

Catering Guide



First Class Catering

Welcome

Welcome to Wright State University's **First Class Catering**. From boxed lunches and buffets to coffee breaks and meetings, you've made the right choice to make any event memorable.

Menus

This guide contains three main sections:

In Any Event -- our day-to-day catering guide

In Style -- our personal suggestions for VIP receptions and meals

Meeting Well -- a guide of balanced options, endorsed by the American Cancer Society, to encourage a healthier workplace

We are happy to create a menu specific to your event needs and budget. If you don't see something that meets your exact specifications, please contact our Catering Director.



IN ANY *event*



First Class Catering

Breakfast



Fresh Start

Traditional Continental

Your choice of two fresh breakfast pastries including breakfast breads, muffins, Danish or bagels
6.25 per person

Hearty Continental

Your choice of two fresh breakfast pastries including breakfast breads, muffins, Danish or bagels;
served with orange juice and a seasonal cut fruit platter
9.75 per person

French Toast Breakfast Buffet

Cinnamon French toast, warm maple syrup, and choice of bacon, ham or sausage links; served
with orange juice and a seasonal cut fruit platter
11.25 per person

Brothers' Breakfast Buffet

Assorted muffins, scrambled eggs, fried potatoes and choice of two meats: bacon, ham or sausage
links; served with orange juice and a seasonal cut fruit platter
12.00 per person

Waffle Bar

Waffles with assorted toppings: spiced pecans, seasonal berries, chocolate chips, bananas, maple
syrup and whipped cream, choice of bacon, ham or sausage links; served with orange juice and a
seasonal cut fruit platter
16.00 per person

*Minimum of 10 guests. All selections include regular & decaf coffee, hot tea, and iced water.
Any additions or substitutions to "set" menus will incur an additional fee.*

Plated Breakfasts

Looking for a formal plated breakfast instead of a buffet? Allow our chef to create a customized
menu for your guests. Call 937-775-4668 to plan your custom breakfast event.



Fresh Start

Chef Stations

Omelets

Made to order with your guests' choice of the following ingredients: ham, sausage, mushrooms, spinach, peppers, onions, tomatoes, cheese and salsa. Fresh eggs any style or egg whites also available.
6.25 per person

Fruit Crêpes

Made to order and filled with your guests' choice of the following ingredients: Bavarian cream, Nutella, strawberries, blackberries, blueberries, raspberry sauce, powdered sugar and whipped topping
6.25 per person

Eggs Benedict

Made to order, including poached eggs on English muffins topped with your guests' choice of ham, smoked salmon, hollandaise, diced tomatoes and fresh herbs
7.50 per person

*Minimum of 10 guests. Must be ordered in addition to a package.
A \$75 per hour Chef fee may apply to orders under 100 guests.*

Breakfast Additions

Egg Quiche 32.00 each
Choice of Spinach & Swiss, Roasted Vegetable,
or Bacon & Cheese

(serves approximately 20)

Bagels with cream cheese, butter & jelly	20.00/dz
Biscuits and Gravy	2.50/person
Fresh Fruit Salad	2.75/person
Yogurt with Granola	3.00/person
Whole Fruit	2.00/person
Granola Bar	2.00/person
Muffins	21.00/dz
Breakfast Breads	20.00/loaf
Donuts	16.00/dz



Lunches



Chilled Luncheons

The Wright Salad	13.00
Butter lettuce with sliced local apples, candied walnuts, blue cheese, and dried cherries. Served with a maple vinaigrette.	
Greek Chicken Salad	13.00
Seasoned grilled chicken, romaine lettuce, feta cheese, cucumber, tomato, red onion, Greek olives, and pepperoncini. Served with an herb vinaigrette dressing.	
Grilled Chicken Caesar Salad	12.50
Marinated and grilled chicken breast, served on a bed of crisp romaine lettuce, roma tomatoes, garlic croutons and shaved Parmesan cheese. Served with a creamy Caesar dressing.	
<i>substitute Grilled Steak</i>	15.50
Southwest Chicken Salad	13.00
Grilled chicken, fresh tomato cilantro salsa, black beans, corn, cheddar cheese, olives, and garnished with fried corn tortillas topped with lime cilantro dressing on crisp romaine greens.	
Grilled Salmon Salad	15.50
Grilled salmon on a bed of wild greens with artichokes, red onion, green beans, and grape tomatoes. Served with a caper lemon vinaigrette.	
Steak House Salad	15.50
Seasoned strip loin steak, thinly sliced and served over a bed of wild greens. Topped with sweet red onion, chopped eggs and seasonal vegetables, balsamic dressing and Parmesan croutons.	

