

Flavors of the Season

Masonic Pathways

Catering Planner

2008-2009

Partnering to provide superior
customer service at an exceptional value!





Flavors of the Season

Table of Contents

Things to Remember	3
Breakfast Reception	5
High Tea Reception	6
Plated Cold Lunches	7
Cold Lunch Buffets	8
Special Luncheons and Dinners	9
Build Your Own Buffet	11
Special Desserts	13
Hot Hors D'oeuvres	14
Cold Hors D'oeuvres	15
Beverages	16



Flavors of the Season

Things to Remember

BEFORE YOU START CONSIDER THIS:

- Know your budget
- Date and location
- Set up time
- Type of reception – you will need to consider time of day, day of week, and season
- Approximate number of guests
- Function time
- What type and color linens (blue, red, burgundy, gold or green napkins)
- China or black plastic
- Room arrangements (there may be an additional charge for the room)
- Menu
- Schedule a walk-through of the area
- Did you contact your Event Coordinator for help?

IMPORTANT BASIC INFORMATION

- This planner is designed as a guideline to help you plan your next event. The choices in this planner are merely a compilation of suggestions. Your Chef and Event Coordinator will gladly assist in custom designing any menu or function you desire.
- All internal and external caterings must be arranged through the Event Coordinator.
- All prices may be subject to market change. Confirmed prices will be quoted at no more than 3 months prior to the event.
- All charges for additional labor will be agreed upon in advance by all parties.
- Costs outlined in the catering planner include food, labor and paper products.
- Function will be billed at final guest count or actual number of attendees, whichever is greater. Your Chef will be prepared to serve the guest count plus an additional 5%.
- Reservations for hot buffets must be made at least fourteen (14) days in advance of the event. The approximate number of guests is to be given at the time of the initial booking. Final guest count is due to the Event Coordinator (7) days prior to the event.
- All hot buffets require a guaranteed attendance of at least 20 people.
- 96 hours notice is required for all cancellations and/or changes. Cancellations made less than 48 hours before the event will be billed the full amount.
- Depending upon seasonal and regional restrictions, some substitutes may be necessary. Please consult your Dining Services Director for details.



Flavors of the Season

Things to Remember

IMPORTANT BASIC INFORMATION

(Continued)

- All catered events are to be delivered 15 minutes prior to the time the client has requested.
- Staff will allow buffet meals to have all guests go through the line (1) time and will keep all items full. After that, the buffet & beverages will not be refilled again, but guests are welcome to finish all that remains.
- All prices are subject to a 6% sales tax. Any group requesting a tax exemption must submit a tax exemption form prior to the event.
- No beverages, alcoholic or otherwise, or food shall be brought into the Doig Conference Center. Specialty Cakes are acceptable.
- If a room is used "free-of-charge", no discounts will apply.
- Non-profit organizations, with a tax exemption form on file, will receive a 10% discount on catering. Any Gratiot Area Chamber Member who shows their "Member to Member" discount card will receive 10% off all regular catering and 20% off catering when booking a wedding/reception package. All Staff and affiliates of Masonic Pathways will receive a 10% discount on all catering, unless room is used "free-of-charge".
- The responsible party will be billed no later than (7) days after the event. Payment is expected in full on or before the date specified on the billing statement. (30 days from event.) A late fee of 2% per month will be imposed upon all amounts after each thirty (30) day period.

MENU PLANNING

- Buffet service is not necessarily less expensive than sit down service.
- Develop a menu based on time of day and length of event.
- Are there any known food allergies or special diets your guests will require?
- Never give the caterer a lower guest count than you actually expect – the possible ramifications far outweigh the savings.

