
W I N T H R O P U N I V E R S I T Y

*W*edding
*G*uide



2009 - 2010

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Winthrop Catering Wedding Guide

Planning Information

The Winthrop University Catering Department is pleased to present this wedding guide. We are ready to assist with every detail to ensure the success of your event.

To ensure that your event is successful, please read through this guide carefully. Our Catering Director and Sales Coordinator will be happy to meet with you to discuss all aspects of your event. To set up an appointment, please call the Catering Department at 803.323.2134 or send an email to catering@winthrop.edu. Please plan your event at least 90 days in advance.

When scheduling services, the Catering Department will need the following information:

- Date and time of the event
- Location of the event
- Estimated number of guests
- Type of service required

All food and beverages, including alcohol, must be managed and provided by the Catering Department with the exception of wedding and groom cakes.

Room Reservations

The first step in planning your event is to contact the Office of Public Events at 803.323.2196 for information on reserving campus venues.

Room Setup

Please review your room setup requests with a representative from the Office of Public Events. Additional labor charges may result from late request changes in table or chair set-up.

Menu Planning

We encourage you to schedule a meeting with our Catering Department to discuss your event when you begin planning. Our office hours are Monday – Friday 8:30am – 5pm. We have tried to provide a variety of menu and service options in this guide, but these are suggestions and not an exhaustive list of our services. Our experienced staff will gladly work with you to develop special menus, themed events or different service styles to make your event memorable. Your finalized menu is needed at least 90 days before your event.

We will provide meals for vegetarians or those with special dietary needs upon request.

Event menus will be priced when the event is confirmed. Some food items are seasonal and may not be available at all times. Every effort will be made to accommodate our menu requirements with requested items or comparable substitutes. You will be notified in advance if substitutions are made. Prices listed in this guide are per person unless otherwise noted.

Guest Counts

An estimate guest count will be needed when your event is booked with the Catering Department. A final guest guarantee must be provided 5 business days prior to your event. If the actual guest count exceeds the estimated or guaranteed guest count, billing will be based on the actual count. If the actual count is less than the guaranteed count, billing will be based on the guaranteed count because food will have been prepared for that number of guests.

Service Time

All wedding service events may be scheduled for up to four hours. An additional charge will be added at a cost of \$0.55 per person for every additional half hour. Food for your event will be available for two hours.

Late Orders

We will make every effort to accommodate orders placed less than 7 days prior to the event, but may have limited menu choices on short-notice. Additional charges may result for late orders.

Cancellations

Orders may be cancelled until 5 business days prior to the event with no penalty. Orders cancelled less than 5 days prior to the event may be charged for costs incurred on your behalf.

Rentals and Decorations

The Catering Department uses white linens, white china and silver service ware as a base for all tables. A \$75 linen fee will be added onto your account. Special colors and sizes may be available. Please notify us of any special requests when you confirm your event.

On the day of your event, your reserved venue should be available for decorations by 8:30 am. If you need additional time for decorations or deliveries to be made, special arrangements may be made with the Office of Public Events. All decorations must be removed at the end of the event.

Food Tasting

A special food tasting may be scheduled at a cost of \$150. However, if the wedding is booked with our Catering Department then the \$150 will be credited on the final bill.

Billing

All events are subject to a 9% sales tax and a 15% Service Charge with optional gratuity. An agreement of payment must be arranged with the Office of Public Events.

IT IS THE POLICY OF THE WINTHROP UNIVERSITY CATERING DEPARTMENT THAT NO FOOD OR BEVERAGES BE REMOVED FROM A FACILITY WHERE A CATERED FUNCTION IS HELD.

SPECIAL ARRANGEMENTS MAY BE MADE FOR A BRIDE & GROOM FOOD BASKET.

