

**YOUNTS
CONFERENCE
CENTER**

2009

YOUNTS CONFERENCE CENTER

January 2009



FURMAN

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Planning Information

Furman University Catering Services is pleased to present this catering guide. We offer services ranging from coffee breaks and lunch deliveries to formal served dinners for several hundred guests. Catering Services is ready to assist with every detail to ensure the success of your event.

Please contact our office at 864.294.3212 between 9:00 a.m. and 4:00 p.m. Monday through Friday for additional information or to book an event.

Menu Planning

Your menu, room set up (head table) and special dietary requirements for full service events should be arranged with Catering Services (**no less than 10 business days prior to the event.**) If you prefer menu choices that are not included in this guide, we will make every effort to customize a menu to suit your needs. When planning your meal or program, remember that when your program begins, the servers will leave the dining area to avoid noise and distractions that may disturb your guests, unless otherwise requested. In compliance with state health regulations and to protect the safety of your guests from food borne illness, all buffets will be closed after 2 hours of service and no food is to be removed from any event. Any food remaining at the end of an event is to be retained by Furman Dining Services and disposed of according to health regulations.

Final Guest Guarantees

A final guest guarantee is required **3 business days prior to your event.** If no guarantee is received, we will plan and bill according to the estimated guest count. If your event is on a Sunday or Monday, the final guest count must be submitted before noon on Tuesday prior to the event. If the actual guest count exceeds the guaranteed count, you will be billed for the actual guest count. All weekend events must be paid by 12 p.m. on Friday. **A signed confirmation must be returned by email, fax or in person prior to events.**

Service Charges

A 10% gratuity and 8% administrative charge will be charged for all events not billed to a Furman University account. Normal service time is two hours for full service functions. When having both a reception and dinner, the service time is extended to three hours. Please consult Catering Services to discuss fees.

Payment

A 50% deposit is due 6 weeks prior to event. Remainder of balance is due 1 day before event. If the event falls on a Sunday or Monday, final payment is due on Friday before 12 p.m. We accept cash, check, and all major credit cards. **If payment in full is not received, our services will not be provided. Once an invoice is 30 days past due, an interest of 1.667% will be applied daily to the invoice.**

***Additions to the
Traditional Continental:***

The Basics:

- Scrambled Eggs
- Breakfast Potatoes
- Sausage Links or Bacon
- Grits

Add \$2.75 per person

Add more theater:

Let us make your eggs YOUR way...
Our Chefs will prepare a breakfast treat just
for you at the omelet bar, however you like
it – over easy or just plain scrambled

*Add \$2.00 per person
Chef Fee \$75.00*

(egg beaters or egg whites available on request)

Also available with your choice of:

Breakfast potatoes, breakfast sausage links
or bacon.

Add \$2.00 per person

Snack Items

Snack Mix	\$ 8.25 per pound
Mixed Nuts	\$ 17.50 per pound
Goldfish	\$ 9.25 per pound
Pretzels	\$ 7.25 per pound
Granola Bars	\$ 2.00 each
Cookies	\$ 7.50 per dozen
Dessert Bars	\$ 16.25 per dozen
Yogurt Cups	\$ 1.50 each
Buttermints	\$ 7.25 per pound

Breakfast Reception

Build Your Own Breakfast Favorites!

Start with the Traditional Continental

- Assorted Breakfast Breads, Pastries and Bagels
- Fresh Seasonal Fruit
- Yogurt with Granola
- Assorted spreads and condiments
- Fresh Coffee and Orange Juice

\$8.50 per person

Then simply add whatever strikes your fancy
from the left column!!!