Minimum of 10 guests. Prices are per person.

Our chilled luncheon salads include bread, dessert, lemonade or iced tea, and regular & decaf coffee.



Chilled Luncheons

French Style Croissant Luncheon

11.50

Your choice of smoked turkey, honey ham, or chicken salad on a buttery croissant. Served with cheese, lettuce, tomato and condiments

Classic Club Sandwich

11.00

Smoked turkey, honey ham, crisp bacon, lettuce, tomato and Swiss cheese on grilled ciabatta

Little Italy Sandwich

11.50

Pesto grilled chicken breast topped with fresh mozzarella cheese, marinated roma tomatoes, and lettuce, all served on a garlic herb roll

Deli Board Luncheon

16.00

Assorted deli meats and cheeses, assorted artisan breads, lettuce, tomato, condiments, and choice of potato salad, pasta salad, macaroni salad, garden salad or chips. Served buffet style with your choice of two desserts.

Build Your Own Combo

15.00

Choose two of the following: Au Bon Pain soup, salad bar, assorted croissant sandwiches

Dessert Selections

Cheesecake

Chocolate brownies

Chocolate peanut butter bars

Lemon bars

Fruit trifle

Fresh baked cookies

Seasonal fruit cup

Minimum of 10 guests. Prices are per person.

Our chilled luncheon sandwiches include dessert, lemonade or iced tea, and regular & decaf coffee.



Boxed Lunches

Classic Turkey Breast and Cheddar Cheese on Multigrain Bread	10.75
Honey Ham and Swiss Cheese on Brioche	10.75
Thinly Sliced Roast Beef with Cheddar Cheese on a Pretzel Roll	10.75

Specialties

Veggie Wrap	12.25
Seasonal grilled vegetables, sliced mozzarella cheese and diced tomatoes with pesto vinaigrette rolled in a spinach tortilla shell	
Chicken Ciabatta	12.25
Herb roasted chicken breast with roasted red peppers, smoked Gouda cheese, lettuce and tomato on an Italian ciabatta roll	
Tenderloin Baguette	13.50
Marinated, melts-in-your-mouth beef tenderloin with caramelized onions on a baguette with spicy mustard or horseradish mayo	

*Minimum 10 guests. Choose one sandwich variety per five guests.
All boxed lunches include chips, fruit, dessert, and bottled beverage.*



Casual Events



Casual Events

Country Picnic	20.50
Grilled BBQ chicken breast, grilled BBQ spare ribs, baked beans, coleslaw or potato salad, dinner roll with butter	
Casual Cookout	17.50
Grilled hamburger, grilled hot dogs, buns, coleslaw or potato salad, potato chips, lettuce, tomato, onion and condiments. <i>Veggie Burgers and Turkey Burgers available for 3.00 each</i>	
Pasta Buffet	18.50
Italian salad with mixed greens, tomatoes, black olives, red onions, pepper rings, croutons, Parmesan cheese and zesty Italian dressing, penne and fettuccine pastas, Alfredo sauce, marinara sauce, meatballs and breadsticks Add Lasagna for 46.00 (serves 12) Add Italian Sausage with peppers and onions for 2.50 per person Add Grilled Chicken for 3.00 per person	
Taco Bar	18.50
Soft flour tortillas, corn tortilla chips, spicy taco beef & fajita chicken, shredded lettuce, tomatoes, shredded cheddar, salsa & sour cream, Spanish rice or fiesta corn	
Baked Potato Bar	15.00
Baked Idaho and sweet potatoes with traditional toppings	
Chef Jet's Modern Asian Buffet	18.50
Chinese pepper steak, sweet & sour chicken, green bean stir fry, vegetable fried brown rice, jasmine rice, fried spring rolls or steamed dumplings, soy dipping sauce	
Dessert: Cheesecake, carrot cake with cream cheese icing, double chocolate cake, chocolate brownie, fresh baked cookies, seasonal fruit cup	
Beverages: Lemonade or iced tea	

Minimum 10 guests, price per person.

All casual event menus come with iced water and your choice of dessert and beverage.



