

Sodexo Central Oregon CC Event Planning Guidelines

Planning Your Event:

The menu selections and services in this guide are the most frequently requested, and represent merely a sampling of what we can do. Whether you are planning a simple gathering or a special event, we will be happy to customize and create any menu for your occasion.

Room reservations can be made by contacting Sarah Wilson (sewilson@cocc.edu).

Placing Your Order:

Please help us help you by providing at least 48-hour advance notice for food orders, and 24-hour notice for snacks and beverages. We will make every effort to accommodate orders with less notice, but may need to restrict the menu to product on hand. Special orders and events with a large number of guests require as much notice as possible. It is extremely helpful if, at the time of booking your event, you are prepared to share the following information: type of event with service needs (served/buffet, drop off/waited, etc.); approximate number of guests; time and location of event; billing arrangements – department number or billing method FOR Central Oregon CC events; and any other special arrangements you need us to know.

Guarantee & Billing Policies:

To professionally prepare for each guest, we require that you guarantee the number of guests attending your event at least 24 hours in advance. Events will be billed at the guaranteed number or the actual number served, whichever is greater. Orders placed without 24 hour notice may be subject to a 20% service up-charge. All delivered events will be subject to a \$20.00 minimum charge. Due to our advance preparation, cancellations must be made at least 24-hours in advance. Shorter notices may result in charges of up to 100% of the original order. Should your event exceed 100, authorization signature is required prior to the event. If you move any equipment from the delivery location, please immediately notify the catering department. Any catering equipment not recovered may be billed to your order.

Additional Services:

There may be an added labor charge for events scheduled to begin before 7:00 a.m. or after 9:00 p.m., or on days when school is not in session, such as weekends, holidays, and vacation breaks. All services will be set up with paper and plastic ware unless otherwise specified. China and linen service is available at an additional cost of \$2/person. Flowers and/or special decorations can be provided for an additional charge as well. Special equipment rental or professional attendants are available at an additional rate with 72-hour notice.

Linens:

We provide tablecloths for all buffet tables. Linen for guest tables is included only when china service is ordered. Guest table linens are 5.00 per tablecloth and 7.50 per Skirting for receptions, breaks, and buffets served with plastic ware.

Attendants:

Catering attendants will be provided for all meals at an additional fee of 20.00 per hour per attendant. Number of attendants will be the decision of COCC Food Service Staff and agreed upon with the catering client and will be based on the number of guests.

Leftovers:

All food left on the buffet table must be removed by the catering staff. Leftover food may not be removed from the serving location.

Morning Fare

Campus Continental—5.75 per person

An Assortment of Pastries, Orange Juice, Coffee and Decaf, Herbal and Non-Herbal Tea

Cypress Continental—7.50 per person

Bakery Selections of Pastry, Fresh Mini Danish
& Bagels with Cream Cheese Butter and Preserves
Sliced Seasonal Fruit Platter

Orange Juice, Freshly Brewed Aspreto Coffee,
Decaf and a Selection of Herbal and Non-Herbal Teas
Add Granola, Yogurt and Milk 1.75

Build your Own Pancake Bar—6.50 per person

Buttermilk, Blueberry and Chocolate Chip Pancakes to be included with the following selection
of Toppings:

Peaches, Apples, Strawberries, Butter or Margarine, Whipped Cream
And of course Maple Syrup
Served with OJ, Coffee or Tea

Gourmet Breakfast—12.95 per person Minimum of 15

All breakfasts include

Seasonal selection of Fruit, Breakfast Pastries, Orange Juice, freshly brewed Coffee and Decaf,
Herbal and Non-Herbal Teas. Make your choices from the following:

Select one entree:

French Brie Skillet

Fluffy sautéed Eggs with fresh Herbs and Melted Brie and Roasted New Potatoes

Ham and Cheese Scramble

Fluffy Eggs and California Cheddar
Scrambled with Smoked Virginia ham, Green Onions and Country Potatoes

