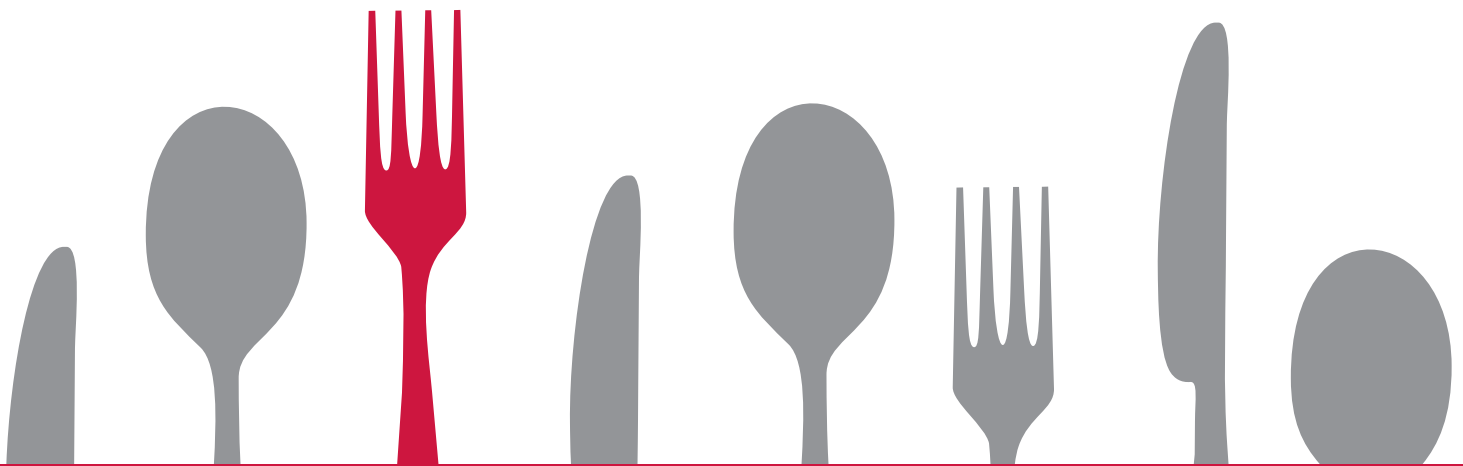


CATERING **MENU** and Guidebook



North Dakota State College of Science | 701-671-2321 | [NDSCS.edu/Dining](https://www.ndscs.edu/Dining)

Prices listed in this document are to be used for basic comparison and are subject to change. Please contact Dining Services for current pricing for your specific event. Prices not guaranteed until a contract is signed and is honored for only 30 days prior to the scheduled event.

Revised August 2021

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CONTACT US

Dining Services

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(701) 671-2394

Kathy Schuster
Kathy.Schuster@ndscs.edu
(701) 671-2321

Customer Service Desk

NDSCS.StudentLife@ndscs.edu
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NDSCS DINING SERVICES CATERING AGREEMENT

Contact: Sue Braun at (701) 671-2394 or Susan.J.Braun@ndscs.edu
 Kathy Schuster at (701) 671-2321 or Kathy.Schuster@ndscs.edu
 Karen Bajumpaa at (701) 671-2331 or Karen.Bajumpaa@ndscs.edu

**Please allow two weeks for banquets, three days for coffee/Lunches.
 Final guarantees are due 1 week prior to event.**

Today's Date: _____ Date of Function: _____
(Day) (Date) (Year)

Organization/Group: _____

Person Making Arrangements: _____ Phone: _____ Fax: _____

Billing Address: _____

On Campus Account Numbers:

Department: _____ Fund: _____ Account: _____

Location:

Building: _____ Room: _____ Guests Expected: _____ Guests Guaranteed: _____

MENU

Room:		Room:		Room:	
Time:		Time:		Time:	
Guests:		Guests:		Guests:	
Item Desired	Number of items	Item Desired	Number of items	Item Desired	Number of items

Linen request Yes No

Have tables been requested from Facilities? Yes No

Date and Time Catering Items need to be removed by: _____

Date and Time Catering Items Removed: (To be completed by Catering Staff) _____
Date Time Signature

The Signature below indicates the RENTER/USER agrees to the General Terms and Conditions, terms as stated in this agreement and/or sub-agreements.

