

Welcome to our Catering Services!

Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

Reserving a Location

The location of your event needs to be confirmed before we can provide catering of to your event. To serve a room for your event, please contact the appropriate party by phone at (575) 492-4717. When reserving a room please include the tables, chairs and trash cans that your event requires to include tables for food and beverage set up. All clients are responsible for ensuring that rooms are unlocked prior to set up and that tables for catering are provided.

Contact the Catering Office for Your Arrangements

Even if the date of the event is only tentative, please make arrangements with our catering department. All other information such as location, number of guests, time of the function, and menu selection, need to be decided at least ten (10) business days before the function. You may contact the dining services department via phone: (575) 492-2586, via email sodexo@nmjc.edu or stop by our office located in the Thunderbird Café in the Ben Alexander Student Center. This is the time for a thorough discussion of all event specifics and details. We can assist all the necessary decisions to determine which of the services we offer would best fit your needs. After we have finalized all the details of your special event you will receive a Contract to be signed and sent back to the office. Changes, including; customer guarantee count and payment must take place at least three (3) business days prior to your function. Charges may be incurred if changes or cancellations after the three (3) day timeframe.

Please use this link to find our catering order form. A separate form should be completed for each meal, each break, each day.

CATERING REQUEST FORM LINK

<http://app.perfectforms.com/PresentationServer/Form.aspx/Play/egEkAgYk?f=egEkAgYk>

Allergies and Special Diets

When given the information well in advance, Sodexo Catering will make every effort to work with our clients to ensure that all guests will be able to enjoy the menu served at the event.

If a guest with a food allergy or a need for a special diet will be attending the event, it is the responsibility of the event organizer to inform Sodexo catering at least 3 days in advance. If Sodexo catering is not notified in advance, we may not be able to accommodate the request. If you have any questions as to the ingredients in the menu, please call the Catering Office for details.

Event Confirmation and Guarantees

Confirmation and guaranteed count is required three (3) business days prior to your catered event, including exact time, location, menu choices and room set up. If your event is cancelled please contact our catering office immediately; cancellation charges may apply for events not cancelled within 1–2 business days prior to your event. Upon completion of your event you will be billed for all food services at your guaranteed count or actual count taken at the event, whichever is greater. Our Catering Coordinator will call to discuss the final counts for billing prior to final invoicing.

Payment

All catered functions must have a secured form of payment prior to the event date; for our On-Campus clients the recommended form of payment is a campus budget number. Billing is conducted through the Campus Business office.

Sodexo Catering accepts the following forms of payment on behalf of NMJC: Visa, MasterCard or Discover. To pay by credit card, please stop by the office either before or after your catering event and we will run your card in person. We cannot take credit card information over the phone or by e-mail.

Additional Staffing

Additional staffing needs for your event will be determined by your event coordinator based on the services required. Additional staffing charges may apply for special services (to include wait staff, chef's and bartenders) see your coordinator for full details on special services.

Delivery Fees

Deliveries outside of the New Mexico Junior College Campus may be subject to a delivery fee; please contact our Office for details.

Catering Equipment

Your group is liable for all equipment provided for the service of your catered event. Should any items be missing or damaged upon the completion of your event, your account may be charged at the current replacement cost; please contact our catering office with any questions or concerns. For specialty equipment that may need to be rented, we can provide this service to you at an additional charge to be determined by the actual equipment/rental needs; please contact our catering office for details.

Floral Charges

We will be happy to order and receive your events floral arrangements for you; we will require notice at least five (5) business days prior to your event in order to accommodate your request.

Table Linens and Napkins

We will provide linens for food and beverage tables at no charge. Additional linen charges may apply for all other table needs. Please see your coordinator for details. We can also provide our in-house napkin some selections are available to meet your color scheme. Premium Specialty linens and or colors are available upon request for an additional charge.

Left over Policy

Due to New Mexico State Health Regulations, it is the policy of the Catering Department that leftover food items not be removed from the event site.