Belgian Waffles

With Whipped Butter, Vermont Maple Syrup and Fresh Berries
With Bacon or Country Sausage

Mediterranean Frittata

An Italian Omelet made with Pan-Fried Potatoes, Spinach, Sweet Red Onion and Feta Cheese

Classic Quiche Lorraine

Hickory Smoked Bacon, Onion and Swiss cheese, baked in a Flaky Crust with Roast Potatoes

Breakfast Buffet

9.25 Per person, Minimum of 15 persons

Includes Orange Juice Coffee, Decaf, Regular and Herbal Teas,
Gourmet Fresh Fruit presentation, Breakfast Pastries and High Quality Plastic ware

Chose THREE of the Following:

- Oatmeal with Vanilla Yogurt, Cinnamon, Sugar and Honey
- Scrambled Eggs
- Hickory Bacon
- Sausage Links
- Hash Browns
- Waffles with Whipped Cream, Strawberries or Blueberry Topping
- Buttermilk Pancakes with Maple Syrup
- French toast with Maple Syrup

A la carte Breakfast Selection

Seasonal Whole Fresh Fruit 1.25

Individual Parfait Non-Fat Yogurt cups 1.75

Multigrain Bars and Granola Bars 1.25

Petit Croissant with Butter and Jam 1.75

Individual Cereal with 2% Milk 2.25

Assortment of Bagels

With Cream Cheese 1.95

Muffins or mini-Muffins 1.50

Assortment of Sliced Breakfast Breads or Danish 1.75

Glazed Cinnamon Rolls 1.75

Mini Scones 0.95

Beverages by the Gallon

One gallon serves approximately 16-20 guests

Coffee Service

Includes: Regular, Decaf, Assorted Teas. 1.50/person

Premium Aspetto Coffee 16.00/Gallon

Herbal and Non-Herbal Tea 12.00/Gallon

Hot Chocolate 12.00/Gallon

Cold Beverages By the gallon

Orange Juice, Cranberry or Apple Juice 12.00/Gallon

Iced Tea or Lemonade 12.00/Gallon

Tropical Passion Iced Tea 12.00/Gallon

Cranberry Sparkling Punch 12.00/Gallon

Citrus Punch 12.00/Gallon

Bottled Beverages

20 oz. Soft Drinks 1.75 each

20 oz. Bottled Water 1.50 each

16 oz. Bottled Juice 1.95 each

Health Nut Break

3.95 Per person

Sparkling Mineral Water or Bottled Spring Water, Granola Snack Bars,
Fresh Vegetable Crudités

Afternoon Snack Attack

3.95 Per person

Assorted Soft Drinks and Bottled Water, Individual Bags of Chips,
And a variety of Whole Fruit and Granola Snack Bars

Mid-Day Refresher

5.75 Per person

Sliced Fresh Fruit Platter, Basket of Tortilla Chips and Salsa, Homemade Cookies
And Brownies, Assorted Soft Drinks and Bottled Water

Gourmet Tea Sandwiches

3.95

Curry chicken salad, Tuna Salad sandwiches, and Egg Salad Sandwiches

Cookie Madness

3.25 Per person

Assorted freshly baked Cookies accompanied by
2% Milk or Assorted Soft Drinks

Ice Cream Sundae Bar - minimum of 50

4.25 Per person

Vanilla and Chocolate Ice Cream with Toppings to include Crushed Cookie crumbs, M&M's,
Colorful Jimmies, Chocolate and Strawberry Sauce, Whipped Cream and Chopped Nuts

Brownie, Berry, Shortcake Bar - minimum of 50

3.95 Per person

Rich Fudge Brownies or Shortcake with fresh Berries, Whipped Cream and Chocolate Sauce

Lunches

The Classic Box Lunch—8.95 per person

Choose your Premium Meats and Cheese Combination: Oven-Roast Turkey with Swiss, Country
Style Ham and California Cheddar, Thinly Sliced Roast Beef with Provolone Cheese, and Oven-
Roasted Vegetables with Provolone

Choose from the following selection of breads:

Dark Rye, Wheat, Sourdough or 9 Grain

Choose your sandwich from above which includes a Bag of chips and a pick a salad below:

Fresh Fruit Salad, Pasta Salad, or Potato Salad

Pick your sweet: Homemade Cookies or a Brownie

Pick your Beverage: Soft Drinks or Bottled Water.