A la Carte

Assorted Muffins	\$ 7.25 per dozen
Assorted Scones	\$ 9.25 per dozen
Danish.....	\$ 7.00 per dozen
Cinnamon Rolls.....	\$ 7.75 per dozen
Croissants.....	\$ 7.75 per dozen
Ham or Sausage Biscuits	\$12.50 per dozen
Mini Ham or Sausage Biscuits	\$ 9.00 per dozen
Breakfast Breads	\$ 8.00 per loaf
Assorted Bagels w/ cream cheese	\$ 9.00 per dozen
Croissants Sandwiches.....	\$ 13.00 per dozen
<i>with egg and cheese and your choice of ham, bacon or sausage</i>	

In effort to better serve you and your guest at Younts
Conference Center, one of our staff members will remain
nearby for your convenience. For an A la Carte menu there
is an additional fee of \$19 per hour for one of our staff
persons to ensure all your needs are met.

**Cold Sandwiches Include
Choice of Pasta or Fruit Salad**

Salads Include Rolls and Butter

**Both Include Choice of Dessert,
Iced Tea, and Coffee**

Dessert Choices:

- Assorted Dessert Bars
- Pecan Pie
- Carrot Cake
- Cheesecake
- Chocolate Chip Cake

Specialty Desserts:

Add \$2.00 per person

- Caramel Apple Pie
- Bourbon Molasses Pecan Pie
- Banana Foster's Cheesecake
- Crème Brulee Cheesecake
- White Chocolate and Macadamia Nut Cheesecake
- Key Lime Pie
- Tiramisu

Luncheon Sandwiches and Salads

Minimum order of ten for plated lunches,
Maximum split of two choices only, please.

Lavash Wrap\$8.50

Thinly sliced turkey breast with smoked gouda, baby spinach and chipotle mayonnaise, served in Lavash bread.

Vegetable Muffalatta\$8.50

Marinated and roasted zucchini and yellow squash, red peppers and portabella mushrooms with kalmatta olives and red onions, served on foccacia bread.

Big City Roast Beef Bistro\$9.75

Oven roasted beef sliced thin and layered with red onion, fresh mozzarella, and Dijon mustard vinaigrette, on a Bistro Bun.

Trio of Salads\$9.75

Chicken, shrimp and pasta salad on a bed of baby greens. Served with assorted artisan rolls and a fruit garnish.

Chef Salad\$9.75

Julienne smoked turkey, genoa salami, and ham atop baby and micro mixed greens with peppers, cucumber, tomato, and garlic croutons with a choice of dressings.

Cobb Salad\$9.25

Chicken breast, avocado, Blue Cheese, bacon, tomato, egg and lettuce tossed in our Balsamic Vinaigrette.

Caesar Salad\$8.50

Fresh chopped romaine, shredded parmesan cheese, garlic croutons, tossed with our Caesar dressing and garnished with diced roma tomatoes.

*Add Chicken Breast \$1.75
Add Grilled Shrimp \$4.25*

Chicken Salad Croissants\$9.50

Our house-made all white meat chicken salad with crisp lettuce and sliced ripe tomato on a flaky butter croissant

Salads

Wild Greens Salad

Mixed baby greens, fresh iceberg lettuce, cherry tomatoes, cucumbers, and sliced red onion.

Caesar Salad

Fresh romaine lettuce, diced tomatoes, shredded parmesan cheese, tossed with Caesar dressing.

Mediterranean Salad

Sliced roma tomatoes, fresh buffalo mozzarella, with a chiffonade of fresh basil dressed with a light herb oil.

Specialty Salads

Add \$2.00 per person

Baby Mixed Greens

with roasted beets, feta cheese, hearts of palm, artichokes and grape tomatoes

Spinach Salad

Fresh baby spinach leaves topped with sliced strawberries, shaved red onion, and toasted almonds

Desserts

- Carrot Cake
- Cheesecake
- Chocolate Chip Cake
- Assorted Dessert Bars
- Pecan Pie

Specialty Desserts

Add \$2.00 per person

- Caramel Apple Pie
- Bourbon Molasses Pecan Pie
- Banana Foster’s Cheesecake
- Crème Brulee Cheesecake
- Key Lime Pie
- White Chocolate and Macadamia Nut Cheesecake
- Tiramisu

Served Entrees

Minimum order 15 people

Includes Salad, appropriate accompaniments, Rolls and Butter, Dessert , Iced Tea, Water and Coffee

