

# *East Carolina University Catering Solutions*

*Office Hours  
Monday - Friday  
8 a.m. - 5 p.m.*

*Bookings & Arrangements  
(252) 328-4756 or (252) 328-4772*

[www.ecu.edu/dining/current/catering.htm](http://www.ecu.edu/dining/current/catering.htm)  
[catering@mail.ecu.edu](mailto:catering@mail.ecu.edu)



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## *Welcome to ECU Catering Solutions*

ECU Catering is pleased to present our catering solutions guide. We pride ourselves on offering an outstanding array of food and beverage selections designed to meet the varied needs of the ECU and Greenville community.

Our service capabilities range from the simplest of coffee breaks to elegantly served receptions and dinners. You can call on us for virtually any event and every level of food and service. From setting up a coffee break that can get a morning meeting off to a delicious start, to planning and executing a wedding reception or dinner party that involves a four course, sit down dinner for hundreds of people, ECU Catering can do it all.

Our Professional Catering staff is ready to assist you in all aspects of event planning. We draw upon a wealth of experience as we orchestrate each event with personal attention. Because we realize that there is a wide divergence of food preferences, we can assist you with planning customized menus especially for your particular event. It's all part of the personalized services we offer at ECU Catering Solutions.

We look forward to the opportunity of serving you with flair and expertise!

Sincerely,

*Marilyn R. Ogaro*

Marilyn R. Ogaro  
ECU Catering Director

## *Catering Arrangements*

ECU Catering welcomes the opportunity to serve you. We are here to provide high quality catering service and have developed the following procedures to enable us to successfully respond to your catering needs.

### *Booking an Event*

Please call ECU Catering as soon as you know that you would like us to service your event so that we may book your event on our calendar. Our professional staff will then begin working with you on menu selections and other aspects of coordinating your event.

ECU Catering does not book room arrangements for your events. You must make room arrangements for the location of your event by contacting the appropriate department.

### *Advanced Notice*

To assure the availability of your chosen menu, ECU Catering requests that you plan and confirm your menu at least five business days prior to the event. Arrangements for over one hundred guests or an event requiring special arrangements should be made at least two weeks before the event.

Meal arrangements made without proper notice will be restricted in menu selection and will be assessed a late charge based on costs incurred.

### *Attendance Guarantee*

A final guarantee of attendance must be provided three business days (and by Wednesday noon for all weekend functions) prior to your event. The advanced time is required to ensure that an adequate number of attendants and sufficient quantities of food are available for your guests. In the absence of a final guarantee, the original number of guests planned becomes the guarantee. Should the number of guests attending your function exceed the number guaranteed, the sponsor will be invoiced accordingly. If you do not reach your guaranteed number, we must still charge for the guaranteed number to cover our costs of food preparation and labor.

Cancellations will be accepted without charge two business days in advance. If you notify ECU Catering of a cancellation less than two business days in advance, a thirty-three percent charge of all menu items ordered will result. Orders cancelled on the day scheduled will result in a seventy-five percent charge.

## *Tables and Chairs*

ECU Catering does not provide tables, chairs or trash cans for the use of your guests. You must arrange for these items by calling ECU Moving Services at 328-6776 or by contracting an outside source. Additional charges will be added to your final bill in instances where tables and/or chairs must be set up or moved by ECU Catering.

### *Alcoholic Beverages*

Requests for permission to serve beer or wine on campus must be approved through the Office of Student Success, as well as other appropriate offices pertaining to the location of your event.

Alcoholic beverages must be furnished by the sponsors of the event.

ECU Catering cannot be responsible for sponsor provided or purchased beer or wine after a function. ABC regulations require that all alcohol must be removed from the premises by the sponsor at the conclusion of the event.

A corkage fee of \$ .75 per person will be charged for all champagne, beer and wine supplied by the sponsor. This charge covers handling, overnight refrigeration and service.

Bartenders are available at \$15.00 per hour, beginning a half hour prior to the start time of the function and ending a half hour after the actual end time of the function. We recommend one bartender for each group of fifty to seventy-five guests.

In compliance with State and Federal regulations, the bartender is required to card persons who appear underage and to refuse service to persons not conducting themselves in an orderly manner.

## *Charges*

In order for ECU Catering to assist you with your service needs, a minimum order of at least \$25 is required.

Normal service of up to two hours is automatically included for those events whose sales are \$300.00 or more. Attendants will be provided upon request for events with sales less than the minimum, at a rate of \$12.00 per attendant per hour. Events that extend beyond two hours of service will also be billed at \$12.00 per attendant per hour. A fee of \$25.00 per hour, per chef will be charged for a chef to cook on site.

The prices in this guide are based on one menu selection per meal. Additional menu selections per meal will be allowed with a minimum of fifteen guests per selection and with a maximum of three selections per meal. The fee for this service is \$1.00 per person. We are glad to accommodate vegetarian guests at no extra charge. Our chef will select appropriate vegetarian menu items. We need to know two business days in advance how many vegetarian plates are needed.

All functions that take place outside of Todd Dining Hall or Mendenhall Student Center will be charged a \$25 delivery fee. Functions that take place outside of Todd Dining Hall or Mendenhall Student Center requiring the use of china will be assessed a \$25 delivery fee and an additional \$1.00 per person china fee. Groups over two hundred may be assessed an additional china fee.

We regret that we are unable to make last minute adjustments to the delivery or pickup schedules of functions. ECU Catering does not have key access to rooms or buildings on campus. It is your responsibility to ensure that facilities are unlocked for setup, delivery and/or clean-up services. Should a room be unavailable when ECU Catering Services arrives, a return trip will result in an additional \$25 charge on your final bill. Should equipment not be ready for pickup or if equipment is misplaced, necessary charges will be added.

Unless otherwise noted, prices quoted in this guide include setup, standard linen, standard accompaniments and cleanup.

Additional linen is available at an additional cost.

Events scheduled on legal holidays and during university breaks will be charged at a higher rate (University breaks are defined as periods when classes are not in session).

All orders are assessed 7% NC sales tax.

## *Billing Procedures*

If your function is sponsored by the University, your invoice will be mailed to you on the Thursday following your event. Upon receiving your invoice, your account is considered past due if payment has not been received within thirty days.

If your catered function will be paid through a private fund, please remit a fifty percent deposit at least one month in advance of your function. The remainder of your balance is due one week prior to your function. Failure to pay in advance will result in cancellation of your function.

## *Additional Policies*

ECU Dining Services takes pride in our superior food safety record. To uphold our food safety standards, it is the policy of ECU Catering that no food or beverage be removed from a facility at the close of a catered function.