The Deli Sandwich Buffet

8.95 Per person

Deli Meats including: Roasted Turkey, Country Style Ham and Thinly Sliced Roast Beef with Cheddar, Swiss and Provolone Cheeses.

Condiments w/ Lettuce, Slice Tomatoes, Onions and Pickle spears.

Served with Potato Salad, Fresh Fruit and Potato Chips, Homemade Cookies or Brownies

GOURMET BOX LUNCH—Artisan Wraps

10.95 Per person

Chicken Caesar Wrap

Grilled Chicken with Shredded Romaine Lettuce, Parmesan Cheese, Diced Tomatoes and Creamy Caesar Dressing Wrapped in a Flour Tortilla

Southwest Chicken Wrap

Southwest Chicken with Black Beans, Shredded Lettuce and Roasted Corn Salsa with Chipotle Sour Cream, Wrapped in a Flour Tortilla

Grilled Vegetable & Hummus Wrap

Roasted Bell Peppers, Zucchini, Red Onion, Spinach, Sliced Tomato, Provolone and Hummus Wrapped in a Flour Tortilla

Turkey Club Wrap

Sliced Turkey, Crisp Bacon, Sliced Tomato, Swiss cheese, Shredded Lettuce and Avocado, Wrapped in a Flour Tortilla

Italian Wrap

Pepperoni, Salami, Ham, Provolone Cheese, Lettuce, Tomato and Red Wine Vinaigrette Wrapped in a Flour Tortilla

Includes you choice of Wrap, Bag of Chips, Cookies or Brownie,

Select one of the following sides: Fresh Fruit, Waldorf salad, creamy pesto Pasta Salad or Red Potato Salad with Green Onions

Soft Drink or Bottled Water

GOURMET SANDWICH BUFFET— 11.50 per person Minimum of 15

Includes your choice of Wrap above: Individual Bag of Chips, Cookies, Brownies and Gourmet Bar Cookies,

Select TWO of the following sides:

Mix Green Salad with choice of dressings, Pasta Salad, Potato Salad, Fruit Salad, Caesar Salad

Lunch Entrée Salads

Minimum of 10 (Inquire for other options)

Salads

Includes Rolls and Butter and Lemonade or Iced Tea
VIP Bread Basket available for 1.50 extra per person
Cookies or Brownies

Asian Chicken Salad 12.50 per person
Grilled Chicken Breast, Napa Cabbage, Shredded Carrots, Green Onion, Red & Green Peppers,
and Rice Noodles served with a Sesame Dressing.

Citrus Chicken Caesar Salad 10.75 per person
Romaine Lettuce, Orange and Grapefruit segments, seasoned Grilled Chicken Breast with
Parmesan Cheese, Balsamic reduction and Flat Bread Crostini served with citrus herb vinaigrette

Chicken Caesar Salad 10.25 per person
Romaine Lettuce topped with grilled Chicken, Croutons and Parmesan Cheese

Mixed Berry Chicken Salad 14.75 per person
Baby Spinach and Greens with Julienne Chicken, Danish Blue Cheese, Candied Walnuts,
Seasonal fresh berries and a Walnut Vinaigrette

Baby Spinach and Chicken Salad 12.75 per person
Baby Spinach served with Tart Granny Smith Apples, Candied Pecans, Danish Bleu Cheese and
Grilled Chicken with a Balsamic Dressing