Wedding Packages

The Garden Party

Assorted Finger Sandwiches
Chilled Spinach Dip
with Gourmet Crackers

Cheese Straws

Fresh Fruit & Cheese Display

Choice of Punch

\$15.99 per person

The Gazebo

Carved Apricot Glazed Ham
with Fresh Dinner Rolls

Chicken Tenders
with Honey Mustard

Herb Stuffed Mushrooms

Fresh Fruit, Cheese & Crudités Display
with Garden or Onion Dip

Choice of Punch

\$20.59 per person

Low Country Sampler

Carved Bloody Mary
Marinated Pork Tenderloin
with Dinner Rolls

Palmetto Mini Crab Cakes
with Mustard Seed
Remoulade Sauce

Shrimp and Grits

Fresh Fruit, Cheese & Crudités Display
with Garden or Onion Dip

Choice of Punch

\$28.99 per person

Simply Elegant

Carved Slow Roasted Beef or
Fried Turkey Breast
with Sauces & Rolls

Mini Egg Rolls
with Sweet & Sour Sauce

BBQ Meatballs

Warm Artichoke Dip
with Pita Chips or Crackers

Fresh Grilled Vegetables

Imported & Domestic Cheeses

Choice of Punch

\$21.59 per person

Alcohol Policy

*Full and Limited Bar Services are available. Add \$1.00 per person for glassware.
Please discuss alcohol service with the Catering Department when planning your event.*

Beer and wine must be purchased through the Catering Department for the entire party. All alcoholic beverages, including beer and wine, are to remain in the facility during the event. No external alcohol is permissible. All bars are sold for the full guest counts. We provide all bartender services.

Budget Bar (minimum 50 guests)

You furnish all liquor of any kind. Winthrop Catering will provide bartenders, house beer, and wine, mixers of Coca-Cola, Diet Coke, Sprite, Tonic Water, Club Soda, Ginger Ale, Cranberry, Grapefruit and Orange Juice. Fruit garnishes, ice and disposable cups included.

First Hour	\$6.00 per person*
Second Hour	\$3.00 per person*
Each Additional Hour	\$3.00 per person*

**Bar set-up minimum - two hours*

Host Bar (minimum 50 guests)

Includes plastic ware setup with house beer, wine and assorted canned sodas.

First Hour	\$7.50 per person
Second Hour	\$4.00 per person
Each Additional Hour	\$3.00 per person

Domestic Champagne \$14.00 per bottle

Beverage Selections

Bud, Bud Light, Miller Light, Chardonnay and Merlot

Other Beverages

Southern Peach Punch	\$1.89 per person
Sparkling Punch (Fruit, Lemonade, or White Grape Juice)	\$1.89 per person
Assorted Canned Soft Drinks	\$1.19 per person
Regular or Decaf Coffee	\$1.39 per person
Gourmet Coffee Station	<i>Additional</i> \$1.00 per person
Champagne Punch	\$2.49 per person
Mimosa	\$3.09 per person

Receptions a la Carte

Each item priced to serve 2 per person unless otherwise noted

Hot Hors d'Oeuvres

Meatballs (Swedish or Barbeque).....	\$2.59
Seasoned Spinach Stuffed Mushrooms.....	\$2.39
Herb Cream Cheese Stuffed Mushrooms.....	\$2.29
Smoked Chicken & Fontina Stuffed Mushrooms.....	\$2.59
Mini Egg Rolls with Sweet & Sour Sauce.....	\$2.79
Herb Crab Stuffed Mushrooms.....	\$3.79
Carolina Crawfish Cakes with Remoulade Sauce.....	\$3.99
Grilled Lemon Pepper Chicken Strips with Honey Mustard Sauce.....	\$2.99
Palmetto Mini Crab Cakes with Mustard Seed or Cajun Remoulade Sauce.....	\$3.99
Assorted Mini Quiche.....	\$2.99
Pan Seared Scallops with Creole Mustard Sauce.....	\$3.49
Seasoned Chicken Tenders with Honey Mustard Sauce.....	\$3.15
Shrimp & Grits.....	\$4.99
Spanikopita (Filo Cups Filled with Spinach & Feta Cheese).....	\$3.59