Customer Signature: _____ Date: _____

Dining Services Signature: _____ Date: _____

NDSCS CATERING GENERAL CONDITIONS AND POLICIES

I. Food Provider Policy:

- A. All food items served and consumed in the North Dakota State College of Science facilities must be arranged through, supplied by and prepared by Dining Services.
- B. Exception(s)
 - 1. Wedding cake, mints by an approved Caterer/Bakery. These items must be prepared in a licensed facility.

II. Policy Regarding To Go Food from Catered Events:

- A. It is the policy in the Dining Services not to allow leftovers or excess food to be taken home or kept in the departments by guests/customers etc. The food items that we remove from the catering areas must be disposed of properly by our staff. As providers of food and food related items we are responsible for, and are constantly concerned with the quality and safety of the items we provide to our customers. Providing quality safe food does not happen by accident. Our concern and responsibility to protect our products also becomes heightened when we serve food items for catering functions both in and out of the Student Center where controlling the surrounding environmental conditions is difficult and the possibility of contamination is more likely to occur. If a customer becomes ill after eating foods prepared by us we are accountable to the customer and to the North Dakota Public Health Department.
- B. Exception(s)
 - 1. Items such as cookies, bars and pastries that are shelf stable (and do not require proper refrigeration and reheating to keep and make them safe for public consumption.)
 - 2. Any item is subject to approval and must be approved by NDSCS Dining Services Supervisors prior to removal.

III. Menu Selection

- A. Menu selection(s) should be submitted to the Catering Department or Director of Dining Services no later than **two weeks** prior to your scheduled event.

IV. Menu Price, Service Style, Guest Count, Preparation and Billing Guarantees(s)

- A. Prices are subject to change but will be guaranteed 30 days prior to your scheduled event.
- B. Our more common serving style is a Buffet setup.
 - 1. Depending on the number of guests up to two buffet tables.
 - 2. Salads, desserts and beverages may be placed tableside if desired and requested.
- C. Guaranteed meal counts are due into the Dining Services department no less than one week prior to the event. After the deadline, guarantee counts may not be reduced.
- D. Charges will be based on the guarantee unless the number served is greater than the guarantee, then the charges will be based on the actual number. This policy is designed to ensure that there are adequate plates for unexpected guests.

V. Alcohol Service must be arranged through Customer Service:

- A. NDSCS Dining Services does not provide, serve, store or handle any alcohol beverages.

VI. All reservations are set up through the Customer Service Desk

Table Cloths and Skirting Policy:

- A. Tables that are associated with food service will be covered with a table cloth and table skirt as appropriate.
- B. All non-food service tables that are requested to be covered and skirted will be billed at a rate.

VII. Cancellations:

Cancellations must be reported to Dining Services a minimum of 72 hours prior to when the event was scheduled to occur. Failure to do so will result in charges to the contract holder as outlined in the agreement.

VIII. Remittance Information

Send all remittance to:

Dining Services
NDSCS
800 Sixth Street North
Wahpeton, ND 58076-0002

Phone: (701) 671-2321
Toll Free: (800) 342-4325 ext. 32321

BREAKFAST SELECTIONS

All Breakfasts are priced for Buffet Service – please contact Dining Services for pricing.