Served Events



Served Events

Tuscan Chicken French-cut chicken breast marinated in fresh rosemary, garlic & olive oil	21.25
Honey BBQ Chicken Breast with bacon, tomato & corn relish	21.25
Herb Roasted Chicken marinated in fresh herbs & pan seared	20.50
Fettuccine Alfredo with Grilled Chicken Creamy Alfredo sauce with grilled chicken served over fettuccine	20.50
Sesame Soy Glazed Salmon with sauteed spinach, red bell peppers and steamed brown rice	21.25
Petite Filet Mignon with Maitre d' Butter	31.25
Ribeye Steak with Blue Cheese Butter	23.75
Maple Mustard Glazed Pork Tenderloin	21.25
Horseradish Crusted Cod with lemon-thyme beurre blanc	22.50
Vegetarian Napoleon Grilled portobelo, spinach, zucchini, yellow & red peppers with fresh mozzarella and tomato coulis	22.50

Unless otherwise stated, all Entrées served with chef's choice of pre-set salad, starch & vegetable.

Minimum 10 guests, price per person.

All served events come with lemonade or iced tea, water, regular & decaf coffee and your choice of two desserts.



Buffets



Buffets

Buffets including only Poultry, Pork and Vegetarian Entrées

Single Entrée 18.75 Double Entrée 21.25

Buffets including at least one Beef Entrée

Single Entrée 22.50 Double Entrée 26.25

Chef attended carving station can be added at \$75 per hour, per station

Buffet meals include choice of entrée, salad, starch, vegetable and two desserts.

Breads, lemonade or iced tea, water and regular & decaf coffee are included.

Minimum of 20 guests, priced per person.

Salads

The Wright Salad

Butter lettuce with sliced local apples, candied walnuts, blue cheese, and dried cherries. Served with a maple vinaigrette.

Traditional Garden Salad

Spring mix topped with cherry tomatoes, cucumbers, shredded cheese and dressings

Spinach Salad

Roasted beets, cucumbers, chopped hard boiled egg, balsamic vinaigrette.

Caesar Salad

Creamy Caesar dressing, garlic croutons and shaved Parmesan

Fresh Mozzarella and Tomato Salad

On a bed of wild greens, drizzled with balsamic vinaigrette



Buffets

Poultry Entrées

Artichoke Chicken Roasted chicken breast seasoned with herbs and served with a creamy artichoke sauce

Italian Chicken Seasoned sautéed Parmesan encrusted chicken breast, topped with tomato basil sauce and finished with fresh Parmesan cheese

Lemon Chicken Pan sautéed chicken breast, with lemon butter caper sauce

Stuffed Chicken Breast Boneless chicken breast stuffed with wilted spinach, mozzarella cheese, topped with roasted red pepper purée

Chicken Portobello Marinated chicken breast with sun-dried tomatoes and portobello mushroom sauce

Jerk Grilled Chicken Grilled chicken seasoned with Caribbean jerk seasoning, topped with pineapple salsa

Traditional Turkey Dinner Tender, juicy breast of turkey with old fashioned dressing and served with pan gravy

Pork Entrées

Asian Spiced Pork Tenderloin Spice rubbed and served with mango salsa

Roast Pork Loin with Rosemary Au Jus Seasoned and slowly roasted

Vegetarian & Pasta Entrées

Eggplant Tower Topped with fresh mozzarella cheese and plum tomato sauce

Stuffed Portobello Mushrooms Spinach & ricotta cheese topped with roasted pepper sauce

Lasagna Classic meat or vegetarian

Buffet meals include choice of entrée, salad, starch, vegetable and two desserts.

Breads, lemonade or iced tea, water and regular & decaf coffee are included.

Minimum of 20 guests, priced per person.



Buffets

Beef Entrées

Medallions of Beef Braised beef with a red wine demi glace

Sliced Marinated Flank Steak With chimichurri sauce

Sliced Roast Beef With au jus and horseradish cream

Beef Brisket

Seafood Entrées

Pan Seared Salmon Fillet

Lemon Herb Tilapia Served with citrus butter

Traditional Surf and Turf Petite filet mignon and shrimp

Ask our catering sales representative for additional vegetarian, vegan or gluten free options.