Chicken Picatta\$15.00

Seasoned & seared chicken breasts topped with citrus & caper buerre blanc with ratatouille and sauteed cheese filled pasta

Chicken Francesca\$15.00

Sautéed chicken breast with a sauce of sun dried tomatoes and fresh herbs with wild rice blend and green bean almandine

Chicken Saltimboca\$15.00

With roasted potato medley and broccoli, chargrilled chicken breast served with a savory cream sauce with shaved prosciutto, capers and a twist of lemon

Chicken Boursin\$15.00

Sauteed chicken breast topped with boursin cheese and served with wild mushroom risotto and glazed baby carrots

Surf and Turf.....\$ Market Price

Charbroiled Filet Mignon of beef accompanied with a low country crab cake served with roasted red potatoes and petit green beans

Portabella Napoleon\$13.00

Marinated portabella mushroom grilled and layered with roasted red peppers, goat cheese, and asparagus finished with a balsamic drizzle

Grilled Alaskan Salmon\$19.95

Filet of salmon rubbed with fresh herbs and grilled to perfection, and laced with fresh pico de gallo served with saffron rice and broccolini

Herb-encrusted Prime Rib\$ Market Price

Prime rib, oven roasted slowly and served with a red wine au jus also served with roasted potato medley and roasted spaghetti squash

Grilled Flank Steak\$15.25

With a roasted shallot and rosemary demi-glace served with herbed red potatoes & steamed broccoli with julienne carrots

BBQ Buffet Add-ons:

Give Your Guests a Real Treat - Add in an Old Time Favorite

Finish it off with a Top your Own Ice Cream Bar, including vanilla or chocolate ice cream with warm caramel sauce, double chocolate fudge, sliced bananas, sliced strawberries, plus candy and nut toppings

Add \$4.50 per person

BBQ Buffets

All buffets require a minimum of 25 guests

Low Country BBQ\$14.95 per person

- *The Garden Salad*
- *Southern Slaw no self-respectin' BBQ is complete without it...ready to hit your bun!*
- *Fire Roasted Jalapeno Cheddar Corn Bread*
- *Lazy Sunday Chicken - crispy southern-fried or roasted BBQ – your choice*
- *Pulled Pork BBQ - hickory slow smoked with tangy vinegar based sauce. Served with BBQ sauce*
- *Kickin' Pintos - as you like 'em – cooked forever, sweet and savory with bacon and onions (vegetarian option available)*
- *Really Cheesy Mac and Cheese - with three cheeses and a crispy bread crumb topping*
- *Southern style green beans*
- *Assorted Dessert Bars*

Mid-West Style BBQ\$16.25 per person

- *The Garden Salad*
- *Cowboy Cole Slaw * more tart than sweet with home style vinaigrette dressing*
- *Fire-roasted Jalapeno Cheddar Corn Bread*
- *Slow-roasted Beef Brisket smoky and succulent, accompanied by our BBQ sauce • BBQ Pork Ribs dry rubbed then cooked slow'n' low. Glazed with our own sauce, served with crispy onion strings*
- *Kickin' Pintos - as you like 'em – cooked forever, sweet and savory with bacon and onions (vegetarian option available)*
- *Really Cheesy Mac and Cheese * with three cheeses and a crispy bread crumb topping*
- *Fresh Green Beans * steamed with carrots and tossed with butter*
- *Assorted Dessert Bars*

Fiesta Add-ons:

Quesadillas To Order

We'll set the stage and your guests will get to make their own creations with the following ingredients:

Grilled Chicken or Roasted Vegetables,
Cheddar or Pepper Jack Cheeses, Tomatoes,
Onions, and Olives

And of course Salsa and Toppings Bar
Add \$5.00 per person

Guests going to be milling about? Then Give Them Something to MILL ABOUT!!