Receptions a la Carte

Priced per person unless noted

Cold Hors d' Oeuvres

Assorted Finger Sandwiches

Pimento Cheese, Chicken Salad, Herbed Cream Cheese.....\$2.69

Cheese Straws.....\$1.99

Savory Cheesecake (serves 25)

Your choice: Wild Mushroom, Creole Crawfish, or Roasted Garlic & Sundried Tomato.....\$45.00 each

Cheese Torta (serves 25).....\$45.00 each

Cheese Mold layered with Sundried Tomatoes & Pesto

Baked Brie (serves 25).....\$30.00 each

Your choice of filling: Apricot, Strawberry, Roasted Garlic & Sundried Tomato or Toasted Almonds

Served with Crackers

Blackened Shrimp Cocktail with Chipotle Crème Fraiche.....Market Priced

Smoked Salmon (serves 50).....\$75.00

Displayed with Fine Cut Peppers, Olives, Chives, Egg, and Capers. Served with Crackers and Toast Rounds.

Dips and Spreads

Chilled Spinach Dip

with Toasted Pita Points.....\$2.29 per person

Warm Artichoke Dip

with Toasted Pita Points or Crackers.....\$2.59 per person

Charleston Style Warm Crab Dip

with Toasted Pita Points.....Market Priced

Warm Artichoke and Crab Dip

with Toasted Pita Points or Crackers.....Market Priced

Grilled Vegetables and Boursin Cheese Spread

with Toasted Pita Points.....\$3.19 per person

Compliment Your Reception

Traditional Garden Crudités Display

Variety of Seasonal Vegetables

Served with a Creamy Gourmet Herb Dip

\$2.59 per person

Gourmet Garden Crudités Display

Black Olives, Artichokes, Hearts of Palm, Grape Tomatoes,
Yellow & Red Peppers

\$3.19 per person

Marinated Vegetable Display

Marinated Seasonal Vegetables

Served with Roasted Garlic & Herb Aioli

\$3.49 per person

Seasonal Fruit Display

Served with Caramel Dip or Brandied Custard

\$3.69 per person

Add Chocolate Fondue for **\$1.10 per person**

(50 guest minimum)

Domestic Cheese Display

Cheddar, Swiss, Pepper Jack, Smoked Gouda &
Assorted Gourmet Cracker Selection

\$3.59 per person

Domestic & Imported Cheese Display

Includes Domestic Cheeses plus Choice of Two:
Cheese Torta, Savory Cheesecake or Baked Brie

\$5.49 per person

Carving Stations

Bourbon Glazed Ham

With Dijon, Seasonal Chutney, Herb Mayo and Freshly Baked Rolls
\$3.89 per person

Jack Daniels Glazed or Herb Crusted Pork Loin

With Roasted Garlic Crème Fraiche and Freshly Baked Rolls
\$4.59 per person

Cajun Fried Turkey Breast or Bourbon Thyme Turkey Breast

With Cranberry Relish, Honey Mustard Sauce,
Dijon Horseradish Sauce and Freshly Baked Rolls
\$4.39 per person

Top Round of Roast Beef

With Peppered Dijon Mayo and Freshly Baked Rolls
\$6.29 per person

Beef Tenderloin

With a Horseradish Cream Sauce and Freshly Baked Rolls
\$8.59 per person

Slow Roasted Prime Rib

With Horseradish Cream Sauce and Freshly Baked Rolls
\$9.29 per person

*****All beef cooked medium rare unless requested otherwise*****

Other Stations

Sautéed Pasta Bar

Bowtie Pasta with Tomato Basil Marinara
Penne Pasta with Alfredo Sauce, Classic Caesar Salad & Garlic Bread
\$6.99 per person

***For an additional charge: add Chicken for \$2.29 per person, add Shrimp for \$4.69 per person,
add Sausage for \$3.29 per person.***

Caesar Salad

Fresh Crisp Romaine Lettuce tossed with Shredded Parmesan Cheese & Seasoned Garlic Homemade Croutons
\$6.29 per person

For an additional charge: add Grilled Chicken for \$2.29 per person; add Shrimp for \$4.69 per person

Smashed Potato Bar

Whipped Potatoes, Applewood Bacon, Sautéed Mushrooms,
Cheddar Cheese, Caramelized Onions, Whipped Butter, Homemade Salsa
\$4.79 per person

Dinner Buffets

Dinner buffet include roll and butter, choice of house salad and dessert, tea and coffee.