*Buffet meals include choice of entrée, salad, starch, vegetable and two desserts.
Breads, lemonade or iced tea, water and regular & decaf coffee are included.
Minimum of 20 guests, priced per person.*



Buffets

Starch Selections

Rosemary Roasted Red Potatoes
Baked Potatoes with Sour Cream and Butter
Roasted Garlic Mashed Potatoes
Scalloped Potatoes
Wild Rice Pilaf
Steamed Brown Rice
Herbed Orzo Pasta with Vegetables
Sweet Potato (Mashed or Roasted)
Four Cheese Macaroni

Vegetable Selections

Southern Style Green Beans
Glazed Baby Carrots
Roasted Mixed Vegetables
Steamed Medley of Vegetables
Steamed Broccoli Spears
Steamed Asparagus
Roasted Beets
Seasonal Vegetables

Desserts

Double Chocolate Cake
Carrot Cake with Cream Cheese Frosting
Assorted Fruit Pie
Key Lime Pie, Lemon Meringue or Banana Cream
Apple, Cherry or Peach Cobbler
Seasonal Desserts
Assorted Cheesecake
Assorted Mini Desserts

*Buffet meals include choice of entrée, salad, starch, vegetable and two desserts.
Breads, lemonade or iced tea, water and regular & decaf coffee are included.
Minimum of 20 guests, priced per person.*



Receptions & Breaks



Chef Stations

Carved Ham with rolls, mayonnaise and spicy mustard
5.00 per person

Carved Turkey Breast with rolls, mayonnaise and cranberry sauce
6.50 per person

Carved Pork Loin with rolls, spicy mustard and cranberry sauce
5.00 per person

Carved Beef Tenderloin or Prime Rib with rolls, horseradish cream and spicy mustard
Market Price

Mashtini Bar

Mashed potatoes and sweet mashed potatoes with caramelized onions, diced tomatoes, chives, garlic herbed cheese, Gorgonzola, cheddar cheese, sour cream, butter, bacon, honey, cinnamon, walnuts and brown sugar served in a martini glass
8.00 per person

Italian Pasta Toss

Your choice of two pastas and two sauces with classic toppings such as tomatoes, onions, peppers and mushrooms. Can be easily customized to your tastes. Includes garlic knots.

7.50 per person

Add Chicken for 3.50

Add Italian Sausage for 3.00

Wok Wonders

Your choice of noodles or rice, four sauces and classic Asian ingredients. Can be easily customized to your tastes.

7.50 per person

Add Chicken for 3.50, Beef for 4.00, Shrimp for 5.00, or Tofu for 2.50

Minimum 25 guests, price per person.

Chef attended stations may be subject to a \$75 fee, per station



Displays & Platters

Vegetable Crudité With ranch dip	75.00
Fresh Fruit Add \$5.00 for vanilla mascarpone dipping sauce	95.00
Premium Cheese Tray Chef's choice of domestic and gourmet cheeses garnished with fresh fruit and assorted crackers	105.00
Pre-Carved Marinated Beef Tenderloin Served with horseradish mayo, stone ground mustard, silver dollar rolls	Market Price
Breads & Spreads Display Spinach Parmesan artichoke dip, cheddar beer cheese, or baked crab dip	75.00
Build Your Own Bruschetta Garlic and Parmesan baguettes with tomato bruschetta toppings, marinated mushrooms and roasted vegetables	95.00
Mediterranean Tapas Roasted red pepper hummus, tabbouleh & Kalamata olive tapenade served with celery, carrots & pita chips	105.00
Sushi A combination of California, crunchy shrimp, spicy tuna, and Philadelphia rolls served with ginger, wasabi and soy sauce	Market Price

Price per platter, serves 25 guests.



Hors d'oeuvres

Warmed Petite Quiches	25.00
Spanakopita	20.00
Stuffed Mushrooms	22.50
Goat Cheese Tarts served with sundried tomatoes and pesto	22.50
Roasted Vegetable Quesadillas	17.50
Caprese Skewers	22.50
Cocktail Meatballs sweet and sour, marinara or bbq (minimum of four dozen)	18.50
Sesame Chicken Strips with dipping sauce	30.00
Buffalo Wings with ranch dip and celery	22.50
Chicken Satay with peanut sauce	30.00
Chicken Wellingtons	27.50
Asian Spring Rolls with a mango dipping sauce	20.00
Silver Dollar Sandwiches turkey, ham, roast beef or chicken salad on mini rolls	30.00
Crab and Cream Cheese Tarts	26.00
Mini Crab Cakes with Remoulade sauce	31.00
Coconut Shrimp	Market Price
Shrimp Cocktail with horseradish dipping sauce	Market Price

