



C A T E

R I N G



AT **BIG BEND**
COMMUNITY
COLLEGE



Our Menu

WELCOME LETTER

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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!



A GREAT START

SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. All set ups include freshly brewed coffee, decaf and hot tea.

CONTINENTAL BBCC

An assorted pastry basket of danishes, donuts, or mini muffins, and a juice assortment of orange, apple and cranberry.

CONTINENTAL ROYAL

An assorted pastry basket of mini danishes, donuts, or mini muffins, a juice assortment of orange, apple and cranberry and an assortment of fresh seasonal sliced fruit.

CONTINENTAL INTERMISSION

An assorted pastry basket of danishes and mini muffins

ENTRÉES

- Yogurt with granola
- Scrambled eggs
- Breakfast meat
- French toast, waffles or pancake
- Hash browns

BAKERY A LA CARTE, SOLD BY THE DOZEN

- Assorted bagels with condiments
- Breakfast breads/pastries
- Assorted scones

Please see your Catering Director about our Famous Cooked to Order Omelet Bar or Create a Breakfast Buffet

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHES: (10 GUEST MINIMUM)

Our signature specialty sandwiches can be prepared to suit your event. We package these to go with you. Limited time for a lunch? They can be pre-set along with beverages and dessert to keep your program on time.

ALBUQUERQUE CHICKEN

Chicken sandwich with a Southwest flair served with condiments, potato chips, cookies or brownies and iced tea or lemonade.

BISTRO GRILL

Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on focaccia bread with condiments, potato chips, cookies or brownies and iced tea or lemonade.

GRILLED VEGETABLE BAGUETTE

Grilled vegetables with fontina cheese on a baguette with condiments, potato chips, cookies or brownies and iced tea or lemonade.

GRILLED PORTOBELLO ON FOCACCIA

Grilled portobello mushroom sandwich with provolone cheese served with condiments, potato chips, cookies or brownies and iced tea or lemonade.

SWEET BEEF

Roast beef with caramelized onion and dijon mayonnaise on a baguette served with condiments, potato chips, cookies or brownies and iced tea or lemonade.

ITALIAN PANINI

Salami, ham, provolone, roasted red peppers on a french roll with garlic mayonnaise, condiments, potato chips, cookies or brownies, iced tea or lemonade.

TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream cheese on a flour tortilla, condiments, potato chips, cookies or brownies, iced tea or lemonade.

PICNIC LUNCH

Assorted deli sandwiches on a croissant or choice of sliced bread, featuring tuna, roast turkey breast, ham & swiss, condiments, potato chips, cookies or brownies and iced tea or lemonade.

EXPRESS LUNCHES



LUNCHEON SALADS

LUNCHEON SALADS: (10 GUEST MINIMUM)

Our signature specialty salads can be prepared to suit your event. We can package these to go with you. Limited time for a luncheon? They can be pre-set along with beverages and dessert to keep your program on time. If you're planning a more formal luncheon, let us serve you in style. All luncheon salads include a dinner roll and butter, cookies or a brownie, ice tea or lemonade.

CHEF SALAD

A bed of mixed greens with julienne ham and turkey, cheddar cheese, hard boiled egg and honey mustard dressing with a dinner roll and butter.

TACO SALAD

A crisp tortilla shell filled with spicy chicken, beef or refried beans. All are topped with shredded lettuce, diced tomatoes, sliced olives, shredded cheddar cheese, guacamole, sour cream and salsa.

CAESAR SALAD

Fresh cut romaine lettuce with shredded parmesan cheese, focaccia croutons and Caesar dressing.

* Add grilled balsamic chicken breast

* Add beef strips

THAI BEEF AND NOODLE JAZZ SALAD

Lime marinated beef tossed with Lo Mein noodles, Chinese cabbage, fresh spinach, basil, mint and peanuts served over a bed of baby greens and with a Thai dressing.

CHICKEN FAJITA SALAD

Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded cheddar cheese and fried tri-color tortilla chips served with ranch dressing.

VEGETARIAN HUMMUS PLATE

Hummus with pita & vegetable sticks. A traditional Hummus served with black olives, carrot and celery sticks and pita wedges.

LUNCHEON SALADS



B O U N T I F U L B U F F E T S

SPECIALTY BUFFETS: (30 GUEST MINIMUM)

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

SLICERS DELI BUFFET

Sliced roast beef, ham, turkey, American, Swiss and provolone accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, potato chips, cookies, brownies and lemonade, or iced tea.

OPTIONS

- 20 oz bottled beverages
- Pasta salad, potato salad, caesar salad or tossed garden salad with lettuce, tomatoes, cucumbers, red onion and croutons \$1.95pp

BAKED POTATO BAR

1/2# Baked potato topped with your choice of thick and zesty chili, cheese sauce, steamed fresh broccoli, sautéed mushrooms, whipped margarine, sour cream, chives, crisp real bacon bits, salsa, and fresh diced onion. Accompanied by cookies or brownies and lemonade or iced tea.

CAESAR BAR

Romaine lettuce tossed with parmesan cheese, croutons, and Caesar dressing served with rolls and butter, dessert bars and lemonade or iced tea.