Service is for two hours and includes house china, glassware and linens.

Dinner buffets are suggested for guest counts over 150.

Choice of one entrée \$18.99

Choice of two entrées \$22.99

Salads

Mixed Green Garden Salad with
Grape Tomatoes, Cucumbers, Red Onions
& Shredded Carrots
Choice of 2 Dressings

Caesar Salad with Fresh Grated
Parmesan & Garlic Croutons

Red Bliss Potato Salad

Marinated Vegetable Salad

Specialty Salads – Add \$1.50 per person

Spinach Salad

Baby Spinach tossed with Red Onions, Mushrooms,
Homemade Croutons & Bacon Dressing

Baby Mixed Greens

with Candied Pecans, Crumbled Blue Cheese & Strawberry Vinaigrette

Tomato, Basil, Mozzarella Salad

Vegetables & Starches

Choice of two

Long Grain Wild Rice
Rice Pilaf
Sugar Snap Peas
Green Beans with Caramelized Onions
Honey Glazed Baby Carrots
Sautéed Vegetable Medley
Broccoli Spears with Lemon Butter

Cheesy Macaroni Casserole
Buttermilk Whipped Potatoes
Garlic Whipped Potatoes
Au Gratin Potatoes
Herb Roasted Red Potatoes
Whipped Sweet Potatoes

Dinner Buffets

*Dinner buffet include roll and butter, choice of house salad and dessert, tea.
Coffee station setup with all accompaniments is available for an additional \$1.00 per peson.
Service is for two hours and includes house china, glassware and linens.
Dinner buffets are suggested for guest counts over 150.*

Entrées

Beef

Roast Beef, Au Jus*
Grilled Flank Steak with Pommery Mustard Sauce

Pasta

Baked Lasagna
Penne Pasta with Grilled Chicken, Mushrooms and Broccoli
Tortellini with Grilled Chicken, Roma Tomatoes and Artichoke

Pork

Pepper Crusted Pork Loin Stuffed with Wild
Mushrooms and Caramelized Onions
Apricot Glazed Ham* with Pineapple & Mango Relish

Poultry

Herb Roasted Chicken
Southern Fried Chicken
Lemon Garlic Chicken
Marinated Grilled Chicken with
Wild Mushroom Sauce
Slow Roasted Turkey* with Gravy or Cranberry Chutney

Items may be carved to order upon request for an additional \$25.00/hour per carver.

Dessert Choices

Chocolate Cake with Whole Berries
Key Lime Island Pie with Strawberry Margarita Sauce
Carrot Cake with Cream Cheese Frosting
New York Cheesecake with Fruit Topping

Note: Add \$25.00 for our staff to cut the Wedding Cake

Served Dinners

Served dinners include roll and butter, choice of salad or soup, dessert, tea and coffee.
Service is for two hours and includes house china, glassware and linens.