Price per dozen unless otherwise noted, minimum of one dozen



Sweet & Salty

Munchies Break Popcorn, chips and pretzels	4.00
South of the Border Trio Tortilla chips with guacamole, spicy queso, and salsa	5.00
Build Your Own Trail Mix Assorted nuts, sunflower seeds, dried fruit and chocolate chips	6.00
Ball Park Classic Soft pretzel bites, cracker jacks and peanuts	4.50
Power Up Yogurt and granola with whole fruit and granola bars	4.50
Ice Cream Social Half gallons of chocolate, vanilla and strawberry ice cream with assorted toppings: chocolate and strawberry sauce, whole bananas, chopped nuts, sprinkles, whipped cream, and maraschino cherries. Choose two flavors per 25 guests.	5.00

Minimum 10 guests, price per person.



The Bakery



The Bakery

Fresh Baked Cookies	8.75
Fresh Baked Jumbo Cookies	15.50
Chocolate Brownies	15.00
Assorted Gourmet Dessert Bars	20.00
Confectioneries Éclairs, mini cream puffs, mini cheesecakes, petit fours	16.00
Assorted Donuts	16.00
Assorted Breakfast Pastries	21.00
Assorted Bagels With cream cheese & jellies	20.00
Breakfast Breads Seasonal flavors (serves 12 people)	20.00/loaf
Assorted Muffins	21.00

Price per dozen unless otherwise noted.



Beverages



Beverages

Price Per Gallon

Orange Juice	20.00
Iced Tea	12.50
Lemonade	12.50
University Punch Orange Juice, Pineapple Juice, and Sierra Mist	17.50
Coffee (Regular & Decaffeinated)	18.75
Hot Tea	16.00
Hot Chocolate	18.75
Hot Apple Cider (seasonal)	Market Price

Price Per Can or Bottle

Bottled Water (12 oz)	2.00
Bottled Juice (10 oz) Apple, Orange, and Cranberry	2.00
Canned Soda Pepsi, Diet Pepsi, Sierra Mist, Mountain Dew, Diet Mountain Dew, and Dr. Pepper	2.00
Bottled Soda Pepsi, Diet Pepsi, Sierra Mist, Mountain Dew, Diet Mountain Dew, and Dr. Pepper	2.50

Generally, there are 16 cups per gallon.



Wines & Spirits

BAR SERVICE

HOUSE BAR
5.00 per drink
Jim Beam
Dewars
Bacardi
Buckeye Vodka
Boodles
Sauza

PREMIUM BAR
6.00 per drink
Maker's Mark
Johnnie Walker Black
Captain Morgan
Absolute
Tanqueray
Jose Cuervo Gold

All liquors will be billed based on consumption.

Prices include mixers and condiments.

BEER

DOMESTIC
3.00 per drink
Budweiser
Bud Light
Samuel Adams

PREMIUM
4.00 per drink
Yuengling
Corona Extra
Stella Artois

HOUSE WINE

22.00 per bottle
5.00 per glass
Beringer Chardonnay
Beringer White Zinfandel
Beringer Merlot

House wines will be served at all functions unless otherwise specified.

Wine list is available upon request. Please allow three business days for premium wine requests.

Bartenders will be charged at \$25.00 per hour per bartender with a two (2) hour minimum, four (4) hour maximum.



IN *style*



First Class Catering

In Style

These pairings are designed to spark interest and conversation. Of course, there are many excellent alternatives to our suggestions. Let our Executive Chef guide you to that perfect pairing. All options are Market Price.

BUTLERED RECEPTION SUGGESTIONS

Fig & Goat Cheese Flatbread

Seared Sea Scallops

Lamb Lollipop

Ceviche Shots

RECEPTION DISPLAY & PLATTER SUGGESTIONS

Antipasto Platter with fine Italian Meats, Cheeses & Grilled Vegetables

Jumbo Shrimp with Bloody Mary Cocktail Sauce

Whole Smoked Salmon with Capers & Onion

Gravlax on Pumpernickel Canapés with Dill Mustard Sauce

Local & Artisan Cheeses

In Style

PLATED ENTREE SUGGESTIONS

Our Executive Chefs have created suggestions for plated entrees including a starter course or salad and a wine pairing. These pairings are designed to give you a taste of what's possible when great cuisine and fine wine are brought together by our team of talented chefs. Whether it's finding the perfect complement or providing that crucial contrast, our selections are designed to spark interest and conversation. Of course, there are many excellent alternatives to our suggestions. Let our certified wine expert guide you to that perfect pairing. All options are Market Price.