SERVICE STAFF

- One server per 20 people for served entrees
- One server per 50 people for buffets
- One server per 30 people for passed hors d'oeuvres
- One server per 75 people for a buffet of hors d'oeuvres

FINALIZING DETAILS

- When does your caterer need your final guest count?
- A final site inspection should always be conducted
- Will additional space be needed for the caterer's preparation needs?
- Inclement weather alternatives



Flavors of the Season

Breakfast Buffets

(Minimum of 20 people)

Home-Style Buffet

A "get up and go" breakfast buffet that will satisfy every guest!

Scrambled Eggs or Western Scrambled

Home-Fried Potatoes

Crisp Bacon or Sausage Patties

Fresh Fruit

Assorted Yogurts

Pastries and Muffins

Freshly Brewed Regular and Decaffeinated Coffee

Complement of Regular and Decaf Tea

Citrus and Fruit Juices

\$11.95

Per Person

Executive Continental

A light start for any day and any meeting.

Assorted Fresh-Baked Muffins, Pastries, and Bagels

Seasonal Fresh Fruit Tray

Freshly Brewed Regular and Decaffeinated Coffee

Complement of Regular and Herbal Tea

Citrus and Fruit Juices

\$5.95

Per Person

Ala Carte

Bagels with Flavored Cream Cheese

\$1.50

Per Person

Monster Muffins

\$2.00

Per Person

Danish

\$2.00

Per Person

Donuts

\$1.50

Per Person

Yogurt Cups

\$1.75

Per Person



Flavors of the Season

High Tea Reception

(Minimum of 10 people)

Flavorful and Savory Tea Sandwiches

Served with Coffee, Hot Tea or Iced Tea, and Ice Water.

A tray of English tea sandwiches and savories,
including the following varieties:

Egg Salad with Dill

Cucumber

Tuna Salad

Cream Cheese and Fresh Herbs

Chicken Salad

Roast Turkey with Cranberry Spread

\$6.45

Per Person

Tempting Pastries

Served with Coffee, Hot Tea or Iced Tea, and Ice Water.

A tray of assorted Miniature Pastries:

Mini-Éclairs

Cookies

Brownies, Halved

Blondies, Halved

Chocolate-Dipped Strawberries for Garnish

\$6.45

Per Person



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Cold Plated Lunches

(Minimum of 8 people)

Sandwiches are accompanied with Chips, while Fresh Dinner Rolls are served with the salad selections.

Plated lunches include:

Iced Tea, Lemonade, Ice Water,
Soup of the Day and Dessert of the Day.

\$9.50 per person

(\$8.50 per person without Soup)

Salads

Chef Salad

Southwest Chicken Salad

Chicken Caesar Salad

Cobb Salad

Oriental Chicken Salad

Sandwiches

Roast Beef and Cheddar Sandwich

Grilled Chicken Breast Sandwich

Turkey & Swiss Wrap

Club Sandwich

Chicken Salad Wrap

Southwest Chicken Sandwich

Veggie Grinder

Ham & Cheese Sandwich

Turkey Croissant



Flavors of the Season

Cold Lunch Buffet

(Minimum of 8 people)

All Cold Lunch Selections include
Coffee, Iced Tea or Lemonade and Ice Water.
(If you would like to add the Soup of the Day to your meal,
please add \$1.00 per person.)

Classic Luncheon

Sliced Roasted Turkey and Ham
Assorted Bread Platter
Sliced American and Swiss Cheese
Condiment Platter
Homemade Pasta or Potato Salad
Brownies

Small \$75.50 (Serves 8-12)

Medium \$127.50 (Serves 16-20)

Large \$167.50 (Serves 26-30)

Executive Luncheon

Sliced Roast Beef, Turkey and Ham
Sliced Swiss, American and Cheddar Cheese
Condiment Platter
Assorted Bread Platter
Fresh Mixed Fruit

Homemade Potato and Pasta Salad

Assorted Cookies and Brownies

Small \$92.50 (Serves 8-12)

Medium \$155.50 (Serves 16-20)

Large \$202.50 (Serves 26-30)