# *Continental Breakfasts*

*Continental breakfasts are served on high quality paper products and will not have an attendant present for service. Please add \$0.75 for canned sodas.*

## **The Eye Opener**

Assorted breakfast pastries served with freshly brewed regular and decaffeinated coffee, chilled fruit juice and hot tea (on request).

*\$3.50 per person*

## **The Early Riser**

Choose sausage or ham biscuits, hot buttermilk biscuits with jam and butter, hash browns, assorted doughnuts, chilled fruit juices, and freshly brewed regular or decaffeinated coffee.

*\$6.95 per person*

## **Getting Started**

Fresh baked bagels and flavored cream cheeses served with a fresh fruit tray, assorted cold cereals (Raisin Bran, Life or Special K) with milk, mini muffins, and freshly brewed regular or decaffeinated coffee.

*\$6.75 per person*

## **The Morning Stretch**

Fresh fruit tray served with your choice of two of the following items: assorted danish, breakfast breads, mini muffins, mini croissants or bagels with honey butter, jam and cream cheese, with freshly brewed regular and decaffeinated coffee.

*\$5.75 per person*

# *Plated Breakfast Menus*

*All plated breakfast menus include coffee and orange juice.  
Prices quoted are based on a minimum of twenty-five guests.*

## **Fresh Start**

Scrambled eggs served with your choice of honey ham steak, bacon or sausage links, grits or hash browns and buttermilk biscuits with butter and jelly.

*\$6.75 per person*

## **Outer Banks Breakfast Quiche**

Your choice of bacon, ham, shrimp or broccoli quiche prepared with cheddar and Swiss cheese. Served with sliced fresh fruit and mini croissants with whipped butter and jelly.

*\$7.50 per person*

## **The Down Easterner**

Stuffed Volauvent (puff pastry) shells filled with scrambled eggs and Canadian bacon, sausage, or strip bacon, and topped with your choice of hollandaise or cheese sauce with fresh cut fruit.

*\$7.50 per person*

# *Breakfast and Brunch Buffets*

*All breakfast and brunch buffet menus include coffee and orange juice.*

*Prices quoted are based on a minimum of twenty-five guests.*

## **Pirate Sunrise**

Traditional French Toast or Pancakes with Maple Syrup (strawberry, blueberry, or pecan optional)

*Choice of One:* Buttered Grits, Cheese Grits or Home Fried Potatoes

*Choice of Two:* Sausage Links, Grilled Ham, Crisp Bacon or Sausage Patties

Seasonal Fresh Fruit with Dip

Your choice of Scrambled Eggs or Cereals with Milk

Assorted Muffins

Buttermilk Biscuits

*\$8.50 per person*

## **Kitty Hawk Quiche**

Quiche Lorraine or Zucchini-Tomato-Basil Quiche

Chicken, Broccoli and Cheese Strata or Country Ham Steak

Fruit Salad

Apple Waldorf Salad

Herbed New Potatoes with Dill Butter

Broiled Tomatoes or Sugar Snap Peas with Carrots

Mini Muffins and Assorted Breads

*\$9.95 per person*

## **Sunrise Buffet**

Made To Order Omelettes (or eggs)

With Diced Ham, Cheddar, or Swiss Cheese

Green Peppers, Mushrooms, Tomatoes or Onions

Seasonal Fresh Cut Fruit with Whipped Cream

Scrambled Eggs

*Choice of Two:* Sausage Links, Grilled Canadian Bacon, Crisp Bacon or Sausage Patties

Cheese Blintzes with Blueberries

Home Fried Potatoes

Breakfast Pastries

Buttermilk Biscuits

*\$11.95 per person*

\*Egg Beaters are available upon request

## *Cold Luncheon Plates*

*All cold plate menus include iced tea, coffee, mini muffins or rolls and your choice of dessert.*

*Please see our house and specialty desserts listed in the luncheon menus section.*

*You may add a soup du jour to the following cold plate options for only \$1.25 per person.*

### **Crab & Mango Salad**

Gourmet greens topped with fresh crabmeat and mango slices, served with honey mustard or balsamic caper vinaigrette dressing.

*Market Price*

### **Asian Chicken Salad**

Crisp greens topped with marinated chicken, vegetables and mandarin orange sections. Served with raspberry vinaigrette or Thai peanut dressing.

*\$8.95 per person*

### **Grilled Chicken and Seasonal Vegetables**

A bed of mixed greens topped with grilled chicken and seasonal vegetables. Served with tequila dijon dressing.

*\$8.95 per person*

### **Grilled Southwest Chicken Caesar Salad**

A bed of crisp romaine lettuce topped with southwest seasoned grilled chicken, cherry tomatoes, seasoned corn and black beans, homemade croutons and grated Parmesan cheese. Served with Caesar dressing. (Also available-traditional Chicken Caesar or Southwest Seasoned Beef Strips)

*\$8.95 per person*

### **Traditional Chef Salad**

A bed of lettuce topped with hickory smoked ham and turkey, Swiss cheese, cucumbers, boiled eggs, croutons and tomatoes. Served with crackers and assorted dressings.

*\$8.25 per person*

### **Trio Salad Plate**

Your choice of tuna salad or chunky chicken salad and red bliss potato salad or pasta salad accompanied with fresh fruit salad.

*\$8.25 per person*

### **Chicken Salad Crown**

Lemon pepper chicken salad stuffed in a tomato crown atop a bed of fresh lentils with a fresh fruit salad.

*\$8.25 per person*

### **Tortellini w/ Walnut Pesto**

Tricolor cheese tortellini with a basil walnut pesto, tomatoes, scallions, and broccoli florettes presented on a bed of butter lettuce.

*\$7.95 per person*

### **Stuffed Volauvent Shell**

Volauvent shell filled with Mediterranean grilled vegetables surrounded by grilled portobella mushroom slices.