Tri-Tip & Roasted Red Potato Salad 13.75 per person
Grilled Strips of Marinated Tri-Tip Beef served with Roasted Red Potatoes and sweet Red
Onions tossed with our house Vinaigrette topped with a Tomato Basil Tapenade. Presented on a
bed Romaine and Watercress

Salmon Salad 13.95 per person
Pan Seared Salmon Fillet served with select greens, Rosemary Scented potatoes topped with Sun
Dried Tomato Basil Vinaigrette

Pizza

16" Cheese 11.99

16" 1 topping 13.99

16" Combos 15.99

Can be a buffet or boxed to go with plates and napkins

Lunch and Dinner Buffets

The Hearty Buffet - 14.75 per person

Select ONE of the following entrees:

Roast Pork Loin with Sautéed Gingered Apricots and Apples
Herb-Roasted Chicken Breast with Artichokes and Mushrooms
Grilled Salmon over sautéed Spinach with Cherry Tomato Vinaigrette
Char-Roasted Tri-Tip Served with Demi-glaze

Spinach Salad with Raspberry Walnut Vinaigrette
Asparagus and Roasted Red Pepper Salad with Red Onion and Caper Vinaigrette
Garlic and Leek Mashed Potatoes
Fresh Baked dinner Roll and Sweet Butter

Pacific Rim - 12.95 per person

Asian Noodle Salad
Seasonal Melon Salad with Fresh Mint
Vegetable Pot Stickers with Citrus Dipping Sauce
Steamed White Rice
Fortune Cookie

Select ONE of the following entrees:

Orange Peel Beef with Broccoli and Sweet Bell Peppers
Thai Chicken with Basil Stir-Fry in Spicy Peanut Sauce and Fresh Cilantro
Teriyaki Glazed Chicken Breast with Pineapple Mango Salsa
Asian BBQ Pork with Honey Hoisin Sauce, Green Onions and Toasted Sesame Seeds

Fiesta Buffet - 10.95 per person

Black Bean, Corn & Tomato Salad w/ Cilantro Vinaigrette
Tortilla Chips with Fresh Pico De Gallo
Cilantro Beans
Spanish rice

Select ONE of the following entrees:

Cheese, Chicken or Beef Enchiladas with Sour Cream
Carne Asada with Grilled Green onion and Peppers
Chicken Picado with Spicy Chipotle Salsa and cheese

Build your own Taco Bar including the most popular fixings
Served with Corn and Flour Tortillas
Add Guacamole for 1.50 per person (2 oz. Per person)

Roma Buffet 12.25 per person

Antipasto Platter
Café Salad with Creamy Italian Dressing
Tuscan Green Beans
Focaccia bread

Select ONE of the following entrees:

Sicilian Style Chicken Parmesan topped with Fresh Tomato Basil Ragout

Italian-Style Lasagna with Creamy Ricotta Mozzarella and Parmesan Cheeses topped with fresh Tomato Basil Sauce or a Rich Hearty Bolognese

Italian Sausage with sautéed Peppers & Onions with a creamy Mushroom Leek Polenta

Oven-Roasted Rosemary Garlic Chicken with Lemon Herb Beurre Blanc served with an Orzo and Asparagus Risotto

Tortellini with Rich Parmesan Cream Sauce and Peas finished with White Truffle Oil and Shaved Parmesan

Full Service Dinners

These full service menus have been designed for maximum flexibility in creating the menu you wish to serve your guests. Let our Creative Team assist you in planning your event.