Filet Mignon with Red Wine Tarragon Sauce

As a starter course, we suggest:

Potato & Lobster Cake

Pair with Merlot, Long Island, New York

New York Strip with Roasted Shallot & Garlic Butter

As a starter course, we suggest:

Wedge Salad with Applewood Smoked Bacon and Stilton

Pair with Cabernet Sauvignon, Sonoma, California

Chicken Roulade stuffed with Pine Nuts, Fennel and Parmesan

As a starter course, we suggest:

Watercress Salad with Sundried Tomato Tapenade and Balsamic Reduction

Pair with Valpolicella, Italy

Bison Short Rib

As a starter course, we suggest:

Grilled Radicchio Salad with Apple and Asian Pear and Manchego Cheese

Pair with Syrah, Northern Rhone, France

In Style

PLATED ENTREE SUGGESTIONS

Seared Sea Scallops

As a starter course, we suggest:

Fennel & Citrus Salad with Red Onion and Cilantro over Butter Lettuce

Pair with Albarino, Rias Baixas, Spain

Seared Halibut

As a starter course, we suggest:

Wilted Spinach Salad with warm Bacon Vinaigrette

Pair with Arneis, Piedmont, Italy

Breast of Duck Pan Roasted with Cherry Jus

As a starter course, we suggest:

Endive Salad with Golden Raisins and Champagne Vinaigrette

Pair with Pinot Noir, Willamette, Oregon

Rack of Lamb

Pistachio Crusted, French Cut

As a starter course, we suggest:

Roasted Baby Beet Salad over Grilled Romaine and crumbled Chevre and Maple Vinaigrette

Pair with Tempranillo, Rioja, Spain

Venison

Ancho Dusted Tenderloin of Venison

As a starter course, we suggest:

Salad of Poached Pear, Walnuts and Frisee with a Honey and Stone-ground Mustard Vinaigrette

Pair with Pinot Noir, Burgundy, France

In Style

VEGETARIAN ENTREE SUGGESTIONS

Vegetarian meals are best created for the season to ensure the highest quality ingredients. Allow our Executive Chef to create the perfect complement of the season and your additional menu selections.

Free Formed Wild Mushroom Lasagna with Tomato Saffron Broth

Artichoke and Ricotta Galette

Roasted Eggplant and Chickpea Stew over Multi Grain Tabbouleh

Seasonal Vegetable Roast with Pistachio Couscous and Green Olive Vinaigrette

Cheese Grit Cake over Wilted Greens with Caramelized Onions and Butternut Squash Puree

MEETING *well*TM



First Class Catering

Meeting Well: Your Guide to Healthy Catered Meals

Continental Breakfast

8.75 per person

Low-fat Granola
Assorted Cold Cereal
Mini Scones & Mini Muffins

Whole Wheat Bagels (cut in half) served with Promise Spread, Peanut Butter,
Light Cream Cheese or 100% Whole Fruit Preserves
with Your Choice of:
Seasonal Fresh Fruit
"Make Your Own" Fresh Fruit Parfaits
Summer Fruit Medley with Fresh Mint and Lime
Fruit Smoothies
Fruit Infused Water, Coffee & Hot Tea

Hot Breakfast

8.75 per person

Crustless Mini Quiche with Caramelized Onions and Black Forest Ham
Oven Fried Red Bliss Potatoes with Fresh Rosemary
Buckwheat Pancakes with Blueberry Sauce
Steel Cut Oats with Apples and Cinnamon
Fresh Seasonal Fruit
Fruit Infused Water, Coffee & Hot Tea

Sandwiches

16.00 per person

Farro Salad with Arugula and Mint
Mini Cookies & Brownie Bites
Fresh Seasonal Fruit
Grape, Toasted Almond and Chicken Pita Sandwiches or
Shrimp and Corn Salad Stuffed Pitas
Fruit Infused Water, Coffee & Hot Tea