*\$7.95 per person*

# *Sandwich Plates*

*All sandwich plates are served with your choice of two side selections (see below), lettuce, tomato, pickle spears, iced tea, coffee and your choice of dessert.*

*Please see our house and specialty desserts listed in the luncheon menus section.*

*Prices based on a minimum of fifteen guests per sandwich plate selection with a maximum of 3 selections. Please add \$1.00 per person for this service if more than one selection.*

*These items are available as a boxed lunch with one side salad and sweetened iced tea.*

*Please add \$0.75 for canned sodas.*

<b>Grilled Salmon Ciabatta</b>	<i>\$10.95 per person</i>
Grilled salmon fillet on ciabatta with sliced avocado, tomato and chipotle mayonnaise accompanied by a garden salad with your choice of dressing.	
<b>Pirate Club</b>	<i>\$8.95 per person</i>
Roast turkey, shaved roast beef, honey cured ham and cheddar cheese served on a sub roll.	
<b>Falafel Pita</b>	<i>\$7.95 per person</i>
Falafel patties in whole wheat pita with diced tomatoes, alfalfa sprouts and a cucumber and dill sauce.	
<b>Albacore Tuna Salad</b>	<i>\$7.95 per person</i>
Tuna salad with lettuce and tomato on rye bread.	
<b>Chunky Chicken Salad</b>	<i>\$8.95 per person</i>
Lemon pepper or traditional chicken salad served on a fresh kaiser roll.	
<b>Smoked Turkey</b>	<i>\$7.95 per person</i>
Thinly sliced smoked turkey, Swiss cheese and ham served on a baguette.	
<b>Grilled Chicken Salad</b>	<i>\$8.95 per person</i>
Succulent grilled chicken breast with artichoke hearts and avocado in a pesto mayo on Focaccia bread.	
<b>Roast Beef Monterey</b>	<i>\$8.95 per person</i>
Thin & juicy roast beef, Monterey Jack cheese, and caramelized onions with horseradish or barbecue sauce served on a sourdough roll.	
<b>Tuscan Tapenade and Salami Ciabatta</b>	<i>\$8.95 per person</i>
Genoa salami, fresh mozzarella, basil leaves, plum tomatoes, with roasted red pepper mayonnaise, and black olive tapenade served on fresh ciabatta bread.	
<b>Honey Ham</b>	<i>\$7.95 per person</i>
Honey cured ham and havarti cheese with honey mustard or Dijon mayonnaise spread on marble bread.	

## **Choice of Two Side Selections:**

*Two side selections are included with all sandwich plates.*

- Broccoli Salad
- Fresh Fruit Salad
- Marinated Vegetable Salad
- Creamy New Potato Salad with Fresh Herbs
- Vegetable Pasta Salad
- Cole Slaw
- Potato Chips

# *Cold Luncheon Buffets*

*All cold luncheon buffets are served with iced tea, coffee and your choice of a brownie or cookie.*

*Prices are based on a minimum of fifteen guests.*

## **Grilled Chicken Sandwich Buffet**

Grilled Marinated Chicken Breasts  
Sliced Tomatoes, Leaf Lettuce and Onions  
American and Swiss Cheese  
Mayonnaise, Honey Mustard and BBQ Sauce  
Citrus Salad  
Potato or Pasta Salad  
Kaiser Rolls  
Onion Rolls  
*\$8.95 per person*

## **Sandwich Buffet**

Roast Beef and Cheddar on Whole Wheat Bread  
Baked Ham and Swiss on Sourdough Rolls  
Roast Turkey and Provolone on Marble Bread

*Your Choice of Two:*

Broccoli Salad, Fresh Fruit Salad,  
Pasta Salad, New Potato Salad or Potato Chips

Lettuce, Sliced Tomatoes, Pickle Spears and  
Condiments  
*\$8.95 per person*

## **Classic Deli Buffet**

Turkey, Ham and Roast Beef  
American and Swiss Cheese  
Tomato Slices, Leaf Lettuce  
Red Onion Rings  
Fresh Fruit Salad  
Southern Style Potato Salad  
Sandwich Breads, Pickle Spears  
Condiments  
*\$7.95 per person*

## **Soup and Salad Buffet**

*Choice of One Soup (See below)*

*Choice of Four Salads:*

Chicken Salad with Almonds  
Broccoli Salad  
Fresh Fruit Salad  
Pasta Salad with Artichokes and Tomatoes  
Herbed New Potato Salad  
Tossed Salad with Assorted Dressings

*Choice of One Soup:*

Hearty Vegetable  
Spicy Chili  
Chicken and Rice  
French Onion  
Tomato Basil  
Vegetable and Orzo  
*\$8.50 per person*

## **Super Gourmet Deli Buffet**

*Your Choice of Three:*

Pastrami, Ham, Smoked Turkey, Salami, or  
Corned Beef

Aged Cheddar, Natural Swiss and Havarti Cheese  
Tomato Slices, Leaf Lettuce, Red Onion Rings,  
Banana Peppers

*Your Choice of Three:*

Potato Chips, Tortellini Salad,  
Fresh Fruit Salad, New Potato Salad,  
Marinated Vegetable Salad

Sandwich Breads, Kosher-Style Dill Pickle Spears,  
Condiments and Pepperoncini  
*\$9.95 per person*

## *Hot Luncheon Buffets*

*All hot luncheon buffets are served with iced tea, coffee, rolls,  
tossed salad with assorted dressings and your choice of dessert.*

*Please see our house and specialty desserts listed in the luncheon menus section.*

*The price quoted is based on a minimum of twenty-five guests.*

*Hot luncheon buffets include your choice of two entrees and two vegetables for \$10.95.*

### ***Your choice of two entrees:***

Southern Fried Chicken  
Sliced Ham with Pineapple Glaze  
Salisbury Steak with Onions and Brown Gravy  
Beef Burgundy With Rice or Noodles  
Seafood Newberg  
Seafood Creole With Rice  
Eggplant Parmesan  
Baked Pork Chops atop a bed of Smothered Onions & Cabbage  
Herbed Baked Chicken  
Lasagna (Meat or Vegetable)  
Baked Ziti with Cheese  
Pasta Primavera  
Beef or Vegetarian Chili with Beans

### ***Your choice of two vegetables:***

Whipped Potatoes with Gravy  
Rice Pilaf  
Brown Rice  
Noodles with Herbs and Butter  
Potatoes Au Gratin  
Shoepg Corn with Pimentos  
Whole Green Beans with Toasted Almonds  
Sautéed Yellow Squash and Zucchini with Red Onions  
Four Corn Pie  
Broccoli Kugel  
French Cut Green Bean Casserole Topped with Fried Onions  
Steamed Vegetable Medley  
Broccoli Spears with Butter  
Parslied New Potatoes  
Garlic & Rosemary Roasted Potatoes

*Additional entrees from the above listing may be added to your lunch menu at the cost of  
\$2.25 per person, per selection. Additional vegetables may be added to your menu  
at \$0.95 per person per selection.*

*This buffet may be served at dinner for \$12.95 per person.*

## *House Luncheon Desserts*

*Your choice of one of the following house desserts is included with any luncheon menu, except cold luncheon buffets, which include a brownie or a cookie.*