All Meals Include
Fresh Bread Presentation
You're Choice of Salad
You're Preference of Fresh Vegetable
One Side Dish Option
One Gourmet Dessert

Lunches and Dinners Choose ONE salad from the following:

Watercress and Citrus Salad with Endive, Sliced Red Onions with Orange Ginger Vinaigrette

Iceberg Wedge Salad with Blue Cheese, Tomatoes and Green Onion Chiffonade

House Greens with Cucumber, Carrots and Tomato and Parmesan Dressing

Crisp Romaine Lettuce with Seasoned Croutons, Shredded Parmesan and Caesar Dressing

Baby Spinach with Feta, Candied Walnuts and Raspberry Vinaigrette

Hearts of Romaine with Danish Blue, crispy Bacon and Balsamic Vinaigrette

Green Leaf Lettuce Tossed with Mandarin Oranges, Thinly Sliced Red Onions, Slivered Almonds, and a Sweetened With a Rice Wine Vinaigrette

Lunches and Dinners Choose one Side Dish:

Herbed Fettuccine Alfredo

Roasted Garlic Smashed Potatoes or
buttermilk Mashed potatoes

Orzo Risotto with Asparagus Tips and
Parmesan Cream

Fingerling Potatoes sautéed with Parsley and
Sweet Butter

Wild Rice Blend Pilaf with Fresh Parsley
and Toasted Pecans

Mushroom Parmesan Polenta

Baked Potato with Sour Cream and Chives

Scalloped Potatoes

Choose one Vegetable:

Steamed Asparagus spears (in season)	Chefs Seasonal Vegetable Assortment
Sautéed Whole Baby Carrots with Herbs	Herb Parmesan Broiled Tomato
Sautéed Spinach with Olive Oil and Garlic	Grilled Vegetables

Choose one Dessert:

Seasonal Fruit tart
Chocolate Decadence Cake
Fresh Berries with Zabaglione

Almond cake with Bananas and Carmel
New York Cheesecake with Seasonal Berries or Fresh Tropical Fruit Sauce

Tiramisu Cake with Espresso cream sauce

Premium Desserts are available. Consult Our Catering Coordinator for current selections.

Entrée Selections

Rosemary Garlic Marinated Chicken served with a Lemon Beurre Blanc.	19.00
Hazelnut Crusted Chicken served with Dijon Mustard Cream Sauce.	21.00
Chicken Breast with Fresh Spinach and Mushrooms served with a Shitake leek Compote.	21.00
Herb and Peppercorn Crusted Tri-Tip with Arugula Borsin Cream Sauce.	24.00
Petite Filet Mignon of Beef with Brandy Peppercorn Sauce or Port Wine Demi Glaze.	26.50
Grilled Salmon with Roasted Vegetables, Pesto Oil and Red Pepper Coulis	24.00
Fresh Pan Seared Halibut served on Spinach Mashed Potatoes with a Saffron Artichoke Broth Topped with ripe tomatoes and fresh basil.	29.00
Layered Portobello Polenta Napoleon with Roasted Portobello Mushrooms, Ricotta Cream, finished with Mascarpone and Fresh Basil.	18.50
Creamy Pesto Pasta with tomatoes, Toasted Pine Nuts and fresh basil.	17.00
Cheese Tortellini with a rich Mushroom Ragout finished with Shaved Parmesan and White Truffle Oil.	22.00
Italian-Style Lasagna with Creamy Ricotta Mozzarella and Parmesan Cheeses, topped with fresh Tomato Basil Sauce or a Rich Hearty Bolognese.	19.00

Add an Appetizer to your Meal

Appetizers

- Pan-Seared Vegetable Pot Stickers with Asian Slaw and Ponzu 6.25
- Grilled Portobello Mushroom with Arugula, Basil Oil and Crostini 7.65
- Blackened Shrimp with Coriander and Papaya salsa 9.95
- Pan-Seared Scallops with Yellow Pepper Coulis and Truffle Oil 9.95
- Antipasto Bruschetta with Shaved Parmesan Cheese and Prosciutto 7.25
- Chilled Asparagus with Smoked Salmon, Dill Cream, Capers and Onion 7.50

Appetizers

The following appetizers are priced per piece and can be served passed on trays or set up on stationary buffets depending on the style of your event.