OPTIONS:

- Add grilled chicken, grilled shrimp or grilled salmon

B U F F E T S



MOVABLE FEASTS

MOVABLE FEASTS: (30 GUEST MINIMUM)

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

BASIC BBQ

Hamburgers, hot dogs, veggie burgers, sliced cheese, choice of potato salad, macaroni salad, coleslaw, relish tray with lettuce, tomato, pickles and onions, condiments, potato chips, cookies, brownies, lemonade, iced tea and water.

TEXAS STYLE BBQ

Pulled BBQ pork, BBQ chicken breasts, with bacon, cheddar cheese and BBQ sauce, corn on the cob, baked beans, vegetable burgers, potato salad or cole slaw relish tray with lettuce, tomato, pickles, onion, condiments, cookies, brownies and lemonade or iced tea.

OPTIONS

- 20 oz bottled beverage
- Watermelon

HOLIDAY DINNER

Tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with your choice of two dressings.

Roast turkey, with whipped potatoes and giblet gravy, or country stuffing, corn, cranberry sauce, rolls and butter, pumpkin pie. Served with iced tea or lemonade.

FAJITA BAR

Choice of chicken, beef, shrimp or vegetable fajitas warm flour tortillas accompanied with spanish rice, refried beans, and traditional toppings with lemonade or iced tea, churros or margarita lime pie.

WINGS AND THINGS

Buffalo wings, blue cheese dressing, celery sticks, carrot sticks, Select two: California vegetable pizza, cheese pizza, pepperoni pizza and iced tea or lemonade.



CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, fresh baked rolls and butter, lemonade or iced tea and choice of dessert.

BEEF

FILET MIGNON

Beef Tenderloin filet with your choice of sauce

ROAST TOP ROUND OF BEEF

Sliced roast top sirloin of beef carved and served with au jus

POULTRY

CHICKEN SORRENTO

Boneless breast of chicken lightly breaded with prosciutto and eggplant topped with a light tomato sauce

ROSEMARY CHICKEN

Chicken breast with rosemary and garlic

BBCC AVIATOR

Succulent herbed bone-in chicken with garlic butter

PORK

SOUTHWESTERN GLAZED PORK LOIN

Carved and served with a zesty chipotle pepper sauce

SEAFOOD BROILED SALMON WITH DILL BUTTER

Salmon fillet broiled to perfection served with dill butter

VEGETARIAN EGGPLANT ROLLARD

Eggplant rollard stuffed with wild mushrooms and tofu, with roasted plum tomato sauce and polenta

RAVIOLI PORCINI MOREL

Ravioli stuffed with porcini and morels in a light plum tomato sauce

VEGETARIAN LASAGNA

Lasagna noodles layered with fresh ricotta, mozzarella, and parmigiana cheese topped with a marinara sauce

C L A S S I C S



MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert.

SALADS

TOSSED HOUSE SALAD

A fresh mix of lettuce with tomatoes, cucumbers, red onion and croutons and your choice of dressing

CAESAR SALAD

Romaine lettuce with parmesan cheese, garlic croutons and creamy caesar dressing

SPINACH SALAD WITH CABERNET VINAIGRETTE

Fresh baby spinach, toasted almonds, dried cranberries, and sliced red onion, tossed with a cabernet vinaigrette.

ON THE SIDE - SELECT TWO

- Baked potato served with butter sour cream and chives
- Country mashed potatoes
- Oven roasted garlic potatoes
- Rice pilaf
- Long grain and wild rice
- Fresh broccoli spears
- Asparagus spears (seasonal)
- Fresh zucchini with garlic and basil
- Green beans with almonds
- Carrots vichy

DESSERTS

- Dutch apple pie
- Peach cobbler (buffet style only)
- Boston cream pie
- BBCC chocolate cake
- BBCC white cake
- Angel food cake with seasonal berries
- Cheesecake with assorted toppings
- Carrot cake with cream cheese frosting

SPECIALTY DESSERTS

add \$2.25 per person



H O R S D ' O E U V R E S

PRICED BY THE DOZEN, MINIMUM 3 DOZEN

The following hors d'oeuvres can be passed on trays or set up as stationary buffets depending on the style of your event.

HOT

- Honey drizzled chicken drumettes
- Wings of fire
- Sausage bites with champagne mustard
- Eggrolls
- Vegetable spring rolls
- Stuffed mushroom - seafood, sausage or vegetarian
- Potstickers
- Meatballs - sweet & sour, swedish or BBQ
- Roasted red pepper and gouda quesadillas
- Honey ginger chicken satay
- Mini quiche

COLD

- Shrimp cocktail
- Skewered fruit with yogurt dressing
- Salmon pinwheel
- Tomato, mozzarella and basil crostini
- Assorted canapes
- Cucumber cups filled with smoked salmon

H O R S D ' O E U V R E S



GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

**ASSORTED DIPS,
BY THE QUART**
Served with sliced baguettes

- Spinach dip
- Warm artichoke dip
- Warmed crab and spinach dip
- Seven layer dip with tortilla chips

**TRAYS AND DISPLAYS, SMALL (15)
MEDIUM (30), LARGE (60) SERVINGS**

- Crudités and dip
- Imported/specialty cheese and gourmet crackers
- Tea sandwiches with assorted fillings: (Select 3 types)
tuna salad, egg salad,
chicken salad, seafood salad
- Sliced fresh seasonal fruit
- Meat & cheese tray with petite rolls and condiments

**CARVING STATION,
PER PERSON (MINIMUM 50 PEOPLE)**

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef. \$15.00 per hour, 2 hour minimum.

