTED BAKED BRIE	\$155.00
SOUTHWESTERN DIP WITH TORTILLA CHIPS	\$50.00
MINI BEEF WELLINGTONS	\$130.00





Vegetable Springs Rolls

Side 2

## APPETIZERS

### COLD APPETIZERS

#### SERVES 25

VEGETABLE TRAY <i>with dip</i>	\$30.00
GAZPACHO SHRIMP SHOOTER	\$72.00
SLICED CHEESE TRAY WITH ASSORTED CRACKERS	\$67.00
DEVILED EGGS	\$25.00
CHOCOLATE DIPPED STRAWBERRIES	\$75.00
VEGETABLE SPRING ROLLS <i>with peanut sauce</i>	\$42.00
TACO DIP TRAY <i>with tostada chips</i>	\$47.00
TOSTADA CHIPS WITH SALSA	\$25.00
CANAPÉS <i>Tuscan chicken, Dijon pork, roast beef with horseradish, and smoked salmon</i>	\$75.00
ANCHO CHILI CREPES	\$35.00
SHRIMP WITH COCKTAIL SAUCE <i>50 pieces</i>	\$90.00
SAUSAGE & CHEESE TRAY <i>with assorted crackers</i>	\$70.00
WRAP SANDWICHES, HORS D'OEUVRE SIZE <i>choice of ham, turkey, or veggie</i>	\$50.00
FRESH FRUIT TRAY <i>seasonal</i>	\$53.00
GARLIC HUMMUS <i>served with crackers and bread</i>	\$45.00

#### SERVES 50

GARDEN PIZZA	\$32.00
SOUTHWESTERN TORTILLA ROLL-UPS	\$50.00
TOMATO BASIL BRUSCHETTA	\$35.00
INTERNATIONAL CHEESE TRAY	\$195.00
BALSAMIC-GLAZED PORTABELLA MUSHROOMS	\$90.00
GRILLED VEGGIE BASKET <i>with roasted garlic aioli</i>	\$90.00
ROSEMARY SHRIMP <i>with cocktail sauce</i>	\$150.00
FRESH VEGGIE BASKET	\$125.00
CAPRICE ARTICHOKE MINI SKEWERS	\$64.00





Tuscan Chicken Sandwich

## BOX LUNCH

Side 1

### SILVER

Includes bottled water, 20 oz. soda, or pint milk, chips, pickle spear, condiments and bakery fresh cookie.

**\$8.95 EACH**

- S1 HAM & SWISS AMERICAN**  
*with shredded lettuce and tomato on white sub bun*
- S2 TURKEY & AMERICAN**  
*with shredded lettuce and tomato on white sub bun*
- S3 VEGGIE PLUS**  
*Swiss and cheddar cheese, tomatoes, mushrooms, lettuce, alfalfa sprouts and herbed cream cheese on a white bun*

### GOLD

Includes bottled water, 20 oz. soda, or pint milk, pickle spear, condiments and bakery fresh cookie.

**\$10.95 EACH**

#### SANDWICHES

*Sandwiches include salad du jour, apple and pickle spear*

- G1 ROAST BEEF & PROVOLONE**  
*served on telera roll with leaf lettuce and tomato*
- G2 HAM & SWISS**  
*served on telera roll with leaf lettuce and tomato*
- G3 TURKEY & CHEDDAR**  
*served on telera roll with leaf lettuce and tomato*
- G4 HAM & CHEDDAR WRAP**  
*served on spinach wrap with leaf lettuce and tomato*
- G5 TURKEY & CHEDDAR WRAP**  
*served on spinach wrap with leaf lettuce and tomato*
- G6 VEGGIE SPECIAL**  
*served on telera roll with lettuce, tomato, cucumber, peppers, mushrooms, black olives and herbed cream cheese*
- G7 TUSCAN CHICKEN**  
*grilled chicken breast with pesto mayo, tomato, red onion, baby greens and balsamic vinaigrette on Italian focaccia bread*
- G8 CHICKEN RANCH WRAP**  
*spinach tortilla filled with fresh romaine blend, grated Parmesan, grilled chicken and zesty ranch dressing*



Mandarin Chicken Salad

## BOX LUNCH

Side 2

### SALADS

Salads includes roll, butter and dressing

**\$10.95 EACH**

- G9 **GRILLED CHICKEN SALAD**  
*grilled chicken breast on a bed of mixed greens, with peppers, red onions, tomatoes, Parmesan cheese, croûtons, choice of dressing*
- G10 **CHEF'S SALAD**  
*Julienne strips of turkey, ham, cheddar and Swiss cheese surrounded by broccoli, cauliflower, tomato and eggs, choice of dressing*
- G11 **CHICKEN CAESAR SALAD**  
*grilled chicken breast served with romaine blend, tomatoes, croûtons and Parmesan cheese with Caesar dressing*
- G12 **MANDARIN CHICKEN SALAD**  
*grilled marinated chicken on a bed of mixed greens with water chestnuts, peppers, pea pods and fried wontons served with toasted sesame seed vinaigrette*

Dressing Choices: French, Ranch, Italian, Lo-Cal French

\*Box Lunch choices must be limited to seven selections

We prefer a three business day notice, shorter notices may limit selection.