- |  |                                   |
|--|-----------------------------------|
| Apple Nut Cake with Cream Cheese Icing | Boston Cream Pie                  |
| Black Forest Cake                      | Cherry Pie                        |
| Carrot Cake                            | Dutch Apple Pie                   |
| Chocolate Butter Cream Cake            | Key Lime Pie                      |
| Fudge Layer Cake                       | Lemon Chess Pie                   |
| German Chocolate Cake                  | Pumpkin Pie                       |
| Lemon Pound Cake                       | Blond Brownies                    |
| Lemon Mousse                           | Chocolate Brownies                |
| Chocolate Mousse                       | Gourmet Cookies                   |
| Raspberry Mousse                       | Lemon Meringue Pie                |
| Almond Pound Cake                      | Fresh Fruit Cup with Sugar Cookie |

## *Specialty Luncheon Desserts*

*The following specialty desserts may be added to any luncheon menu for an additional \$1.50 per person.*

- Strawberry Shortcake
- Kentucky Derby Pie
- Pecan Pie
- Italian Cream Cake
- Italian Rum Cake
- Chocolate Cheesecake
- Fresh Fruit Cheesecake
- Grand Marnier Cheesecake
- Kahlua Cheesecake
- New York Style Cheesecake
- Strawberry Tart (seasonal)
- Apple Strudel with Vanilla Sauce
- Fresh Fruit Trifle
- Chocolate Eclairs
- Red Raspberry Pie
- Chocolate Snowball Bundt Cake
- Day and Night Cake
- Strawberry Rhubarb Pie
- Apple Cranberry Pie

*\*Dessert buffets of three of these selections may be served for an additional \$2.25 per person*

## Served Dinners

*Pasta dinners include a mixed green salad. All other served dinners, include your choice of Caesar salad, mixed green salad or a fruit cup, rice or potato and one vegetable.*

*All served dinners include unsweetened iced tea, coffee, rolls and your choice of dessert.*

*Please see our dinner vegetables and our house and specialty desserts listed in the dinner menus section.*

*Specialty soups and salads can be added to any served dinner for an additional cost.*

*Please see page 16 in the dinner section for specialty soup and salad options.*

### Poultry

**Chicken & Crab Florentine** \$19.95 per person

Roasted breast of chicken stuffed with lump crab, spinach, and smoked ham.

**Chicken Cordon Bleu** \$14.95 per person

Lightly breaded chicken breast rolled with ham and Swiss cheese served with a creamy sweet onion sauce.

**Chicken Parmigiana** \$14.95 per person

Delicately seasoned and lightly breaded chicken breast, baked to perfection and topped with marinara sauce and mozzarella cheese.

**Island Chicken** \$13.95 per person

Mango & rum glazed chicken breast grilled to perfection and served with a pineapple salsa.

**Pecan Crusted Chicken** \$13.95 per person

Oven baked breast of chicken lightly coated with seasoned breadcrumbs and pecans and draped with a honey Dijon mustard sauce.

**Sesame Chicken Breast** \$13.95 per person

Teriyaki marinated chicken breast coated with sesame seeds and baked to perfection.

### Beef *(Prices may fluctuate due to market conditions)*

**Beef Wellington** \$21.95 per person-5 oz. filet

Tenderloin of beef with duxelle en croute and a with a shallot demiglace.

**Filet Mignon** \$19.95 per person-6 oz. filet

Grilled beef tenderloin filet with garlic shiitake mushroom sauce.

**New York Strip Steak** \$18.95 per person - 10 oz.

Roasted New York strip loin delicately draped with portobella mushroom sauce. \$16.95 per person - 8 oz.

**Angus Cut Prime Rib** \$17.95 per person - 10 oz.

Roasted rosemary and pepper crusted prime rib served with au jus. \$15.95 per person - 8 oz.

**London Broil** \$14.95 per person

Grilled soya marinated flank steak topped with a sauce hoison.

### Pork and Lamb

**Lamb Chops** \$19.95 per person

Roasted double lamb chops served with a mint natural sauce.

**Pork Loin** \$15.95 per person

Slow roasted pork loin topped with an apple-bourbon sauce.

**Stuffed Pork Chop** \$15.95 per person

Pan seared pork chop with sausage cornbread stuffing and apple fig chutney.

## *Served Dinners (continued)*

*Pasta dinners include a mixed green salad. All other served dinners, include your choice of Caesar salad, mixed green salad or a fruit cup, rice or potato and one vegetable.*

*All served dinners include unsweetened iced tea, coffee, rolls and your choice of dessert.*

*Please see our dinner vegetables and our house and specialty desserts listed in the dinner menus section.*

*Specialty soups and salads can be added to any served dinner for an additional cost.*

*Please see page 16 in the dinner section for specialty soup and salad options.*

### *Seafood* (Prices may fluctuate due to market conditions)

**Blackened Tuna** \$20.95 per person

Succulent fillet of tuna blackened and served with mango salsa.

**Grilled Atlantic Salmon** \$19.95 per person

Fresh Atlantic salmon grilled to perfection, served with a lemon dill sauce

**Shrimp and Scallop Fettuccini** \$18.95 per person

Shrimp, scallops and water chestnuts in creme de Romano tossed over fettuccini.

**Stuffed Flounder** \$16.95 per person

Fresh flounder fillet stuffed with succulent lump crabmeat and nestled in imperial sauce.

### *Combination* (Prices may fluctuate due to market conditions)

**ECU Mixed Grill** (Choice of two) \$24.95 per person

Select from peppercorn encrusted beef tenderloin, ginger & lemon glazed salmon filet, grilled chicken with fennel tomato coulis, rosemary lamb chops and jumbo shrimp.

### *Pasta* (Pasta dinners include a mixed green salad)

**Stuffed Shells** \$13.95 per person

Jumbo pasta shells filled with spinach, mushrooms, herbed cream cheese and shallots in roasted garlic marinara sauce. (Also available with alfredo sauce).

**Chicken Alfredo** \$13.95 per person

Sautéed chicken breast strips tossed with fresh broccoli, cherry tomatoes, snow peas and mushrooms, served on a bed of ziti with alfredo sauce.

**Tortellini** \$13.95 per person

Cheese tortellini with fresh vegetables and artichoke hearts in an herbed cream sauce.

**Pasta Primavera** \$12.95 per person

Angel hair pasta tossed with steamed vegetables in alfredo sauce.