Add on our Eight-layer Dip and Chips.....
Add \$2.95 per person

Mexican Fiesta Buffets

All buffets require a minimum of 25 guests

Make Your Own Fajita Party\$15.50 per person

- *The Garden Salad*
- *Chipotle Lime Vegetable Salad -
with sweet potatoes, red and green peppers,
broccoli, and red onion in a cumin vinaigrette
and finished with fresh cilantro and crispy plantain chips.*
- *Guajilli Spiced Fresh Tortilla Chips -
served with our AmaZING signature Salsas and
Toppings Bar!*
- *Chicken and Beef Fajitas*
- *Red Chile Mexican Rice*
- *Charro Beans - slow cooked pintos the old fashioned way with
green chiles, onion, garlic and smoked ham*
- *Dolce de Leche Cheese Bar*

Mexican Favorites Collection\$14.75 per person

- *Mexican Chopped Salad - romaine lettuce
with mandarin oranges,
plum tomatoes, black olives and fresh cilantro,
finished with tortilla straws and
lime champagne vinaigrette*
- *Guajilla Spiced Fresh Tortilla Chips -
served with Salsa and
Toppings Bar!*
- *Chile Rellenos - Anahiem (mild) chilies stuffed
with melted cheese with a creamy chile sauce*
- *Chipotle-Glazed Pork Loin - smoky, sweet, and a
tad bit spicy – topped with orange pineapple salsa*
- *Three Beans and Rice - black, pinto and kidney beans
with cumin and chile spiced rice*
- *Cumin Roasted Green Beans - with corn, tomatoes,
cilantro and lime*
- *Soppapillas with cinnamon and sugar*

Salad and Sandwich Collection
Add-ons:

Sumptuous Soups . . . Add \$2.25 per person

- Gazpacho
- Chili
- Cheddar Broccoli
- Minestrone
- Corn Chowder

Salad & Sandwich Buffets

All buffets require a minimum of 25 guests

Signature Salad & Sandwich

Collection\$14.75 per person

- Fresh baby spinach leaves topped with sliced strawberries, shaved red onion, and toasted almonds
- Black Bean Sofrito Salad - romaine, chile roasted corn, marinated grilled red onions and roasted red peppers, served with a southwest vinaigrette - topped with crispy tortilla strips
- Thick-Cut Parmesan Ranch Homemade Potato Chips
- Grilled Vegetables on Rosemary Focaccia
- Southwest turkey hoagie with chipotle mayonnaise
- Roast Beef, basil and spicy tomato chutney lavash wrap
- Lemony Lemon Sky Bars

"Something for Everyone"

Sandwich & Salad Collection\$15.50 per person

- The Garden Salad
- Marinated and Grilled Vegetable Platter
drizzled with herbed olive oil and balsamic vinegar
- Tortellini pasta with kalamata olives, feta, and roasted red peppers
- Tabbouleh salad with diced cucumbers, lemon, tomato and extra virgin olive oil
- Artisan Sandwich Bread Collection
- Signature Sandwich Fixin's include:
Jerk seasoned dry rubbed pork loin, horseradish and black pepper-crust beef tenderloin and tangerine honey Dijon-smoked turkey breast
- A Bit of This and a Bite of That
An assortment of bite size desserts and cookies

"Hot topped Salad Buffet"

Salad Collection.....\$14.95 per person

- The Garden Salad
- Spinach Salad
- Ranch and Raspberry Vinaigrette
- An array of toppings for your guest to choose from including:
grape tomatoes, sliced cucumbers, garlic croutons, shredded parmesan and cheddar cheese, crumbled bacon, sliced ripe olives, julienne carrots, sliced mushroom, purple onion, roasted marinated vegetables and sliced grilled chicken

Add Shrimp..... \$2.75 per person

- Assorted Dessert Bars

Antipasti Display

Sliced Italian meats, roasted red peppers, kalmatta olives, pepperocini, marinated mushrooms and fried artichoke hearts served with fresh baguette toast.