#### PICK UP & DELIVERY AVAILABLE

To Order Call:  
University Catering  
Monday - Friday 8:00 - 4:30 pm  
715.232.3463





## LUNCH BUFFETS

### MINIMUM 20 PEOPLE

#### PASTA BUFFET

*Penne Rigate, Italian meat sauce, Marinara and Alfredo sauce, house salad with three dressings, and garlic breadsticks*

\$9.95

#### PASTA BUFFET SUPREMO

*Penne Rigate, choice of one meat: sliced chicken breast, sliced italian rope sausage or meatballs, Italian meat sauce, Marinara and Alfredo sauce, house salad with three dressings, and garlic breadsticks*

\$12.95

#### BUILD YOUR OWN SALAD

*fresh salad greens, fresh vegetables, ham and turkey, shredded cheese, chopped eggs, croûtons, bacon bits, dinner rolls, and choice of three dressings*

\$11.95

#### PIZZA BUFFET

*an assortment of pizzas, house salad with choice of three dressings, and garlic breadsticks*

\$10.95

#### BUILD YOUR OWN TACO SALAD

*shredded lettuce, taco meat, refried beans, tomatoes, sour cream, black olives, shredded cheese, jalapeño peppers, salsa, and tortilla chips*

\$10.95

#### BUILD YOUR OWN SANDWICH

*sliced ham, sliced turkey breast, lettuce, tomato, onions, Swiss and Cheddar cheeses, bread and rolls, potato chips, and choice of soup du jour or pasta salad*

\$10.95

#### BUILD YOUR OWN BURGER BAR

*includes lettuce, tomato, onions, potato chips, pickles and condiments*

\$11.95

#### BUILD YOUR OWN CHICKEN SANDWICH

*includes lettuce, tomato, onions, potato chips, pickles and condiments*

\$11.95

*With build your own burger or chicken sandwich, you have the choice of soup du jour or house pasta salad for an additional \$1.50 per person. All lunch buffets include a cookie, coffee, and milk.*

#### PIZZA & PASTA BUFFET

*includes an assortment of pizzas and penne pasta with sauces, house salad with three dressings, and garlic breadsticks*

\$13.95

#### ASIAN BUFFET

*includes teriyaki stir fry and a vegetable stir fry, white and fried rice, and fortune cookies. Includes house-made salad with choice of three dressings.*

\$10.95

## GOURMET SALAD & SANDWICH BUFFET

*The gourmet luncheon buffet comes with pickle spears, chef's dessert tray, coffee, milk, water, and linen service.*

**\$13.95 PER PERSON**

#### MANDARIN ORANGE SALAD

*served with toasted sesame dressing*

#### TUSCAN CHICKEN

*grilled chicken breast with pesto mayo, tomato, red onions, baby greens, and balsamic vinaigrette on focaccia*

#### ASIAGO ROAST BEEF

*thin sliced roast beef topped with cheddar cheese, leaf lettuce, tomatoes, and creamy horseradish sauce on asiago cheese baguette*

#### GRILLED VEGGIE SANDWICH

*grilled portabello mushrooms, yellow squash, grilled zucchini, caramelized red onions, fresh basil, and mozzarella cheese on rosemary focaccia*





# DINNER BUFFETS

## 50 PEOPLE MINIMUM

ONE ENTRÉE: \$15.95

TWO ENTRÉES: \$18.95

THREE ENTRÉES: \$22.95

## ONE ENTRÉE BUFFET

*includes a choice of one starch, one vegetable, one salad, dinner roll, coffee, milk and assorted dessert table.*

## TWO & THREE ENTRÉE BUFFET

*includes a choice of two starches, one vegetable, two salads, dinner roll, coffee, milk and assorted dessert table.*

## ENTRÉES

SWEDISH MEATBALLS  
CHICKEN KIEV  
CHICKEN CORDON BLEU  
HERB BAKED CHICKEN  
BARBECUED CHICKEN  
SIRLOIN TIPS  
DEEP FRIED SHRIMP  
HOME-STYLE YANKEE POT ROAST

## CHEF CARVED SELECTIONS

BROWN SUGAR GLAZED HAM  
ROASTED ROUND OF BEEF  
OVEN-ROASTED TURKEY BREAST  
ROASTED LOIN OF PORK

## STARCHES

BAKED POTATO WITH BUTTER & SOUR CREAM  
AU GRATIN POTATOES  
TRADITIONAL BREAD DRESSING  
MASHED POTATOES WITH GRAVY  
WILD RICE PILAF  
FRESH COOKED PASTA  
PARSLEY BUTTERED RED POTATOES  
HERB ROASTED RED POTATOES

## VEGETABLES

GLAZED BABY CARROTS  
WHOLE KERNEL CORN  
BUTTERED PEAS AND CARROTS  
BUTTERED FRESH GREEN BEANS  
GREEN BEANS AMANDINE  
COUNTRY BLEND OF VEGETABLES

## SALADS

GARDEN BLEND SALAD  
CREAMY COLE SLAW  
HOUSE PASTA SALAD  
VEGETABLE TRAY

*\*Weddings may choose the service of their wedding cake, in place of standard desert option*

