

To set up an event, contact Noelle Verdini at nverdini@pct.edu

Breakfast

Bagels or Croissants	Fresh Fruit (whole or sliced)
Fresh Baked Muffins, Pastry & Scones	Assorted Yogurt Cups
Donuts & Donut Holes	Scrambled Eggs
Sticky Buns	Bacon or Sausage

Deli Buffet/Box Lunches (includes condiments and beverage)

Choice of: Roast Turkey, Baked Ham, Roast Beef, Tuna Salad, Chicken Salad or Egg Salad

Choice of: Hoagie Rolls, 12 Grain, Kaiser Rolls, Croissants or Wraps (plain, cheese or herb)

Choice of: Whole Fruit, Fruit Platter, Vegetable Platter, Assorted Chips, or Pasta, Potato or Macaroni Salad

Choice of: Cookies, Brownies or Rice Krispie Treats

All sandwiches are accompanied with cheese, lettuce and tomato

Pizza

Sheet (serves 10)

16" Round (serves 4)

Appetizers

Vegetable Platter Wings (ranch or bleu cheese and celery)

Cheese Display Bologna & Cheese Platter

Fruit Platter Spinach & Artichoke Dip (pita squares or tortilla chips)

Nacho Grande Bar Create your own "Fiesta" by choosing from the following options: salsa, guacamole, pico de gallo, sour cream, ranch dressing, green or red onions, shredded lettuce, diced tomatoes, jalapenos, black olives, black beans, refried beans, ground beef or chicken, yellow rice. *(cheese dispenser, cheese and tortilla chips come standard)*

The WildCat Cookout Includes hamburgers, hotdogs, potato chips, dessert and beverage.

Also available upon request: lettuce, tomato, onion, American cheese, potato, macaroni or pasta salad.

Entrees

Seafood: Baked Salmon or Cod

Beef: Tips, Flank Steak or Roast Beef

Chicken: Parmesan, Herb-Roasted, Marinated or Rotisserie

Vegetarian: Marinated Grilled Portabella Mushrooms, Baked Ziti, Sautéed Pierogies

All entree selections include choice of potato/pasta, vegetable and dessert. Standard breadsticks and beverages.

Desserts

Assorted Bakery
Fresh Baked Cookies
Chocolate/Blonde Brownies
Rice Krispie Treats
Personalized Sheet Cakes
Cheesecake
Ice Cream Novelties

Beverages

Soda (Pepsi products)
Penn College Bottled Water
Fruit Punch
Coffee, Decaf, Hot Tea
Brewed Iced Tea
Apple Cider (seasonal)
Hot Chocolate

Catering Guidelines – Dining Services

Event Booking & Guest Counts

Dining Services requests 7-10 days notice for final menu selections and guest counts in order to properly prepare for your event. Event requests less than 7 days of date are subject to staff and food availability. Please contact Noelle Verdini at nverdini@pct.edu to place your request.

Cancellations

If you must cancel an event, please contact Noelle Verdini at nverdini@pct.edu as soon as possible. Events canceled less than 4 days of your planned event may result in charges related specifically to your event.

Pick Up and Delivery

Catered events delivered, set-up, serviced and broken-down are subject to labor fees. Food ordered for catered events that are picked up from designated Dining Services dining units are exempt from labor charges.

Equipment

Equipment is available to rent for events catered by faculty/staff and students of Penn College. A ServSafe certified individual must be present at all times in order to prepare and cook food when renting equipment. Charges for any missing or damaged equipment will be billed to your department or club account.

Billing

When booking a catered event, it is very important that you furnish us with your accurate billing information. Acceptable forms of payment include: cost center and line item, club accounts, cash, credit card or personal/business check (made to Penn College Dining Services). Arrangements in advance to invoice outside organizations are also acceptable.

Food Left from Catered Events

Dining Services' responsibility is to handle food safely and seriously within the guidelines of The PA Department of Health to prevent food-borne illnesses. Therefore, food not consumed at catered events may not be removed from the function site.

Linen

Linen and skirting is standard for all food service tables provided by Dining Services. Additional linen can be ordered for non food tables thru Student Activities.