\$55.00 serves 25

Tri-Colored Tortellini Pasta Salad

with kalmatta olives, feta cheese, artichoke hearts with balsamic vinaigrette

\$1.75 per person

Italian Delights

All buffets require a minimum of 25 guests

***Simply Southern Italian*\$17.95 per person**

- *Signature Italian Salad - crisp mixed greens with cucumber, tomato, and garbanzo beans served with a light herbed vinaigrette*
- *Our Artisan Bread Basket*
- *Grilled Chicken Sorrentino with peppers, sundried tomatoes and provolone cheese, and a Marsala demi-glace*
- *Gemelli Pasta with Sweet Sausage with mushroom, red peppers, fresh tomato-basil sauce, parmesan cheese and herbs*
- *Italian Style Green Beans with cherry tomatoes and roasted garlic*
- *Oven Roasted carrots glazed in balsamic vinegar and tossed with caramelized red onions*
- *Cheesecake bars*

***Driving Through Tuscany*\$22.50 per person**

- *Our Signature Italian Salad - crisp mixed greens with cucumber, tomato, and garbanzo beans served with a light herbed vinaigrette*
- *Our Artisan Bread Basket*
- *Fresh Mozzarella with Tomatoes*
- *Chicken Picatta - sautéed medallions of veal in a white wine, lemon and caper berry sauce*
- *Grilled Salmon Filet with Pesto Sauce on a bed of wilted spinach greens topped with roasted tomatoes and drizzled with balsamic vinegar*
- *Tuscan Style Orzo finished with shaved parmesan and mushrooms, orange zest and fresh herbs*
- *Italian Long Cut Ratatouille - sautéed zucchini, yellow squash, eggplant, marinated olives, tomatoes, and grilled onions*
- *Tiramisu*

Action Stations:

Pasta Station

Choose one of our hearty pasta options (Penne, Farfalle or Raditore) to offer with our classic roasted tomato sauce, and our white wine pesto sauce. Then select four add-ins to let your guest choose from...

Strictly Veggie: sliced mushroom, julienne peppers, artichoke hearts and broccoli

Add Chicken: \$0.75 more per person

Add Shrimp: \$1.50 more per person
\$7.50 per person

Shrimp and Grits

Creamy lobster grits, topped with shrimp cooked in white wine and garlic
\$7.75 per person

Potato Bars (select one)

Martini Mashed Potato Bar

Fresh mashed potatoes served in a martini glass with crumbled bacon, chives, shredded cheddar cheese, sour cream, and rich brown gravy

Whipped Sweet Potatoes

Fresh smashed sweet potatoes served in a martini glass accompanied by toppings such as brown sugar, cinnamon, butter, marshmallows and honey
\$5.25 per person

Beef Tenderloin

With Dijon and horseradish sauces
Market Price serves 15

Prime Rib of Beef Au Jus

With horseradish sauce
\$225.00 serves 30

Roast Turkey

With spicy mustard and cranberry chutney
\$125.00 serves 30

Honey Baked Ham

With assorted mustards
\$100.00 serves 50

Herb Roasted Pork Loin

With fresh apple chutney
\$115.00 serves 30

Note: Add \$75.00 to action stations for an attendant fee

Reception Packages

The Executive\$13.75 per person

- Vegetable Crudités with Bacon Ranch Dip
- Fresh Fruit Display
- Imported Cheese Display
- Assorted Canapés
- Chicken Satay
- Swedish Meatballs
- Mini Spring Rolls with sweet and sour dip

The Presidential\$18.25 per person

- Fresh fruit Display with Yogurt Dip
- Spanakopita
- Swedish Meatballs
- Boursin, blueberries and pecans in phyllo cups
- Cheese Display
- Fresh Vegetable Crudités with Bacon Ranch Dip
- Spinach and Artichoke Dip served hot with Pita Chips
- Golden Fried Chicken Fingers with dips

The Cosmopolitan\$21.50 per person

- Roasted vegetable platter
- Fresh Fruit Display
- Imported Cheese Display
- Boiled Shrimp with a spicy Cocktail Sauce
- Beef Satay
- Crab salad in phyllo cups
- Mini Quiche
- Teriyaki chicken bites with sesame sauce

* Reception packages include punch and ice water.