## *Served Dinner Accompaniments*

*Your choice of two vegetables is included with all served dinners (except pasta dinners).*

Roasted Potatoes Dijon  
Parsley New Potatoes with Butter  
Mashed Potatoes with Roasted Garlic and Leeks  
Au Gratin Potatoes  
Rosemary Potatoes  
Rice Pilaf  
Wild Rice  
Broccoli, Cauliflower and Carrot Medley  
Sautéed Squash Medley  
Broiled Tomatoes Parmesan  
Broccoli Casserole  
Buttered Shoepeg Corn with Pimentos  
Broccoli Spears with Cheese Sauce  
Green Peas with Baby Spinach and Shallots  
French Green Beans with Bacon and Onions  
Whole Green Beans Almondine  
Asparagus Spears (add \$1.00)

## *Specialty Served Dinner Salads and Soups*

*The following specialty salads may be added to any served dinner menu for an additional \$2.25 per person, per selection:*

### **Specialty Salads**

Boston Lettuce with Brie and Pecans  
served with Tarragon Vinaigrette  
Baby Lettuce with Montrachet Cheese and Pecans  
served with Balsamic Vinaigrette  
Sliced Fresh Mozzarella and Tomato on a  
Bed of Spinach and Romaine  
served with Roasted Garlic Basil Dressing  
Spinach Greens with Egg Wedge  
Topped with Fresh Mushrooms and Red Onions  
served with Hot Bacon Dressing

*The following specialty soups may be added to any served dinner menu for an additional \$2.25 per person, per selection:*

### **Specialty Soups**

Cream of Asparagus Soup  
Cream of Broccoli and Cheddar Cheese Soup  
Cream of Potato and Leek Soup  
Chilled Cucumber and Dill Soup  
Six Onion Soup  
Curried Tomato and Leek Soup  
Cream of Chicken Soup with Shiitake Mushrooms  
Chilled Gazpacho  
Vichyssoise  
Scandinavian Snapper and Shrimp Chowder  
Soup of the Seas

# Dinner Buffets

Dinner buffets are served with iced tea, rolls and your choice of dessert.

Please see dinner and specialty desserts in the dinner menus section.

Dinner buffet prices are based on a minimum of twenty-five guests.

Dinner buffet salad and vegetable options are also listed in the dinner section.

## Dinner Buffet #1

Choice of Two Entrees, Three Salads and Three Vegetables

Sliced Turkey and Dressing with Gravy and Cranberry Sauce

Southern Fried Chicken

Chicken Divan

Vegetarian Lasagna

Traditional Meat Lasagna

Mesquite Rubbed Pan Seared Pork Chops

Baked Ziti with Sliced Italian Sausage

Rosemary Crusted Roast Beef Au Jus

Grilled Ham Steaks

Penne Pasta with Sundried Tomatoes, Spinach, and Roasted Peppers

\$16.95 Per Person

## Dinner Buffet #2

Choice of Two Entrees, Three Salads and Three Vegetables

Smoked Turkey with Cranberry Salsa

Baked Trout Almondine with Green Tomato Marmalade

Roast Sirloin with Leek and Mushroom Au Jus

London Broil with Sweet Onion Bordelaise Sauce

Seared Salmon Fillet with Fresh Dill Butter

Chicken Parmesan with Marinara Sauce

Smoked Salmon with Raspberry Dijon Vinaigrette

Chicken Cordon Bleu with Creamy Sweet Onion Sauce

Southwestern Grilled Chicken with Roasted Corn and Black Bean Salsa

Chicken Watsonville (Chicken with Artichokes and Wine)

Seafood Alfredo with Angel Hair Pasta

Cajun Roasted Pork Loin with Creole Mustard Sauce

\$18.95 Per Person

## Hand Carved Selections

Each selection below can be hand carved by an attending chef for \$25 per hour.

Fresh baked rolls and condiments are included.

Steamship Round of Beef (serves one hundred).....	\$395.00
Top Round of Beef (serves seventy-five) .....	\$175.00
with Dijon Mustard, Horseradish Sauce, and Chipotle Mayonnaise	
Pepper Crusted Beef Tenderloin (serves twenty) .....	\$150.00
with Dijon Horseradish Sauce	
Orange Glazed Hickory Smoked Ham (serves forty) .....	\$95.00
with Dijon Mustard, Mayonnaise, and Pineapple Chutney	
Smoked Turkey Breast (serves thirty) .....	\$75.00
with Sweet and Sour Sauce, Cranberry Salsa and Pesto Mayonnaise	
Roasted Pork Loin (serves twenty-five) .....	\$75.00
with Honey Mustard and Smokey Barbeque or Sweet and Sour Sauce	

A minimum of fifty people is required for a carving station.

Attending chef services are \$25.00 per hour for a minimum of one hour.

## *Buffet Dinner Salads*

*Your choice of three salads are included with dinner buffets*

Spinach and Romaine Salad  
Fresh Fruit Salad  
Broccoli Salad  
Waldorf Salad  
New Potato Salad  
Ambrosia Salad (Oranges, Cherries and Coconut)

Garden Salad  
Seven Layer Salad  
Tomato, Cucumber and Onion Salad  
Penne Pasta with Marinated Vegetables  
Marinated Mushroom Salad  
Tortellini Salad with Walnut Pesto

## *Buffet Dinner Accompaniments*

*Your choice of three vegetables are included with dinner buffets*

Dijon Roasted Potatoes  
Parsley New Potatoes with Butter  
Mashed Potatoes with Roasted Garlic and Leeks  
Au Gratin Potatoes  
Roasted Rosemary Potatoes  
Sage Cornbread Stuffing  
Rice Pilaf  
White or Long Grain and Wild Rice  
Brown Rice  
Macaroni and Cheese  
Broccoli, Cauliflower and Carrot Medley  
Sautéed Squash Medley  
Buttered Noodles with Parsley

Broiled Tomatoes Parmesan  
Sweet Potato Casserole  
Broccoli Casserole  
Corn Souffle  
Buttered Shoepeg Corn with Pimentos  
Broccoli Spears with Cheese Sauce  
Green Peas with Mushrooms  
French Cut Green Beans with Bacon and Onions  
Whole Green Beans Almondine  
Honey Bourbon Glazed Baby Carrots  
Corn Cobbettes  
Hot Fruit Compote with Curry  
Broccoli Casserole