Carving station comes with your choice of one of the following:

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

GOURMET DIPS
TRAYS AND DISPLAYS
CARVING STATIONS



FINISHING TOUCHES

DESSERT BARS, BY THE DOZEN

- Chocolate brownies
- Lemon bars
- Seven layer bars
- Marshmallow krispies
- Chocolate covered strawberries
- Pecan diamonds
- Mini cheesecakes
- Mini fruit tart
- Petit fours

COOKIES, BY THE DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Chocolate chocolate chip
- Macaroons
- Assorted biscotti
- Tea cookies
- Sugar cookies

DECORATED CAKES UPON REQUEST

SNACKS, BY THE POUND OR PER PERSON

- Potato chips
- Chips and salsa
- Pita chips with hummus
- Mixed nuts
- Chex mix



B E V E R A G E S

HOT, SOLD BY THE GALLON:
20 SERVINGS PER GALLON

- Brewed regular and decaf coffee
- Hot tea
- Hot cocoa

COLD

- Bottled soda (20 ounce) /Lipton tea
- Bottled waters
- Bottled juices

PUNCHES, SOLD BY THE GALLON:
20 SERVINGS PER GALLON

- Lemonade
- Iced tea
- Fruit punch
- Celebration punch
- Assorted breakfast juice

B E V E R A G E S



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 at 509-793-2381.



Contact the Catering Office


At least ten days before the event, contact the catering office at 509-793-2381 or stop by our office located at ATEC 7611 Boling st. Bldg. 1800, Moses Lake, WA. Some arrangements can be made by phone or email, others require an appointment with the Sales Coordinator/Event Planner. 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, 7:00am - 4:00pm, closed on some holidays. After we have finalized all the details of your special event, you will receive a contract of your event to be signed and sent back to us. All cancellations and payments **MUST** take place at least 2 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.






Planning Your Special Event

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 50% of your food bill for any event that is not cancelled within 1 business day, and confirmed in writing by the customer. If Campus Dining is closed due to inclement weather, all catering events will be automatically cancelled.

Payment



All catered functions must have a secured payment before they occur. Visa, MasterCard, Cash, and Checks are all valid payment methods. Non-University related groups are required to make a deposit of 75% at time of booking with the balance due 24 hours before the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date. For Big Bend CC Groups a Purchase Order is a valid payment method. **A Purchase Order number must be received before the event in order for the event to be completed.**

Delivery Fees




There is no delivery fee for catering services held within ATEC. Deliveries outside the building will be subject to a \$15.00 on campus delivery fee, delivery fee for offsite events will be determined by location.





Planning Your Special Event

Alcohol Service/Policy



Alcoholic beverages may only be served on campus when written permission has been given through the Big Bend Community College Office of the President and a copy given to the Sodexho Catering Office. A Washington State Banquet Permit must also be obtained and brought to the Sodexho Catering Office prior to the date of the event. The Catering Department will post the permit at the event as required by law. Under no circumstances may alcohol be sold for either cash or script without a "Special Occasion License" from the Washington State Liquor Control Board. Sodexho cannot purchase or provide any alcohol whatsoever. Bartenders must be provided by Sodexho, and incur a charge of \$17.00 per hour with a minimum of 2 hours. No hard liquor is allowed. Customer will need to provide Sodexho with a Certificate of Liability Insurance.





Planning Your Special Event

Attendants

To ensure that your event is a success, catering staff will be provided for all served meals, a fee of \$15.00 per attendant for a 1 hour minimum will be applied. For Butler or Carving Style Service, an attendant fee of \$15.00 per attendant for a 2 hour minimum will be applied.



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.



China Charges

Our catering department provides high-quality plastic products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge.

Full Meal Service and Silverware \$1.50pp

Coffee or Beverage China Service \$1.00pp

Full Bar Glass Service \$.50pp

Reception China and Silverware \$1.50pp

All of the above are charged per person.



Floral Charges

We provide a floral arrangement for buffets and dinner table center. For decorative requests an additional fee will be determined in accordance with your specific needs.



Planning Your Special Event

Linens and Skirting

Linens with eight napkins are \$3.00 per table. Skirting can be added for an additional \$3.00 per table.



Late and Minimum Charges

A late charge of 10% will be assessed for any event booked with less than 24 hours notice.

There will be a minimum charge of \$35.00 for beverage orders and \$35.00 for food orders, not including the delivery fees. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours by utilizing our casual catering.



Food Removal Policy

Due to health regulations, it is the policy of Campus 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.