Morning and Afternoon Breaks

12.50 per person

Mango, Cucumber, Pineapple and Watermelon Sticks
Muhammara (creamy dip) and Whole Wheat Pita Chips
Mini Cookies & Brownie Bites
Fruit Infused Water, Coffee & Hot Tea

Beverage Service

6.00 per person

Fruit Infused Water
Vegetable Juice
Coffee, Tea, Herbal Tea
Watermelon Agua Fresca
Fresh Strawberry, Mango, and Banana Smoothie Shot

Salad Entrees

11.25 per person

Fresh Seasonal Fruit
Agua Fresca
Whole Wheat Rolls
Chinois Napa Salad with Orange and Peanut Dressing with Poached Chicken
Vegetarian Vietnamese Lettuce Cups with Soba Noodles and Cashews
Grapefruit and Avocado Salad with Balsamic Rosemary Grilled Chicken
Iced Tea, Coffee & Hot Tea

Hot Entrees including Vegetarian

22.00 per person

Creamy Polenta
Jicama, Watercress, Romaine Salad with Lime and Cilantro
Grilled Asparagus
Basket of Grilled Ciabatta Slices
Ribollita: Vegetarian Tuscan White Bean Stew with Grilled Ciabatta
Chicken Marsala with Roasted Garlic
Fresh Seasonal Fruit
Mini Cookies & Brownie Bites
Iced Tea, Coffee & Hot Tea

Pasta Bar including Vegetarian

13.75 per person

Barilla Plus Penne Pasta with Sun Dried Tomatoes and Zucchini
Turkey and Pork Bolognese with Penne Pasta
Cucumber Tomato Parsley Salad
Whole Wheat Rolls
Fresh Seasonal Fruit
Mini Cookies & Brownie Bites
Iced Tea, Coffee & Hot Tea

First Class Catering

3640 Colonel Glenn Hwy, Dayton, OH 45435
(937) 775-4668
www.nuttercenter.com

General Information



General Information

We understand that pricing and costs are a top concern. Your budget is our first consideration.

Please note the following:

- Prices reflected in the catering guide are for a minimum number of guests (minimums are indicated in each menu section). Additional charges may be added to the per person amount if the order falls below the minimum number of guests.
- Pricing varies with the selected menu and the specific requirements of each function. Additional charges may occur if the event requires more resources than what is customary. For example, if labor intensive set up is required, an additional fee may be applied.
- Prices are guaranteed three (3) months prior to the event

Ordering Guidelines and Information

Please follow the guidelines below when placing a catering order. If you have questions or need additional information, please contact First Class Catering at 937-775-4668. A professional catering representative will be happy to assist you in planning your event.

For effortless planning, please have the following information available:

1. Date, time and place of your event
2. Timeline of your event activities, including setup and service times (full service meals are based on four hours including set up and break down -- one hour set up, two hours for service, and one hour for breakdown). If your event exceeds four (4) hours or has special requirements for set up and break down, additional fees may apply.
3. Type of service (buffet, plated or delivery)
4. Menu preferences, special requests and dietary & allergy needs
5. Billing information (i.e., budget administrator, credit card number)
6. Budget estimate

You will receive a confirmation within three (3) business days. Please carefully review all information for accuracy and completeness. If you have questions or changes, please contact us immediately. This is an absolute necessity in order to ensure the success of your event.

Step 1: Reserve your Room

Reserve a space for your event through Lee Guild with Wright State University's Nutter Center at 937-775-3670. Your event planner will offer guidance in the layout of your room including placement of food buffets and guest seating. A room must be reserved before initiating a catering request.

General Information

Step 2: Contact First Class Catering by phone

Plan the specifics of your event by contacting our Catering Director to assist you with your menu at Michele.Heggs@wright.edu or call 937-775-4668. You may also visit our office in Wright State University's Nutter Center for a personal consultation.

Step 3: Contract, Booking Deadlines, Final Guarantee, and Cancellations

All catering events require a written contract approval from the contact person with an accepted method of payment. We recommend the catering order be submitted at least two (2) weeks in advance. This allows us time to provide appropriate staffing, order linens, and to offer the very highest quality product at the best possible cost to you.

Orders for refreshment breaks should be placed a minimum of three (3) business days prior to the event. Requests for meals and receptions should be placed a minimum of ten (10) business days prior to the event, and the event should be finalized no less than seven (7) business days in advance of the event. Events scheduled less than three (3) business days in advance may be assessed an additional fee. Two hours of service are normally provided for catered meals. If additional service is needed, there will be a \$15.00 per hour, per worker service charge.