## *House Dinner Desserts*

*Your choice of the following house desserts is included with any dinner menu.*

Black Forest Cake  
Chocolate Fudge Cake  
German Chocolate Cake  
Lemon Coconut Cake  
Lemon Pound Cake  
Mocha Chocolate Cake  
Lemon Mousse  
Chocolate Mousse  
Key Lime Pie  
Lemon or Chocolate Chess Pie  
Fresh Fruit Cup served with a Sugar Cookie  
Fruit Pies (Blueberry, Cherry, Peach or Apple) (Select One)  
Italian Cream Cake  
Almond Bundt Cake  
Bread Pudding with Bourbon Sauce

## *Specialty Dinner Desserts*

*Specialty desserts may be added to any dinner menu for an additional \$1.75 per person.  
Our Executive Pastry Chef can also suggest a specialty dessert to compliment your menu.*

Black Bottom Chocolate Cheesecake  
Fresh Fruit Cheesecake  
New York Style Cheesecake  
Kentucky Derby Pie  
Italian Rum Cake  
Grand Marnier Cheesecake  
Kahlua Cheesecake  
Bailey's Irish Cream Cheesecake  
Strawberry Torte (seasonal)  
Creme Brulée  
Apple Dumpling with Caramel Sauce  
Bumbleberry Pie  
Creme Caramel

# *Picnics*

*Picnic menus are designed for outdoor service  
(weather permitting) and a minimum of twenty-five guests.*

*Reservations to use a particular area of campus must be made with the appropriate departments.*

*A rain location must be arranged prior to the picnic.*

*A decision to relocate to the rain site must be made by 8:00 a.m. the morning of the event.*

*ECU Catering will supply table covers and disposable serviceware. Tables for the food,  
additional tables and chairs for seating and trash cans will not be provided by ECU Catering.  
Arrangements for reserving such equipment can be made by calling Moving Services at 328-6776.*

*Prices include lemonade or unsweetened iced tea*

## ***Skipper's Cookout***

Hot Dogs and Hamburgers (*one per person*)  
(*Vegetarian Burgers available upon request*)

Baked Beans

Potato Chips

Southern Style Potato Salad

Cole Slaw

Lettuce, Tomatoes, Onions, Relish, Pickles

Mustard, Mayo, Catsup

Assorted Cheeses

Brownies and Cookies

*\$8.95 per person*

## ***Carolina Country Barbecue***

Fried or BBQ Chicken

Pulled Pork BBQ

Corn Cobquettes

Baked Beans

Southern Style Potato Salad

Cole Slaw

Assorted Bread

Jumbo Cookies, Brownies or Watermelon (*seasonal*)

*\$14.95 per person*

## ***Captain's Steak Cookout***

Grilled New York Strip (*one per person*)

Baked Potato with Condiments

Corn Cobquettes

Baked Beans

Vegetable Pasta Salad

Home Style Rolls with Butter

Select from House Desserts

*8 oz New York Strip: \$14.95 per person*

*10 oz New York Strip: \$16.95 per person*

## ***Pirate's Sub Picnic***

Giant (5 ft.) Hoagie with Turkey, Ham and Salami

Lettuce, Tomatoes, Onions and Condiments

Potato Chips

Pickle Spears

Brownies and Cookies

*\$6.95 per person*

*\*These picnics may be cooked on site for \$25.00 per hour with a one hour minimum*

## *Cold Hors D'oeuvres*

*The following selection of cold hors d'oeuvres may be combined to create a customized menu for your function. Please note the minimum order is four dozen of each item.*

Tortellini Pesto Skewers .....	\$9.00 per dozen
Cheesestraw Sticks .....	\$9.00 per dozen
Shrimp and Dill Toasts.....	\$9.00 per dozen
Stuffed Cherry Tomatoes (Tuna Salad or Chicken Salad) .....	\$10.00 per dozen
Fruit Kabobs with Raspberry Sauce .....	\$10.00 per dozen
Cucumber and Watercress Finger Sandwiches .....	\$10.00 per dozen
Chicken Salad or Tuna Salad Bouchees.....	\$10.00 per dozen
Assorted Finger Sandwiches .....	\$10.00 per dozen
<i>(Chicken, Tuna, Pimento Cheese or Vegetable)</i>	
Cucumber Rounds Stuffed with Smoked Chicken .....	\$10.00 per dozen
Pastry Shells with Boursin.....	\$10.00 per dozen
Salami and Cream Cheese Horns with Cocktail Onions .....	\$10.00 per dozen
Prosciutto Wrapped Asparagus .....	\$12.00 per dozen
Toast Rounds with Salmon Mousse and Dill.....	\$12.00 per dozen
Deviled Eggs (Topped with Caviar \$13.00 per dozen).....	\$12.00 per dozen
Crostini with Grilled Vegetables and Fresh Mozzarella .....	\$12.00 per dozen
Beef Tenderloin Wrapped Asparagus with Horseradish Sauce.....	\$16.00 per dozen
Artichoke Hearts Stuffed with Curried Chicken.....	\$16.00 per dozen
Chilled Shrimp with Cocktail Sauce or Remoulade Sauce.....	\$18.00 per dozen

## *Fruit, Vegetable and Cheese Displays*

*Fruit, vegetable and cheese displays are based on a minimum of one hundred guests.*

*Abundant food displays are set up at the site of your event.*

*For fruit, vegetable and cheese tray options, see page 24.*

Fresh Fruit Display with Dip .....	\$3.75 per person
<i>(add chocolate fondue for an additional \$0.95 per person)</i>	
Fresh Vegetable Display with Dip .....	\$3.75 per person
Imported/Domestic Cheese Display with Bread and Crackers.....	\$4.25 per person
Combination Display (Fruit, Vegetables, and Cheese) .....	\$6.25 per person

## *Salmon Display*

Whole Poached Salmon with Dill Mayonnaise .....	<i>Market Value</i>
Sliced Imported Smoked Salmon side with Caper Mayonnaise.....	<i>Small \$125.00</i>
<i>(10 lbs serves 30-40)</i>	

## Hot Hors D'oeuvres

The following selection of hot hors d'oeuvres may be combined to create a customized menu for your function. Please note the minimum order is four dozen of each item.