Deluxe Luncheon

Sliced Roast Beef, Smoked Turkey and Honey Glazed Ham

Assorted Gourmet Rolls and Breads

Cheddar, Provolone, Swiss and American Cheeses

Condiment Platter

Fresh Sliced Melons and Seasonal Berries

Mixed Greens Salad with Dressing

Assorted Brownies and Gourmet Dessert Bars

Small \$110.50 (Serves 8-12)

Medium \$185.50 (Serves 16-20)

Large \$236.50 (Serves 26-30)



Flavors of the Season

Special Luncheons & Dinners

(Minimum of 20 people)

All buffets include Coffee, Hot Tea or Iced Tea, Lemonade & Iced Water.

Pasta Bake with Meat Sauce
Soft Breadstick
Green Beans
Antipasto Salad
Choice of Cake or Pie
\$11.75
Per Person

Carved Roast Beef
Baked Stuffed Potatoes
Seasonal Vegetable Medley
Garden Greens Salad
Fresh Baked Rolls
Choice of Cake or Pie
\$14.75
Per Person

Roasted Pork Loin with Wild Mushroom Sauce
Rosemary-Garlic Whipped Potatoes
Seasonal Vegetable Medley
Garden Greens Salad
Fresh Baked Rolls
Choice of Cake or Pie
\$14.75
Per Person

Chicken Marsala
Orzo Pilaf
Seasonal Vegetable Medley
Garden Greens Salad
Signature Bread Basket
Choice of Cake or Pie
\$14.75
Per Person



Flavors of the Season

Special Luncheons & Dinners

(Minimum of 20 people)

All buffets include Coffee, Hot Tea or Iced Tea, Lemonade & Iced Water.

Fried Chicken
Mashed Potatoes with Gravy
Corn Nibbles
Garden Greens Salad
Fresh Baked Rolls
Choice of Cake or Pie
\$14.75
Per Person

Baked Swiss Steak
Mashed Potatoes with Gravy
Green Bean Casserole
Garden Greens Salad
Fresh Baked Rolls
Choice of Cake or Pie
\$14.75
Per Person

Herb Baked Chicken
Rice Pilaf
Seasonal Vegetable Medley
Garden Greens Salad
Fresh Baked Rolls
Choice of Cake or Pie
\$14.75
Per Person

(Seasonal - Picnic Buffet)
Grilled Hot Dogs or Hamburgers
Baked Beans
Potato Chips
Potato & Pasta Salad
Apple Pie
\$15.75
Per Person



Flavors of the Season

Build Your Own Buffet

(Minimum of 20 people)

All buffet menu selections include a Salad, Entrée, Starch, Vegetable, Dessert, Assorted Rolls, Coffee, Hot Tea or Iced Tea, Lemonade & Iced Water.

(A 20% surcharge will be added to total billing if meal is served with wait staff instead of buffet style.)

Single Selection

(1 of each selection)

\$14.75

Double Entrée

(2 meat selections and 1 of all other selections)

\$16.75

Double Selection

(2 of each selection)

\$18.75

Salads

Tossed Dinner Salad

Caesar Salad

Spinach Salad with Warm Bacon Dressing

Tri-Colored Pasta Salad

Dijon Mustard Potato Salad

Entrees

Swiss Steak

Salisbury Steak

Home-style Meatloaf

Carved Roast Beef

Pot Roast

Fried Chicken

BBQ Chicken

Herb Crusted Chicken Breasts

Chicken Marsala

Roasted Turkey Breast

Pork Picatta

Sliced Honey Ham

Whitefish Almandine

Lemon Peppered Cod



Flavors of the Season

Build Your Own Buffet

(Minimum of 20 people)

Starches

Mashed Potatoes with Gravy
White Rice
Baked Potatoes with Sour Cream and Butter
Herb Roasted Red Potatoes
Home-style Stuffing
Buttered Noodles with Parmesan