JUST THE DRINKS:

Hot Beverage Service \$2.50 per person

Includes 2 cups of regular hot coffee and hot tea selections with appropriate condiments, May also include decaf coffee and/or hazelnut coffee at your request for no extra charge

Coffee by the gallon \$15

Coffee by the air pot \$10

Juice by the gallon \$15

Juice by the carafe \$4

Bottled water or sodas \$2 each

Iced tea or Lemonade by the gallon \$9

Iced tea or Lemonade by the carafe \$3

Punch by the gallon (mix of lemonade and juices for example) \$12

START YOUR MORNING WITH SODEXO @NMJC

These menus are presented buffet style. Services include delivery, set up with linens on the buffet and clean up after your event. Disposable service ware is provided; china service or higher quality service ware are available upon request, please contact our catering department. Apple Juice, Orange Juice Fresh Brewed Community Coffee with Community Coffee Decaffeinated Coffee and Community Hazelnut Coffee available on request and Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water are included.

Thunderbird Breakfast Buffet: \$6 per person 6 person minimum

- One Choice of Western Scrambled Eggs with Bell Pepper and Onion, Scrambled Eggs or Cheesy Eggs
- One Choice of meat: 3 bacon, 1 sausage patties or 2 sausage link
- Choice of one potato: hash brown or oven roasted breakfast potatoes
- 1 biscuit with butter, jelly and country gravy
- Small bowl of Salsa on the side on request
- hot beverage selection (coffee, tea, condiments)
- Orange and apple juice in carafes
- Iced water - china, linens on eating tables no extra charge

Add fresh fruit \$7 per person- 2 ounces of cut fruit per person with the above selections

Classic Continental \$6 per person, no minimum

- Seasonal Sliced Fresh Fruit Display
- Choice of two Breakfast Baked Goods – enough for one each per person
 - Sliced Bagel
 - Iced Cinnamon Roll
 - Assorted Muffins
 - English Muffins
 - Scones
- Butter, Cream Cheese and Assorted Jellies
- Chilled Carafe Orange Juice and Apple Juice
- Fresh Brewed Community Coffee with Decaffeinated Coffee or Hazelnut Coffee on request
- Herbal and Non-Herbal Teas to include Decaffeinated Tea with Hot Water included

Breakfast ala carte: just like it says, ala carte – beverages may be ordered as well

Breakfast Burrito - with meat, eggs, cheese and hash browns \$3.59 each

Breakfast Sandwich –\$3.59 each

No more than 2 selections please

Available with Scrambled or Hard Cooked Eggs

Ham, Bacon or Sausage Patty

With or without Cheddar or Swiss cheese

Croissant, Biscuit, English muffin or Texas Toast

Assorted Greek Yogurt Cups \$ 3 each

Danish/Cinnamon Rolls \$9 per dozen

SIMPLY LUNCH

Cold Buffets – excellent for working lunches

These menus are presented buffet style. Services include delivery, set up with linens on the buffet and clean up after your event. Disposable service ware is provided; china service or higher quality service ware are available upon request, please contact our catering department. Served with Unsweetened Iced tea and Lemonade. Sweet Tea is available upon request. Also includes a simple dessert – cookies, iced cake or brownies. Fresh whole fruit may be substituted for dessert

Deli Buffet \$11 per person minimum 6 guests

- Your choice of deli salad or tossed Salad
- Chips
- Assorted Breads and Rolls
- Sliced Roasted Turkey, Buffet Ham and Salami
- Sliced Swiss, Pepper jack and American Cheeses
- Leaf Lettuce, Sliced Tomatoes, Sliced Onions, Dill Pickles, Mayonnaise and Mustard

Cold Sandwich Platter Buffet \$11 per person, no minimum less than 6 guests will be served individually plated

– choose up to three selections of pre-made sandwiches for your convenience. All sandwiches will include sliced tomato and leaf lettuce with pickles and spreads on the side

Meat Selections: Sliced Ham or Turkey, or Tuna Salad

Cheese Selections: American, Swiss, Cheddar or Pepper jack

Breads: White, Wheat, Hamburger Buns, Hoagie Rolls, Rye, Sour Dough

Two Selections: Chips, Potato Salad, Macaroni Salad or Tossed Salad with Dressing

Trio Buffet : Soup Sandwiches & Salads \$13 per person, minimum 6 guests

Soup du Jour with Crackers

Assorted Sandwich Platter with up to three selections of pre-made sandwiches for your convenience. All sandwiches will include sliced tomato and leaf lettuce with pickles and spreads on the side

Meat Selections: Sliced Ham or Turkey, or Tuna Salad

Cheese Selections: American, Swiss, Cheddar or Pepper jack

Breads: White, Wheat, Hamburger Buns, Hoagie Rolls, Rye, Sour Dough

Three Selections: Chips, Potato Salad, Macaroni Salad or Tossed Salad with Dressing