Piroshki .....	..\$9.00 per dozen
Mini Chicken Cordon Bleu .....	..\$9.00 per dozen
Water Chestnuts Wrapped with Bacon.....	..\$9.00 per dozen
Meatballs (BBQ, Sweet-n-Sour or Italian) .....	..\$9.00 per dozen
Miniature Egg Rolls with Dip.....	..\$9.00 per dozen
BBQ Cocktail Franks.....	..\$9.00 per dozen
Stuffed Baby Red Potatoes.....	..\$10.80 per dozen
Beef Franks Wrapped in Puff Pastry.....	..\$10.80 per dozen
Spinach Feta Triangles .....	..\$10.80 per dozen
Baked Brie Mini Tarts with Pine Nuts .....	..\$10.80 per dozen
Cajun Andouille en Croute with Dijon Mustard Dip.....	..\$10.80 per dozen
Queen Stuffed Olives Wrapped in Bacon.....	..\$10.80 per dozen
Mexican Empañadas .....	..\$10.80 per dozen
Bacon Wrapped Chicken Livers.....	..\$10.80 per dozen
Chicken Drumettes.....	..\$12.00 per dozen
Sausage Stuffed Mushroom Caps .....	..\$12.00 per dozen
Louisiana Hot Wings with Blue Cheese Dip .....	..\$12.00 per dozen
Miniature Quiche .....	..\$12.00 per dozen
Crab Rangoon .....	..\$12.00 per dozen
Chicken Tenderloins with Dip .....	..\$12.75 per dozen
<i>(with Honey Mustard or Curried Ranch Dip)</i>	
Sweet and Sour Chicken/ Pineapple Kabobs.....	..\$12.75 per dozen
Teriyaki Beef and Mushroom Kabobs .....	..\$12.75 per dozen
Country Ham Biscuits (Cocktail Size).....	..\$12.75 per dozen
Cocktail Shrimp Spring Rolls .....	..\$12.75 per dozen
Teriyaki Beef or Chicken Satays with Thai Peanut Sauce.....	..\$12.75 per person
Scallops Wrapped with Bacon .....	..\$15.00 per dozen
Sweet Potato Pecan Biscuits with Honey Ham.....	..\$15.00 per dozen
Clams Casino .....	..\$15.00 per dozen
Crab Stuffed Mushroom Caps.....	..\$18.00 per dozen
Mini Maryland Crab Cakes.....	..\$18.00 per dozen
<i>(with Spicy Cocktail Sauce or Remoulade Sauce)</i>	
Bacon Wrapped Shrimp with Cocktail Sauce.....	..\$20.00 per dozen
Mini Beef Duxelle Wellingtons.....	..\$20.00 per dozen

## *Cold Dips and Spreads*

*Dip and spread orders include your choice of pita chips, assorted crackers or cocktail breads.*

Pate en Croute .....	\$40.00 per cake (Serves 20-25 people)
Pesto and Sundried Tomato Savory Cheesecake.....	\$40.00 per cake (Serves 20-25 people)
Smoked Salmon Savory Cheesecake.....	\$40.00 per cake (Serves 20-25 people)
Bacon, Cheddar and Scallion Savory Cheesecake.....	\$40.00 per cake (Serves 20-25 people)
Spinach Dip.....	\$12.95 per quart (two quart minimum)
Hummus.....	\$12.95 per quart (two quart minimum)
Cheese Log with Pistachios .....	\$12.95 per pound (three pound minimum)
Cheeseball with Walnuts.....	\$12.95 per pound (three pound minimum)
Mexican Seven-Layer Dip.....	Small serves 25 - \$27.00: Large serves 40 - \$40.50

## *Hot Dips and Spreads*

*Hot dip and spread orders include your choice of pita chips, assorted crackers or cocktail breads.*

*Hot dips and spreads require a minimum of fifty guests.*

Roasted Red Pepper and Eggplant Dip.....	\$2.25 per person
Spinach Parmesan Dip .....	\$2.25 per person
Parmesan Artichoke Dip .....	\$2.25 per person
Nacho Cheese Dip.....	\$2.25 per person
Creamy Crab Dip with Artichokes or Spinach .....	\$2.50 per person
Seafood Dip .....	\$2.50 per person
Crab Dip.....	\$3.75 per person
Baked Brie in a French Puff Pastry.....	\$40.00 per two pound wheel (with Toasted Almonds, Honey and Sliced Apples)
Creamy Clam Dip .....	\$2.25 per person

## Party Trays

(Small trays serve 12-15; Large trays serve 25-30)

Imported Cheese Tray.....	Sm \$35.00	Lg \$68.00
(Smoked Gouda, Smoked Cheddar, Jarlsburg, Swiss, Havarti Dill and Provolone with Assorted Breads and Crackers)		
Domestic Cheese Tray .....	Sm \$25.00	Lg \$48.00
(Swiss, Cheddar, and Hot Pepper with Assorted Crackers)		
Fresh Fruit Tray .....	Sm \$25.00	Lg \$48.00
(with Honey Yogurt Dip)		
Fresh Vegetable Tray .....	Sm \$19.00	Lg \$36.00
(with Sour Cream Ranch Dip)		
Meat and Cheese Tray .....	Sm \$35.00	Lg \$68.00
(Roast Beef, Turkey, Ham, American and Swiss Cheese with Breads and Condiments)		
Relish Tray .....	Sm \$18.00	Lg \$34.00
(Black and Green Olives, Celery, Carrots, Sweet Gherkins and Marinated Baby Corn)		
Mediterranean Grilled Vegetables.....	Sm \$25.00	Lg \$48.00
(Eggplant, Portobella Mushrooms, Red Pepper Strips, Zucchini, Yellow Squash, Scallions, Onions, and Asparagus)		

## Hoagies

*Hoagies include assorted deli meats and cheeses, lettuce, tomatoes, onions, peppers and condiments.*

3 ft. Hoagie (serves 18-20 people).....	\$45.00
5 ft. Hoagie (serves 25-30 people) .....	\$75.00

## Ice Cream Socials

3 Gallon Ice Cream Tub (serves approx. 60) .....	\$60.75
5 Quart Ice Cream Tub (serves approx. 25) .....	\$17.00
1 Quart Strawberry Topping (serves approx. 16) .....	\$7.95
1 Quart Chocolate Syrup.....	\$7.75
1 Quart Butterscotch Topping .....	\$9.00
1 Quart Pineapple Topping .....	\$7.25
1 Quart Walnuts in Syrup .....	\$17.95
1 Quart Maraschino Cherries .....	\$11.25
1 Quart Whipped Cream .....	\$6.00
1 lb. Sprinkles .....	\$7.95
1 lb. Oreo Crumbles.....	\$9.95
1 lb. Peanut Topping (serves approx. 32).....	\$11.25

## *Snacks*

Potato Chips .....	\$5.25/lb.
Tortilla Chips .....	\$3.75/lb.
Pretzels .....	\$3.25/lb.
Goldfish Crackers.....	\$7.95/lb.
Variety Snack Mix.....	\$8.95/lb.
Dry Roasted Peanuts .....	\$7.00/lb.
Gourmet Mixed Nuts .....	\$15.00/lb.
Butter Mints .....	\$4.95/lb.
French Onion Dip .....	\$5.95/lb.
Sour Cream Ranch Dip .....	\$4.95/lb.
Jalapeno Cheese Sauce .....	\$6.95/lb.
Salsa .....	\$5.95/lb.
Whole Fresh Fruit Basket.....	\$15.00/basket
Starlight Mints. ....	\$4.50/lb.
Popcorn.....	\$4.25/lb.