Hot Hors D'oeuvres

Minimum quantity – 25 each

Spanikopita	\$1.50 ea
Swedish Meatballs	\$1.00 ea
Crab Stuffed Mushrooms	\$2.25 ea
Sausage Stuffed Mushrooms	\$1.75 ea
Chicken Tenders	\$2.00 ea
Vegetable Spring Rolls	\$1.75 ea
Chicken or Beef Satay	\$1.75 ea
Mini Quiche	\$1.50 ea

Cold Hors D'oeuvres

Minimum quantity – 25 each

Melon and fig wedges wrapped in prosciutto.....	\$1.75 ea
Assorted Canapés	\$1.75 ea
Finger Sandwiches.....	\$2.00 ea
Cocktail Shrimp	\$2.75 ea
Cheese Wafers	\$1.25 ea
Chicken Salad in puff pastries	\$1.50 ea

Chef Specialties

Minimum quantity – 25 each

HOT:

Petite Crabcakes	\$2.50 ea
Shrimp Scampi	\$2.50 ea
Homemade Low Country Spring Rolls.....	\$3.00 ea

COLD:

Curry Shrimp with Microgreens in Phyllo Cups	\$2.00 ea
Blueberry, Pecan and Boursin Cheese in a light pastry shell.....	\$2.00 ea
Prosciutto Wrapped Melon	\$2.25 ea
Assorted filled endive leaves.....	\$2.00 ea

a la Carte

Display Trays

<u>Party Trays</u>	<u>erves 25</u>	<u>erves 50</u>
Fruit Tray with dip	\$45.00	\$90.00
Cheese Tray with crackers	\$49.00	\$90.00
Vegetable Tray with dip	\$38.00	\$76.00

Dips (serves 32)

Hot Spinach and Artichoke Dip with crackers	\$32.00
Hot Crab Dip with pita points	Market Price

Special Touches

Smoked Salmon Display (serves 25)\$80.00
*With capers, onions, dilled cream cheese, chopped egg, and
pumpnickel toast points*

Baked Brie En Crouete (serves 25).....\$55.00
*A round of Brie layered with pecans and brown sugar wrapped
in pastry and baked to perfection served with crackers and a fruit
garnish*

Fruit Kabobs (serves 25)\$50.00
*Golden sweet pineapple, fresh melons, with other seasonal fruit
served skewered on a pineapple*



Something Special

*Consult your catering contact
for charges*

*Chocolate Fountain Rental fee \$295.00**

** Equipment charge only. Chocolate and fruit at
additional charge*

A la Carte Beverages

Coffee and Hot Tea	\$12.25 gallon
<i>Regular and Decaffeinated</i>	
Leopard Forest Coffee	\$14.25 gallon
Orange Juice	\$11.00 gallon
Sweet Tea	\$8.50 gallon
Lemonade	\$11.00 gallon
Hot Spiced Cider	\$8.75 gallon
Hot Chocolate.....	\$8.75 gallon
Assorted Punches.....	\$11.00 gallon
Bottled Juices	\$2.00 each
Pepsi Products	\$1.50 each
Bottled Water	\$1.75 each

Coffee Bar.....\$5.50 per person
Regular and decaffeinated coffee, hazelnut and vanilla flavored syrups, whipped topping, chocolate shavings, marshmallows, regular and flavored creamers.

Alcohol Policy

There is a state sales tax of 8%, and an additional 5% liquor tax will be added to all events with liquor sales.

Bar Services – (minimum 25 people)

Full service, limited service, and cash bars require a bartender be provided by Furman Catering Services. Bartenders are billed at \$37.50 per hour per bartender (this is an additional charge to the prices listed below).