**Included with selections below:
(except Breakfast Pizza, Egg Bake and French Toast Bake)**

Choice of Bacon (3 per person), or Ham (2 oz.), or Sausage Pattie (2 oz.) or Links (2) Served with Seasoned Cubes

Texas French Toast

Thick Texas style bread dipped in our special egg batter (2 slices per person) served hot and fresh with butter, maple syrup and accompanied by your selections from above

Fluffy Scrambled Eggs

The traditional American breakfast accompanied by your selections from above
Shredded cheese and other condiments on the side

Egg and Cheese Croissant

A flaky buttery croissant filled with egg and cheese accompanied by your selections from above

Pancakes

Three fluffy cakes served with maple syrup accompanied by your selections from above

Scrambled Eggs and French Toast Sticks

Cheese topped scrambled eggs and crispy French toast sticks (4 per person) accompanied by your selections from above with shredded cheese and other condiments on the side

Baked French Toast and Scrambled Egg Buffet

Tender slices of French bread with tender apples slices marinated and baked in a rich egg mixture topped with a warm caramel sauce and Fluffy Scrambled Eggs accompanied by your selections from above

12” Egg Sausage and Bacon Breakfast Pizza*

Eggs, Sausage, Bacon and Cheese

French Toast Bake*

Tender slices of French bread with tender apples marinated and baked in a rich egg mixture topped with a warm caramel sauce accompanied by your selections from above

Egg Bake* (pan serves approximately 20)

A light yet filling mixture of eggs, cheese and bread
(We can add to your preference; onions, mushrooms, green peppers, sausage, bacon or ham if you desire)

**Breakfast meat choice can be added for an additional charge.*

The following may be added to any breakfast option for an additional charge:

Coffee, Canned Juice, Bottled Water, Pop, Fresh Cut Fruit, Whole Fruit, Muffins, Sweet Rolls or Breads

Available Rolls	Available Muffins	Available Sweet Breads
Cinnamon Twists	Blueberry	Banana
Bismarck's	Lemon Poppy Seed	Blueberry
Long Johns	Orange Cranberry	Lemon Poppy Seed
Cake Donuts	Chocolate Chip	Orange Cranberry
Cinnamon Bun		Chocolate Chip

LUNCH SELECTIONS

All Luncheons are priced for Buffet Service – please contact Dining Services for pricing.

Grilled Chicken Club

Grilled chicken breast topped with bacon, cheese, mayo, lettuce and tomato on a bun accompanied by chips and bar for dessert

French Dip

Thinly shaved roast beef served on a steak bun, with au jus accompanied by chips and bar for dessert

NDSCS Wildcat Burger

A 1/3 pound ground beef patty char broiled and served on a bun with cheese, lettuce, onion and tomato accompanied by pickles, chips and bar for dessert
Add Bacon (additional charge)

Hot Beef, Turkey or Pork Sandwich

(7-day notice)

Roast beef, turkey or pork served between two slices of bread and smothered with gravy accompanied by whipped potatoes, vegetable (choice of one - see page 9) and bar for dessert

Croissant Salad Sandwich

Chicken, tuna or egg salad served in a croissant accompanied by chips and bar for dessert

Chef Salad

A meal sized portion of mixed green topped with smoked ham, breast of turkey and cheese, garnished with red ripe tomatoes and hard cooked eggs accompanied by your choice of dressing and bar for dessert

Taco Salad

Taco meat, mixed salad greens, tomato, black olives, sour cream, taco sauce, and cheese, choice of plain tortilla or Dorito nacho chips accompanied by a bar for dessert

Chicken Caesar Salad

Grilled chicken breast, mixed salad greens, parmesan cheese, seasoned croutons and Caesar dressing accompanied by a bar for dessert

Cobb Salad

Grilled chicken breast, crisp bacon and mixed salad greens. Garnished with cherry tomato, hard cooked egg and blue cheese, accompanied by a bar for dessert

Build Your Own Sandwich

Sliced Ham, turkey and roast beef with cheddar and Swiss cheeses with Kaiser buns or bread, accompanied by your favorite toppings and condiments, chips and bar for dessert

Italian Casserole

Homemade Tomato Meat Casserole and Chicken Rotini Alfredo Casserole accompanied by bread sticks, Caesar style green salad and bar for dessert

Picnic Lunch

Grilled quarter pound burgers (one per person) and grilled hot dogs (one per person) accompanied by cheese, lettuce, tomato, onion pickle, baked beans, chips, and a bar for dessert

Sloppy Joes

Good Old Fashioned Sloppy Joe's (one per person) accompanied by chips, baked beans, and cookie
Additional Sloppy Joe (additional charge)