Vegetables

Green Beans Almandine
Corn Nibbles
Broccoli Spears
Steamed Asparagus
Steamed Zucchini
Honey Glazed Carrots
Peas and Pearl Onions
Green Bean Casserole

Desserts

Apple Pie
Cherry Pie
Fruits of the Forest Pie
Lemon Meringue Pie
Chocolate Cream Pie
Chocolate Cake
White Cake
Carrot Cake
Éclairs



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Desserts

Assorted Pies

Apple, Cherry, Peach, Fruit of the Forest, Chocolate Cream,
Lemon Meringue or Coconut Cream

\$1.75

Per Person

Assorted Cookies or Brownies

\$1.25

(2 each) Per Person

Chocolate Drizzled Strawberries

\$2.95

Per Person

Fruit Topped Cheesecake

\$2.95

Per Person

Carrot Cake with Cream Cheese Frosting

\$2.00

Per Person

Assorted Cake Plated

Chocolate, Yellow or White Cake
Chocolate, White or Vanilla Frosting

\$1.50

Per Person

Decorated Sheet Cakes

¼ Sheet Cake

Single Layer \$14.95 (Serves 16)

Double Layer \$22.95 (Serves 24)

½ Sheet Cake

Single Layer \$29.95 (Serves 32)

Double Layer \$41.95 (Serves 48)

Whole Sheet Cake

Single Layer \$62.95 (Serves 64)

Double Layer \$78.95 (Serves 96)

Ice Cream Cups

Vanilla, Chocolate, Chocolate Sundae or Strawberry Sundae

\$1.00 Per Person



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Hot Hors D'oeuvres

(Minimum of 10 people)

The following list of hot and cold hors d'oeuvres can serve as a guideline for welcome receptions or cocktail parties. Please allow six (6) hors d'oeuvres per person for the first hour of service. For receptions lasting longer, we recommend one piece for each additional 15 minutes, which will be priced accordingly. In this planner you will find pricing per person. If you have a favorite item that does not appear here, we would be happy to discuss its preparation and cost for your event.

Chicken Wings

\$3.50

Per Person

Coconut Battered Fried Shrimp

\$9.50

Per Person

Scallops Wrapped In Bacon

\$8.50

Per Person

Baked Brie with Almonds

\$6.50

Per Person

Miniature Quiche

\$3.00

Per Person

BBQ Meatballs

\$3.00

Per Person



Flavors of the Season

Cold Hors D'oeuvres

(Minimum of 10 people)

Fresh Vegetable Tray

Assorted raw vegetables in season,
served with assorted dips

\$1.75

Per Person

Jumbo Shrimp Cocktail Tray

Shrimp cocktail served with cocktail sauce and lemon

\$7.95

Per Person

International Cheese & Cracker Tray

Cheddar, Swiss and Jalapeño Cheese Cubes

\$2.00

Per Person

Fresh Sliced Fruit Tray

3 Kinds of Melons, Pineapple Wedges, Assorted Berries
and Other Seasonal Fruits

\$2.00

Per Person

Spinach Dip with Pita Chips

A spinach cream cheese dip with a hint of garlic
served with deep fried pita chips

\$2.50

Per Person

Southwestern

Seven Layer Mexican Dip with Corn Chips

A spicy seven-layer dip served with corn chips

\$2.50

Per Person



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Beverages

Coffee Service

\$1.50
Per Person

Hot Tea Service

\$1.25
Per Person

Freshly Brewed Iced Tea

\$1.50
Per Person

Assorted Coke Products (20 oz Bottles)

\$1.50
Per Person

Bottled Water

\$1.50
Per Person

Assorted Fruit Juices

Orange, Cranberry, Apple, Tomato or Grape
\$1.00
Per Person

Fruit Punch Bowl

\$.75
Per Person

Lemonade

\$1.00
Per Person

Egg Nog (Seasonal)

Market Price
Per Person

Apple Cider (Seasonal)

Market Price
Per Person