Note: Events with less than 72 hours notice will be scheduled on a case by case basis. A late fee may be assessed to accommodate late event requests. We will attempt to accommodate all orders; however, late notice decreases our ability to provide adequate service and supplies.

A confirmed number of guests must be specified three (3) business days prior to the event. This number is considered the guaranteed guest count. There is a 5% variance allowance on your guest count. For example, a guest count of 100 has an overage allowance of five guests (105), or an under allowance of five guests (95). If the actual number of guests exceeds allowed variance, every effort will be made to accommodate the additional guests. After we finalize all the details of your event, you will receive a confirmation sheet to be signed and sent back to us. We ask that we have this signed guarantee three (3) business days before your catered event. Electronic signatures are accepted. On the day of your event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge may apply.

Cancellations

If notice of cancellation or guest count change is received three (3) business days in advance of the event, the adjustments will be made and no charges will occur. If you do not contact us with a final count within the three (3) business days allowed, we will prepare for the estimated number and charge accordingly. If you cancel or change an event after this deadline, some of the expenses already incurred cannot be absorbed and will have to be billed. Any cancellations made within 24 hours of the event will incur a charge of 100% of the estimated total.

Cancellations for all catering must be sent in writing to the Catering office. Events cancelled as a result of the University closing for inclement weather or emergency purposes will not incur any charges, provided the event is rescheduled within 30 days.

General Information

Safe Food Handling

Safe food handling is a high priority for First Class Catering. Therefore, we reserve the right to limit the removal of leftover food by the customer to items that are available for carry out. For your safety, and that of your guests, a Catering representative will remove food from your event in a timely manner.

Alcohol Policy

- All alcoholic beverages must be served by Catering personnel and consumed in designated areas.
- Proof of age will be required. We reserve the right to refuse service to any person deemed underage or over served.

Available Bars

- Consumption Bar – client is billed actual amount of alcohol consumed.
- Cash Bar – guests are responsible for payment of each drink.

Bar Fees

Bartenders will be charged at \$25.00 per hour per bartender with a two (2) hour minimum, four (4) hour maximum. Bar table, linen top, skirting, service ware, ice, and corkage fee are included in the above fee. Bar staffing and any needed additional bar back labor will be determined by the Catering Director.

Recommended Bar Staffing:

- One (1) Bartender per seventy-five (75) guests for Consumption Bars
- One (1) Bartender per hundred (100) guests for Cash Bars

Service Charges

All service charges are quoted in the per person menu price indicated unless otherwise specified. All charges are inclusive unless special requests require additional goods or services. Adequate service staff is provided for each catering event based on industry standards. First Class Catering reserves the right to require additional servers on events with complicated set up or service needs. Additional servers or attendants can be added for \$15.00 per hour, per server (2 hour minimum applies). Bartenders are \$25.00 per hour (2 hour minimum applies). All weekend orders have a minimum of 25 people. Additional floral arrangements and select colored linens are available on request. Consult the Catering Director for more information.

On-Premise Catering

The following are included in the per person price for events held in Wright State University's Nutter Center:

- Food and beverage items
- Guest seating table linens
- Buffet table linen
- China, glass, and flatware
- Service staff

Buffet Service pricing is designed for ten (10) guests or more. Events with fewer than ten (10) guests will be priced separately. A customized menu is another option for smaller events.

General Information

Off-Campus Delivery (Available within a five mile radius from the University, pending approval from Catering Director)

- Will include a \$50.00 delivery charge
- All off-premise catering is delivered using disposable service ware.
- China and service staff may be added to off premise events for an additional \$3 per person.
- All non-disposable catering equipment is the property of First Class Catering and is made available to the client during the event, including condiments and serving vessels. It is the host's responsibility to ensure the equipment is protected during the event.

Dietary Considerations

We will accommodate special dietary requests for individual guests with three (3) days advance notice.

Payment Policy

All catered functions must be secured by payment before they occur. A credit card number must be held on file or payment must be received before a catered event. After the event, the payment will be processed within ten business days.

A deposit of 50% is required two weeks prior to the catering event date with the remaining balance due the day of the event.

Sales Tax

All services are subject to sales tax of 6.75%. Groups who are tax exempt must submit a copy of their Tax Exemption Certificate to the catering office when booking an event.