



Student Group Event Planning Questionnaire

Please make an appointment and bring this completed questionnaire with you to the Catering Department **3 weeks prior** to your event to ensure proper planning. They are located in the 1844 Restaurant or can be reached at 442-5986 or [Jennifer.disare@sodexo.com](mailto:Jennifer.disare@sodexo.com)

Name of Event: \_\_\_\_\_ Date/Time of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Has Location Been Reserved?: Yes No

Number of Guests: \_\_\_\_\_ Budget for Food and Beverage for this event: \_\_\_\_\_

Student Contacts for This Event:

Name	Email	Phone

Student Group Name: \_\_\_\_\_

Student Involvement Staff Liaison Name: \_\_\_\_\_

Menu:

Type of Service: Sit down/served      Self Service Buffet

Payment Method: \_\_\_SA Account PR#\_\_\_\_\_

\_\_\_UAS Grant #

\_\_\_Other payment method: Provide contact information for invoicing

# Student Shoestring Catering Guide

Welcome! This guide has been designed to support UAlbany's recognized student groups in planning and executing successful events at the best possible value and with the greatest attention to food quality and safety.

**All orders must be placed by visiting the UAlbany Catering Office (Campus Center/1844 Restaurant)**

**A DISCOUNT on the Student Shoestring Guide or on the regular catering menu are offered exclusively to recognized student groups, as follows:**

10% UAS Student Appreciation Discount - Student Shoestring Catering Guide

25% UAS Student Appreciation Discount - UAlbany Catering Menu

(visit [www.ualbanydining.com/catering](http://www.ualbanydining.com/catering) for more information)

## **DRINKS:**

Water	\$	3.00	gal
Iced Tea or Lemonade	\$	11.00	gal
Orange Blossom Punch	\$	13.50	gal
(Pineapple, Cranberry, Orange Juice and Ginger Ale)			
Hot Chocolate	\$	15.00	gal
Hot Water, Tea (Includes cream, sugar and stir sticks)	\$	15.00	gal
Coffee (Includes cream, sugar and stir sticks)	\$	20.00	gal
Soda (12oz) / Bottle Water (16oz)	\$	1.25	per
Coffee (8oz)	\$	1.25	per

## **SNACKS:**

<b>Minimum of 3lbs each</b>			
Chips (Potato/Tortilla/Pita)	\$	4.75	lb
Pretzels	\$	3.00	lb
Dips (French Onion/Salsa)	\$	3.50	lb
Hummus	\$	3.50	lb
Soft Pretzels w/ Mustard	\$	9.00	dz

## **COLD APPETIZERS:**

PLATTER SIZE:	SM 15-25	MED 25-50	LG 50-70	
Cheese & Crackers Platter	\$ 40.00	\$ 70.00	\$ 110.00	ea
Cheese, Pepperoni, Crackers Platter	\$ 40.00	\$ 70.00	\$ 110.00	ea
Vegetable Crudite' w/ Ranch Dressing	\$ 25.00	\$ 50.00	\$ 80.00	ea
Tossed Salad w/ Dressing (Italian or Ranch)	\$ 30.00	\$ 75.00	\$ 105.00	ea
Sliced Seasonal Fruit Platter	\$ 45.00	\$ 90.00	\$ 120.00	ea

## HOT APPETIZERS:

Chicken Tenders w/ Dipping Sauce	\$ 85.00	100 pcs
Spanakopita	\$ 75.00	100 pcs
Mozzarella Sticks w/ Marinara	\$ 75.00	100 pcs
Fried Chicken Wings	\$ 65.00	100 pcs
Mini Meatballs w/ Marinara	\$ 60.00	100 pcs
Fried Egg Rolls w/ Dipping Sauce	\$ 60.00	100 pcs
Nacho w/ Cheese and Salsa (Per 50 Serv)	\$ 75.00	50 pcs

## PIZZA:

12 Cut Round Pizzas- Cheese	\$17.99 ea
Buffalo Chicken, Baked Ziti Pizza, BBQ Chicken, Broccoli Chicken Ranch	\$21.99 ea
Great Fardini, Steve's Pie, White Garlic, Veggie Supreme	
Hawaiian, Eggplant Bella, Meat lover, Pepperoni, Presidential Pie,	
Chicken Parmesan, White Broccoli	

## ENTREES:

*( Bring us your favorite recipes and we will do our best to fulfill your requests, including authentic ethnic dishes!)*

	Pan feeds 20
Chicken - Marsala, Parmigiano, Picatta	\$ 69.00 pan
Starch - Rice, Potatoes	\$ 15.00 pan
Vegetables - Seasonal	\$ 15.00 pan
Beef and Pork - Beef Stroganoff, Sliced Roast Beef, Ribs	\$ 75.00 pan
Pasta - Baked Ziti, Lasagna w/ Seasonal Veggies, Rigatoni Vodka	\$ 34.50 pan
Fish - (Salmon, Shrimp, Tilapia)	Market Price pan
Hot Dogs (includes all condiments)	\$ 2.25 ea
Hamburgers (includes all condiments and lettuce tomato, onion, cheese)	\$ 3.25 ea
Assorted Sandwiches:	
15 Sandwiches cut in half	\$56.25
30 Sandwiches cut in half	\$112.50
60 Sandwiches cut in half	\$225.00

## DESSERTS:

Assorted Cookies	\$ 8.00 dz
Assorted Brownies	\$ 8.00 dz
Donuts	\$ 8.00 dz
Rice Krispy Treats	\$ 8.00 dz
Dessert Bars -	\$ 12.00 dz
Cakes 10" Round	\$ 25.00 ea
Half Sheet (12"x16") serves 30 guests	\$ 40.00 ea
Full Sheet (18"x24") serves 60 guests	\$ 75.00 ea
Ice Cream Novelties:	
Strawberry Sundae Crunch	\$ 30.00 24ct
Ice Cream Sandwich	\$ 30.00 24ct
Big Alaska Bar	\$ 30.00 24ct
Vanilla Drumstick	\$ 40.00 24ct
Ice Cream Cone Sundae	\$ 40.00 24ct

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**OTHER:**

Build Your Own Buffet (Per Person) <i>Choice of Salad, Entrée, Vegetable, &amp; Starch</i>	\$ 9.95 per
Box Lunches (Per Box, 5 Box Min) <i>Sandwich/Wrap (Turkey/Ham/Roast Beef/Grilled Veggie) Chips, Fruit, Cookie &amp; Soda/Water</i>	\$ 7.25 per

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**ADDITIONAL OPTIONS:**

Linens:	\$ 4.50	ea
Forks:	\$ 2.50	50 pcs
Knives:	\$ 2.50	50 pcs
Spoons:	\$ 2.50	50 pcs
9" Large Plates:	\$ 15.00	50 pcs
6" Small Plates:	\$ 15.00	50 pcs
Hot Cups:	\$ 4.00	50 pcs
Cold Cups:	\$ 4.00	50 pcs

**PLEASE NOTE:**

An additional 15% service charge will be added for any event after regular business hours (after 6pm, M-F) or on the weekends.

An additional charge will be added for any delivery outside of the Campus Center, as follows:

Uptown Campus \$10; Downtown Campus \$20; East Campus \$30