## *Beverages*

*Hot beverages are served with an 8 oz. cup and will yield sixteen servings per gallon.  
Fruit juices and punch are served with a 9 oz. cup and will yield fifteen servings per gallon.*

Regular Coffee .....	\$10.00/gal.
Decaf Coffee .....	\$10.00/gal.
Gourmet Coffee .....	\$12.95/gal.
Iced Tea .....	\$9.00/gal.
Hot Tea.....	\$0 .70/serv.
Herbal Tea .....	\$1.00/serv.
Hot Chocolate .....	\$10.00/gal.
Hot Spiced Cider.....	\$10.00/gal.
Lemonade.....	\$9.00/gal.
Citrus Fruit Punch.....	\$12.00/gal.
Red Fruit Punch .....	\$9.00/gal.
Tropical Fruit Punch .....	\$13.00/gal.
Fruit Juice .....	\$12.00/gal.
Individual 6 oz. Fruit Juice .....	\$.85/ea.
16 oz. Dole, Tropicana, and Very Fine Bottled Juices.....	\$1.75/ea.
10 oz. Dole, Tropicana, and Very Fine Bottled Juices .....	\$1.50/ea.
Canned Soft Drinks.....	\$1.15/ea.
2 Liter Soft Drinks .....	\$3.50/ea.
1 Liter Ginger Ale .....	\$1.75/ea.
Aquafina 20 oz Bottled Water .....	\$1.50/ea.
Aquafina 1 Liter Bottled Water.....	\$3.00/ea.
Half Pint Milk .....	\$.95/ea.
Ice.....	\$1.75/bag or \$5.25/chest
Sparkling Grape Juice (25 oz.) .....	\$5.50/ea.
Sparkling Cider (25 oz.) .....	\$5.50/ea.

# From The Bakery

The minimum for bakery orders is two dozen per flavor and selection.

Finger Brownies.....	\$5.40 per dozen
Assorted Mini Muffins.....	\$6.00 per dozen
Small Cookies.....	\$6.00 per dozen
Mini Pinwheels.....	\$6.00 per dozen
Homemade Doughnuts (Cake or Yeast).....	\$7.50 per dozen
Palmier Cookies.....	\$8.00 per dozen
Krispy Kreme Doughnuts.....	\$9.50 per dozen
Lamingtons.....	\$10.00 per dozen
Assorted Mini Breakfast Pastries.....	\$10.00 per dozen
Cinnamon Rolls.....	\$10.00 per dozen
Assorted Muffins.....	\$10.00 per dozen
Pinwheels.....	\$10.00 per dozen
Specialty Loaf Breads (Serves 20).....	\$10.00 each
(Banana, Lemon Poppy Seed, Orange Cranberry, Blueberry or Pumpkin)	
Brownies (Chocolate or Cream Cheese).....	\$10.00 per dozen
Decorated Cake Squares.....	\$10.00 per dozen
Chocolate Coconut Macaroons.....	\$10.00 per dozen
Assorted Gourmet Cookies.....	mini \$6.00 per dozen
(Double Chocolate, White Chocolate Macadamia Nut,	
Chocolate Chip, Toffee, Carnival or Red, White and Blue)	
regular \$10.00 per dozen	
Small Croissants.....	\$13.50 per dozen
Apple or Cherry Turnovers.....	\$13.50 per dozen
Blueberry or Raspberry Turnovers.....	\$13.50 per dozen
Assorted Danish.....	\$13.50 per dozen
Miniature Cream Puffs.....	\$13.50 per dozen
Bite Size Tartlets (Lemon, Pecan, Apple or Coconut).....	\$13.50 per dozen
Mousse Barquettes.....	\$13.50 per dozen
Chocolate Dipped Strawberries.....	(Seasonal) \$15.00/dozen
Tuxedo Strawberries.....	(Seasonal) \$16.75/dozen
Decorated Round Cake (serves 10-12).....	\$16.75 each
Fresh Baked Bagels with Cream Cheese.....	\$16.50 per dozen
Coffee Cake (serves 24).....	\$18.00 each
Nut Roll Wreath.....	(Small Serves 10-12 people) \$9.00
	(Large Serves 20-24 People) \$18.00
New York Style Cheesecake (serves 12-16).....	\$21.00 each
Decorated Half Sheet Cake (serves 18-22).....	\$26.95 each
Decorated Full Sheet Cake (serves 45-50).....	\$38.00 each

# *Customer Checklist*

1. Decide on the event, date, time and location.
2. Check availability of desired location and make a reservation with the appropriate department.
3. Make arrangements in case of rain if the event is outdoors.
4. For the service you deserve, contact ECU Catering **at least 5 business days** prior to your event.
5. What is your budget for food?
6. Will your party be formal or informal?
7. Have you obtained permission for alcohol service, if necessary?
8. Who will purchase alcohol and who will deliver it to the Catering Department?
9. Choose a color scheme and select linen for the event.
10. Who is responsible for decorations before and after the event?
11. Is there a head table? Who will direct special guests to the head table?
12. Will you use nametags? Do you need tablecloths or skirts on the nametag table?
13. Have you considered special needs such as a podium, microphone or lights?
14. Do you have a special table for awards or gifts? Does it need a tablecloth?
15. Do you need place cards or reservation seating?
16. Will the entertainers be invited to eat? Before or after the event? Where will they eat?
17. How much time have you allowed for different services? (i.e. Meal, Program, Awards)
18. Do you plan to say a Blessing? If so, before salad, during dinner or after dinner?
19. Are your guests familiar with your location? Do you need to make a map?
20. Where will the guests park?
21. How will your guests be identified and who will control participation?
22. Will tickets be collected?
23. Will guests be greeted? Where and by whom?
24. Have you arranged for coat racks if needed?
25. Confirm table, chair and trash can arrangements with Moving Services if necessary.
26. Confirm your final attendance count with ECU Catering **at least 2 business days** prior to your event.