Hot Lunch Buffets – \$11 per person minimum 6 guests

These menus are presented buffet style. Services include delivery, set up with linens on the buffet and clean up after your event. Disposable service ware is provided; china service or higher quality service ware are available upon request, please contact our catering department. Starting with Tossed Garden Salad with dressing selections or Caesar Salad and Fresh Baked Rolls or Bread Sticks. Served with Unsweetened Iced tea and Lemonade. Sweet Tea is available upon request. Also includes a simple dessert – cookies, iced cake or brownies. Fresh whole fruit may be substituted for dessert

Entrée Selections:

Chicken Fried Chicken * Baked Ham * Baked Lasagna with Spaghetti with Red Sauce,
Chicken Fried Steak * Salisbury Steak * Caesar Chicken Breast

Side Dish Selections:

Pasta Alfredo * Roasted Potatoes * Rice * Spaghetti with Red Sauce * Cut Corn
Mashed Potatoes, select Brown Gravy, Chicken Gravy or Country Gravy
Peas * Whole Green Beans * Broccoli * Mixed Vegetables* Glazed Carrots

Premium Lunch Buffets – These menus are presented buffet style. Services include delivery, set up with linens on the buffet and clean up after your event. Disposable service ware is provided; china service or higher quality service ware are available upon request, please contact our catering department. Starting with Tossed Garden Salad with dressing selections, Greek Salad or Caesar Salad and Fresh Baked Rolls or Bread Sticks. Served with Unsweetened Iced tea and Lemonade. Sweet Tea is available upon request. Also includes a dessert upgrade – Carrot Cake, Premium Crème Cakes or Pies , Fresh cut fruit may be substituted for dessert.

For a double entrée add both prices together and subtract \$5. We will prepare enough for both entrees per guest

Entrée Selections:

Chicken Cutlet Bruschetta \$14 per person– No minimum
Deep Fried Chicken Breast with fresh Tomato & Basil Bruschetta Topping

Chicken Parmesan \$14 per person– No minimum
Boneless Chicken Breast Baked with Marinara Sauce and topped with Melted Mozzarella and Parmesan Cheeses

Sundried Tomato Crusted Chicken Breast- \$16 per person – minimum 6 guests
Boneless Chicken Breast with a Crispy Sundried Tomato Breading and a Rich Cream Sauce

Apricot & Goat Cheese Chicken Breast - \$17 per person, minimum 6 guests
Lightly breaded breast of Chicken rolled with dried Apricots and Goat Cheese served with a Demi-Glace

BBQ Brisket \$16 per person - Minimum 8 guests

Mustard Herb Pork Loin \$15 per person – Minimum 8 guests

Beef Tenderloin – 6 oz portions Market Priced

Bolognaise – Seared and baked with a Fresh Tomato & Basil Bruschetta Topping

Medallions – Sliced into Medallions and served with Fresh Mushroom Demi-Glace

Spinach Stuffed – served with Red Bell Peppers and drizzled with a Balsamic Demi-Glace Sauce

Side Dish Selections - Choose from the Hot Lunch buffet Selections or these premium side dishes:

Basil Orzo * Mashed Sweet Potatoes * Horseradish Mashed Potatoes * Twice Baked Potatoes

Lemon Rice * Roasted Fresh Seasonal Asparagus * Fresh Spinach and Garlic Sauté * Tomato

Parmesan * Chef's Choice Fresh Vegetable Medley * Sautéed Zucchini and Yellow Squash

Whole Green Beans with Almonds * Whole Green Beans with Oregano

AFTERNOON SNACKS

Cookies - \$7.50 per dozen

Brownies per dozen \$9 served plain, but can be frosted on request

JUMBO Cookies \$3 each

Bagged Chips \$1.40 per bag

Bulk Bagged chips \$5.00 per pound

Gradates \$5 per pound

Mixed Nuts \$10 per pound

Tortilla chips with Salsa \$7.50 per pound

Whole Fruit Bowl \$1.50 per piece Apples and Oranges

Finger Sandwiches - \$12.50 per dozen

Looking for more? NMJC Dining & Catering by Sodexo is supported by ENMU Flavours Catering by Sodexo. Please see their menu for more suggestions or let us customize a menu to your needs.

<https://enmuflavours.catertrax.com/>

Pricing and Availability may vary per location.