Minimum order 24

Hot Appetizers

(Prices per Person)

Chicken Quesadilla Trumpets with Spicy Avocado Dip 2.50

Mushroom Caps Stuffed with Boursin Cheese 1.75

Pan Seared Scallops with Cilantro Aioli 2.50

Spanakopita 1.75

Vegetable Spring Roll with Plum Dipping Sauce 1.75

Sweet and Sour Meatballs 1.25

Chicken Satay with Thai Peanut Sauce 2.25

Mini Teriyaki Beef Satay 2.50

Vegetable or Pork Pot Sticker with Citrus Dipping Sauce 2.25

Mini Crab Cake with Mustard Remoulade sauce 4.00

Warm Artichoke Dip served with Pita Chips 2.00

Cold Appetizers

(Prices per Person)

Chicken Avocado Lettuce Wrap 2.75

Prosciutto Wrapped Melon and Figs (in season) 2.25

Shrimp and Mango Skewers with Citrus-Lime 2.75

Endive Spear Piped with Herb Cream Cheese 1.50

Deviled Eggs garnished with tapenade (2 pieces) 1.75

Hummus served with warm Pita Triangles 1.75

Fresh Roma Tomato-Mozzarella Bruschetta with Sliced Baguette 1.75

Smoked Salmon on Pumpnickel with Dill-Mustard 2.00

Seasonal Fresh Fruit Skewer with Ginger-Lime Dipping Sauce 1.75

Shrimp, Cucumber and Dill Cream Cheese Canapé 1.75

Minimum platters serve 10; price is per person

Sliced Fresh Fruit 2.50

Garden Fresh Vegetables served with Fresh Herb Dip 1.75

Meat & Cheese Tray 3.00

Assorted Finger and Tea Sandwiches: price per piece 1.25

Cold Antipasto Platter 4.95 per person

Genoa Salami, Prosciutto, Roasted Red Peppers, Grilled Marinated Vegetables, Provolone, Fresh Mozzarella, Marinated Artichoke Hearts and Mushrooms and an assortment of Olives and Pepperoncini served with Toasted Crostini

Apricot-Almond Stuffed Brie en Croûte with Assorted Crackers or Sliced Baguette. 3.25

Fresh Tomatoes and Fresh Mozzarella with Basil 2.25

South of the Border 3.75

Corn Tortilla Chips with Black Bean Dip Homemade Roasted Tomato Pico de Gallo and Guacamole

Domestic Cheese Display 2.50

Domestic Swiss, Cheddar & Pepper Jack
Served with Assorted Crackers or French Bread

Gourmet Cheese Display 3.00

Brie, Gouda, Domestic Swiss, Cheddar
Garnished with Fresh Fruit and Nuts. Served with Assorted Crackers or French Bread

Mediterranean Display 6.00

Hummus, Tabbouleh, Tzatziki and Spanikopetes with Toasted Pita and Assortment of Vegetables and Olives.

Assorted Mini Roll-ups price per piece 1.25

Sliced turkey with Avocado Aioli and Baby Greens, Smoked Ham with Swiss cheese and Honey Mustard, Smoked Salmon with Dill Cream Cheese, Sliced Veggies, and Hummus with Roasted Vegetables.

COOKIES AND BARS

By the dozen

Freshly Baked Chocolate Chip, Peanut Butter, Oatmeal-Raisin, or Snicker doodles 8.50

Chocolate-Dipped Coconut Macaroons 9.00

Brownies or Blonde Brownies 9.00

Caramel Apple, Lemonberry, Oreo Cookie Bash, Pecan Chocolate 15.00

Rice Krispy Treats 9.00

Biscotti: Chocolate or Almond 12.00

Great with our freshly brewed coffee.

“JUST DESSERTS” RECEPTION 6.75 per person

Two pieces per person; minimum of 40 people

A perfect way to celebrate a special day or event.

Seasonal Fruit presentation

Choice of Four:

Carrot Cake with Cream Cheese Frosting

New York Cheese Cake with Melba Sauce

Chocolate Éclairs

Assorted Pie

Petit French Pastries

Chocolate Dipped Strawberries