Taco Bar

Taco meat and tortilla soft shells accompanied by mixed salad greens, cheese, tomato, onion, black olives, sour cream, taco sauce and chips
Add Spanish Rice and/or Refried Beans (additional charge)

Baked Potato Bar

Baked potato accompanied by chili, bacon bits, broccoli, cheese, butter and sour cream

BOX LUNCHES

Sandwich and Chips

Your Choice – Turkey, ham or roast beef sandwich on Kaiser buns accompanied by chips and dessert of the day

Croissant Salad Sandwich

A buttery croissant filled with chicken, tuna, or egg salad accompanied by chips and dessert of the day

Sub Sandwich

Turkey, ham and cheese on 6" sub bun accompanied by chips and dessert of the day

Wraps

Your Choice – Turkey, ham or roast beef on a jalapeño wrap accompanied by chips and dessert of the day

The following may be added to any lunch for an additional charge:
Coffee, Canned Juice, Bottled Water, Pop, Fresh Cut Fruit, Salad, Bread Stick or Soup

Soup Options

Beer Cheese
Chicken Noodle
Chicken Tortilla
Chicken Wild Rice
Creamy Potato
Wisconsin Cheese

Salad Options

Romaine Blend Green Salad/ Dressing
Broccoli and Bacon Salad
Pasta Salad
Potato Salad
Coleslaw

Dessert Bar Options

Lemon
Brownie
Pumpkin
Rice Krispie
Chocolate Chip
Special K
Seven Layer

DINNER STYLE ENTREE SELECTIONS

All dinners are priced for Buffet Service – please contact Dining Services for pricing.

All Dinners include: Romaine Blend Salad, Vegetable (choice of one - see page 9), Dessert (choice of one - see page 9), Dinner Rolls, Ice Water and Coffee

POULTRY

Chicken Supreme

Boneless broiled breast of chicken served atop blended rice with rich cream sauce

Sautéed Chicken in Wine Sauce

Boneless broiled breast of chicken lightly coated with seasoned flour, pan sautéed golden brown accompanied by a light sauce of white wine crème sauce and parsley buttered baby red potatoes or blended rice

Chicken Kiev

A boneless breast of chicken wrapped around a delicate seasoned butter breaded and baked to a golden brown, served atop blended rice pilaf with supreme sauce or with parsley buttered baby red potatoes

Chicken Fettuccine Alfredo

Boneless broiled breast of chicken breast placed atop Fettuccine with Alfredo sauce

Roasted Italian Chicken

One quarter bone in chicken baked and basted with a zesty Italian marinade accompanied by whipped potatoes and gravy

Baked Chicken

Baked seasoned breaded style chicken accompanied by whipped potatoes and gravy

Roast Turkey

Roasted turkey accompanied by bread stuffing, whipped potatoes, gravy, corn and cranberry sauce

BEEF AND PORK

Braised Beef Tips

Braised beef tips with mushrooms and onions accompanied by noodles, rice or steamed potatoes and steamed vegetables

Roast Beef Dinner

Slow roasted tender beef accompanied by whipped potatoes and gravy

Prime Rib

Prime Rib seasoned and slow roasted accompanied by au jus, creamy horseradish sauce and a baked potato with sour cream and butter

Marinated Pork Loin Roast

Boneless pork loin roast seasoned, marinated and slow roasted accompanied by parsley buttered potatoes or whipped potatoes and gravy

Stuffed Pork Chop

Stuffed pork chop cooked in a delicious brown sauce accompanied by a baked or parsley buttered potato

Baked Ham

Tender baked glazed ham accompanied by baked potato or whipped potatoes and gravy

Lasagna

Traditional meat style accompanied by garlic bread

SEAFOOD

Shrimp

5 shrimp deep fried or broiled, served with potato or rice accompanied by lemon, cocktail and tartar sauce

Steamed Cod

Steamed cod accompanied by lemon, drawn butter and a baked potato

Parmesan Encrusted Tilapia

Parmesan Encrusted Tilapia with a creamy dill sauce accompanied by parsley buttered potatoes, baked potato or whipped potatoes and gravy