Full Service Bar.....\$8.50 per person per hour

Includes glassware setup, mixers and cocktail fruit with house liquor, beer and wine. (plus bartender fee)

Limited Service Bar

Beer or wine with sodas\$4.50 per person per hour

Beer and Wine with Sodas.....\$5.50 per person per hour

Includes glassware setup and house wine, beer and assorted Pepsi products. (plus bartender fee)

Handling Fee and Service Charge

- \$11.50 per bottle of wine brought into event site (plus bartender fee)
- \$13.00 per bottle or liquor brought into event site, we supply mixers and setup (plus bartender fee).
- \$11.50 per case of beer brought into the event site includes glassware setup, mixers, cocktail fruit and handling, the client is responsible for providing liquor, beer, and wine. (plus bartender fee)
- \$5.00 per case of soda and per bottle of non-alcoholic beverages

Cash Bar – (minimum 25 people and \$75.00 in beverage sales) Includes glassware setup, mixers, cocktail fruit, and handling. (plus bartender fee)

Sodas	\$1.50
Bottled Water	\$1.50
Beer	\$2.50
Wine by Glass	\$3.50
Mixed Drink.....	\$4.50

Bar selection and mixers

House Liquor –

Smirnoff Vodka, Jack Daniels, Tanqueray Gin, Bacardi Rum, J&B Scotch

Beer & Wine –

Assorted domestic and imported beers, Chardonnay and Cabernet Sauvignon

Mixers -

Tonic Water, Club Soda, Ginger Ale, Sodas, Orange Juice, Cranberry, Pineapple, Tomato, and Grapefruit Juices

Toast for Bride and Groom

1 Bottle of Champagne\$18.00

1 Bottle of Sparkling White Grape Juice.....\$12.50

Contact your catering contact for charges if seeking full champagne toast

*Keep your sanity while planning your wedding.
Organization, communication, and a touch of humor, will help you
put together the wedding of your dreams.*

Will your wedding be?

- Intimate: Up to 25 guests
- Small: Up to 50 guests
- Medium: Up to 150 guests
- Large: 150 plus guests

Wedding Style?

- Informal
- Intimate
- Semi Formal
- Formal

Where will your wedding be?

- Outdoors
- Church
- Venues at a hotel, or restaurant
- Destination wedding

Will someone give you away?

Who will perform the ceremony?

Organization:

Communicate to your family and friends how they can help you. Get a notebook with dividers, plastic sheet covers and make a divider for each category of your wedding, for example:

- Dress
- Wedding Location
- Reception

Use plastic sheet covers for holding, fabric swatches, contracts, business cards, and inspiration pictures. Have another small notepad for your current list of "To do's". Have calendar pages in the front of your notebook so you can keep a handy record of all your pre-wedding appointments and timelines.

A wedding coordinator will help insure that all your plans happen, as you want them to happen, so you and your guests can enjoy your day.

OUR CATERING POLICIES AT-A-GLANCE

- In compliance with State Health regulations and to protect the safety of your guests from foodborne illness, no food is to be removed from a catered function. Any food remaining at the end of the event is to be returned by Furman Dining Services and disposed of according to health regulations.
- Also in compliance with State of Health regulations, to ensure the best quality of our food and service and to protect your guests from foodborne illness, the maximum amount of time a buffet is open is 2 hours. If you are interested in the food for your event staying out longer than 2 hours, please contact the catering office at 864-294-3212.
- For every event that offers a bar for their guests, it is our policy to do a last call 30 minutes prior to the ending time of the event, if that bar extends longer than an hour.
- We reserve the right to refuse service to any guest that seems impaired, intoxicated, or is not able to produce adequate identification.
- Cancellation Policy
 - o Events cancelled within 48 hours-30% charge of event cancelled.
 - o Events cancelled within 24 hours-70% charge of event cancelled.
 - o Events cancelled day of event-100% charge of event cancelled.
- Final guest guarantee is required 3 business days prior to the event. If no guarantee is received, we will plan and bill according to the estimated guest count.
- A signed confirmation must be returned by email, fax, or in person prior to the event.
- A 50% deposit is due 6 weeks prior to the event. Remainder of balance is due 1 day before event. If the event falls on a Sunday or Monday, final payment is due on Friday before 4pm.
- A 10% gratuity and 8% administrative charge will be charged for all events not billed to a Furman University account.