First Course

Shrimp and Crab Bisque

Baby Greens

with Tomatoes, Red Onions, Cucumbers & House Dressing

Baby Spinach Salad

with Red Onions, Homemade Croutons & Bacon Vinaigrette

Caesar Salad

with Grated Parmesan & Homemade Garlic Croutons

Spring Mixed Greens

with Candied Pecans, Blue Cheese & Strawberry Vinaigrette

Entree Choices

Herb Crusted Rack of Lamb

with Pommerey Demi-Glace.....\$24.99 per person

Pecan Crusted Alaskan Salmon Fillet

with Buerre Blanc.....\$21.99 per person

Grilled Beef Tenderloin Medallions

with Port Wine Demi Glace.....\$25.99 per person

Grilled Filet Mignon

with Cognac Cream Sauce.....\$25.99 per person

Roasted Pork Tenderloin Au Poive

with Caramelized Shallot & Brandy Cream Sauce.....\$22.99 per person

Slow Roasted Prime Rib.....8oz. Portion.....\$20.99 per person

with Au jus & Horseradish Cream.....12oz. Portion.....\$21.99 per person

Bourbon Pecan Crusted Chicken Breast

with Blueberry Sauce.....\$18.99 per person

Charleston Crab Cakes and Chilean Sea Bass

with Lobster Cream Sauce.....Market Price

Split entrée or dessert menus are available at an additional cost of \$2.00 per person.

Include an appetizer for an additional \$3.59 per person.

Served Dinners

*Served dinners include roll and butter, choice of salad or soup, dessert, tea and coffee.
Service is for two hours and includes house china, glassware and linens.*

Side Choices

Broccoli Spears with Lemon Garlic Butter
Whole Baby Carrots with Honey Glaze and Fresh Herbs
Green Bean Almandine
Seasonal Vegetable Medley
Orzo with Sun Dried Tomato Pesto
Long Grain Wild Rice Pilaf
Sour cream and Chive Mashed Red Potatoes
Herb Roasted Potatoes

Dessert Choices

Chocolate Cake with Whole Berries
Key Lime Island Pie with Strawberry Margarita Sauce
Carrot Cake with Cream Cheese Frosting
New York Cheesecake with Fruit Topping

Note: Add \$25.00 for our staff to cut the Wedding Cake

Brunch Buffet

*Brunch buffet include assorted breads and butter, juice and coffee.
Service is for two hours and includes house china, glassware and linens.*

Brunch Menu

Quiche, Italian Frittata, or Scrambled Eggs
Choice of Country Ham, Sausage Medley or Applewood Bacon
Shoestring Potato Casserole, Home Fries or Lyonnaise Potatoes
Freshly Cut Seasonal Fruit
Assorted Breakfast Breads and Muffins
Orange or Apple Juice
Fresh Brewed Coffee
\$13.79 per person

Add To Menu

Biscuits with Gravy.....	\$1.99 per person
Assorted Breakfast Breads and Muffins	
with Cream Cheese, Butter & Jelly.....	\$2.29 per person
Shrimp and Grits.....	\$4.99 per person
Mimosa.....	\$3.09 per person
Ham, Egg and Cheese Croissant.....	\$2.69 per person
Freshly Carved Meats	
Choice of Glazed Ham or Herb Encrusted Pork Loin.....	\$4.29 per person

Brunch Buffet

*Brunch buffets include assorted breads and butter, juice and coffee.
Service is for two hours and includes house china, glassware and linens.*

Brunch Option 1

White Cheddar Scrambled Eggs
Sunrise Sausage Sampler - Italian, Andouille, Country Links
Applewood Smoked Bacon
Creamy Stone Ground Grits
Fresh Cut Fruit Salad
Assorted Breakfast Breads and Biscuits
Orange or Apple Juice
Fresh Brewed Coffee
\$16.69 per person

Brunch Option 2

Garden Vegetable and Cheddar Frittata
Country Ham with Red Eye Gravy
Lyonnaise Potatoes with Roasted Peppers
Organic Granola over Low-Fat Yogurt and Fresh Berries
Assorted Breakfast Breads and Fresh Baked Muffins
Orange or Apple Juice
Freshly Brewed Coffee
\$13.79 per person

Brunch Option 3

Crab Cake Benedict with Sauce Béarnaise
Roasted Asparagus Spears
Applewood Smoked Bacon
Herb Roasted Red Potatoes
Carved Maple Glazed Ham
Creamy Cheese Grits
Freshly Sliced Fruit
Assorted Breakfast Breads and Rolls
Orange or Apple Juice
Freshly Brewed Coffee
\$21.19 per person