COMBINATIONS AND MORE

Grilled Chicken Alfredo and Homemade Spaghetti Sauce

Grilled Chicken Alfredo and Homemade Ground Beef Meat Sauce accompanied by linguine or rotini noodles and a bread stick

Broiled Chicken and Roast Beef

Broiled chicken breast and roast beef accompanied by whipped potatoes and gravy

Steamed Cod and Swedish Meatballs

Steamed cod and Swedish meatballs in creamy brown gravy accompanied by parsley buttered potatoes or whipped potatoes

Baked Ham and Baked Chicken Quarter

Baked Ham and Baked Chicken Quarter accompanied by stuffing, whipped potatoes and gravy and vegetable,

Baked Ham and Roasted Turkey

Baked ham and roasted turkey accompanied by stuffing, whipped potatoes, gravy, corn and cranberry sauce.

CHOICES FOR DINNER STYLE ENTRÉES

Vegetable Selections

Baby Carrots
Buttered Corn
Candied Carrots
Petite Green Beans
Greens and Carrots
Country Trio
(corn, green beans, carrots)

Dessert Selections

Cheese Cake
Apple Crisp
Cherry Crisp
Rhubarb Crisp
Fudge Brownie
Strawberry Shortcake
Chocolate or Coconut Layered
Pudding Dessert

Bar Options

Lemon
Brownie
Pumpkin
Rice Krispie
Chocolate Chip
Special K
Seven Layer

COFFEE BREAK

BEVERAGES

Coffee

Gallon (16 cups)
Air-pot (12 cups)
Small Pot (4 cups)

Ice Water gallon

Soda 12 oz. Cans

Bottled Water

Cider (Gallon)

Punch (Gallon)

Juice

6 oz. cans
Gallon (Orange or Apple)
Bottles

Lemonade (Gallon)

Hot Cocoa

Airpot (12 cups)

Milk 8 oz. Glass

PASTRIES, COOKIES, BARS, CAKES

Pastries

Assorted Fried Rolls
Cake Doughnuts
Caramel Rolls
Cinnamon Rolls
Muffins
Bagel and Cream Cheese
Cream Cheese Packet
Assorted Sweet Breads

Cookies

Assorted Cookies
(Single or By the dozen)
Monster Cookies (Small)
Monster Cookies

Bars

Assorted Bars
Special K Bars
Seven Layer Bars

Cakes

(Decorated or Frosted Only)
Full Sheet Cake
1/2 Sheet Cake

APPETIZERS AND SNACKS

HOT ITEMS

Chicken Drumsticks (per lb.)

(approximately 8 pieces per pound)

Hot Wings

Meatballs (BBQ or Swedish) (per lb.)

(approximately 16 per pound)

Cocktail Franks (23 servings)

(approximately 138)

Candied Bacon (per lb.)

Chili (1/2 gallon)

Mozzarella Sticks (per lb.)

(approximately 14 per lb)

12" Pizza

Buffalo Chicken (thin crust)

Pepperoni & Sausage (thin crust)

Deluxe (thin crust)

Sausage, Pepperoni, Mushroom, Onion, Green Pepper

Four Meat (thin crust)

Sausage, Pepperoni, Canadian Bacon, Pork

Chicken Alfredo (thin crust)

Breakfast Pizza (rising crust)

Cheese (rising crust)

Pepperoni (thin crust)

COLD ITEMS

Meat and Cheese Tray with Crackers

Cheese and Cracker Tray

Fruit Tray

Vegetable Tray with Dip (12" platter)

Chips and Dip

Taco Dip with Chips (12" platter)

with Meat

without Meat

Cocktail Sandwiches (Beef, Ham or Turkey)

Wraps (per dozen – sliced 1" inch thick by 1-3/4" diameter)

Meat – Ham, Turkey, or Beef

Tortillas – Plain, Tomato, or Spinach

SNACKS

Snacks (Munchies or Chips)

Personal Size Snack Bags

Nuts (per cup)

M&M's (per cup)