Catering Guide
ALL THE RIGHT INGREDIENTS

THANK YOU FOR SELECTING US TO CATER YOUR UPCOMING EVENT!

Whether we are dropping off food for a meeting or designing a full-service event with staffing, equipment, and linens, no event is too big, too small, or too complex for Evergreen Catering to handle. Mix all these ingredients together and you have a complete catering team that is prepared to flawlessly execute any type of event.

• Highly skilled, professionally trained culinary team
• Highest quality, freshest products delivered daily
• Customer-focused event staff assisting you with all your catering needs
• On-time deliveries from our staff

All of our events are the result of a collaborative effort between our event staff, culinary experts, operations teams, and you — the final ingredient!

We're happy to work with you to tailor a menu to fit your special event or budget. Please allow two weeks prior to your event for custom options.

Parkhurst Dining is proud to be the exclusive caterer of Loyola University Maryland.
CONTINENTAL BREAKFAST

Served room temperature, 8 guests minimum

PASTRIES

TRADITIONAL CONTINENTAL
7.50 per guest
Choice of two: assorted muffins, Danishes, cinnamon rolls, or coffee cake. Served with coffee, hot tea, iced water, and assorted juices

CLASSIC CONTINENTAL
10.50 per guest
Assortment of Danishes, muffins, and assorted bagels with cream cheese, butter, and jelly. Served with fresh fruit salad and accompanied by coffee, iced water, and assorted juices

MORNING GLORY
4.35 per guest
A variety of freshly baked breakfast pastries including croissants, fruit Danish, muffins, and coffee cake slices, served with butter and fruit preserves

GOURMET BAGEL PLATTER
3.50 per guest
Served with plain cream cheese, butter, and fruit preserves

ASSORTED DOUGHNUTS
12.00 per dozen

ASSORTED MUFFINS
30.00 per dozen

FRUIT

FRUIT SALAD
3.25 per guest

MIXED WHOLE FRUIT
1.75 per piece
An assortment of oranges, apples, and bananas

FRESH-SLICED FRUIT
3.75 per guest
A selection of sliced cantaloupe, honeydew melon, pineapple, and grapes, garnished with berries

YOGURTS

INDIVIDUAL YOGURT
1.75 each
An assortment of yogurts
## HOT BREAKFAST SELECTIONS

8 guests minimum

### French Toast or Buttermilk Pancakes
- **5.95 per guest**
- Served with maple syrup

### Oatmeal Bar
- **5.95 per guest**
- Steel-cut old-fashioned oatmeal with brown sugar, dried cranberries, raisins, roasted nuts, and dairy cream

### All-American Breakfast
- **10.50 per guest**
- Scrambled eggs, bacon, breakfast potatoes, and sliced fruit

### All-Star Breakfast
- **14.00 per guest**
- Scrambled eggs, choice of meat, breakfast potatoes, French toast, assorted pastries, and sliced fruit

### Breakfast Meats
- **3.25 per guest**
  - Maple sausage links
  - Applewood bacon
  - Turkey bacon
  - Vegetarian sausage

### Breakfast Potatoes
- **1.99 per guest**
  - Tater tots
  - Hash browns

### Individual Omelet Muffins
- We can make these with egg whites upon request.

### Eastern Shore
- **7.95 per guest**
- Hand-picked lump blue crab with sweet corn, green onions, and fontina cheese in a pastry crust

### Classic Lorraine
- **5.50 per guest**
- The original quiche Lorraine with roasted sweet onions, bacon, and Gruyere cheese in a pastry crust

### Ham & Cheese
- **5.50 per guest**
- Personal omelet baked in a muffin pan filled with Virginia baked ham, fresh vegetables, Jack and cheddar cheeses

### The ’Shroom
- **4.95 per guest**
- Wild mushrooms, spinach, and fontina cheese in a pastry crust

### Breakfast Sandwiches
- **Bacon, Egg & Cheese Croissant 5.75 per guest**
- **Ham, Egg & Swiss on Croissant 5.75 per guest**
- **Vegetarian Sausage, Egg & Cheese on Croissant 4.95 per guest**
ALL DELI MEATS ARE SLICED IN OUR KITCHENS DAILY

COLD BUFFET PACKAGES

SANDWICH BUFFET
12.50 per guest / one side salad
13.95 per guest / two side salads
Your choice of three signature sandwiches or wraps, choice of side salads, and dessert

CHOICE OF SIDES:
• Caesar salad
• Garden salad
• Potato chips
• Farmer's slaw
• Greek pasta salad
• Picnic potato salad
• Southwestern roasted corn salad
• Tuscan grilled vegetables

SALAD SUPREME
14.25 per guest
A variety of homemade salads, including Albacore tuna salad, egg salad, and chicken salad. Served with crackers and choice of two sides and dessert

BOXED SANDWICH MEALS
8 guests minimum
Sandwich of your choice served with a bag of potato chips, a piece of fresh whole fruit, and a cookie à la carte

Basic sandwich 11.50
Signature sandwich or wrap 13.50

THE DELI
13.25 per guest
Traditional deli-style platter with roast beef, turkey breast, and ham. Served with Swiss and cheddar cheeses, pickles, lettuce, tomatoes, mayonnaise, mustard, and horseradish cream, and includes choice of two sides and dessert

BUILD YOUR OWN SALAD STATION
14.50 per guest / one protein
17.50 per guest / two proteins
21.95 per guest / three proteins
Fresh garden greens displayed with a selection of toppings and dressings. Served with fresh rolls, butter, and choice of dessert

CHOOSE FROM:
• Thinly sliced flank steak
• Grilled chicken breast
• Grilled salmon
• Grilled tofu

CHOICE OF DESSERT:
• Cookies and brownies
• Fruit salad
SIGNATURE WRAPS

8 guests minimum, gluten-free options available.

ANTIPASTO WRAP  6.95 per guest
Smoked ham, Genoa salami, provolone cheese, plum tomatoes, grilled zucchini, sliced roasted peppers, arugula, and oregano olive oil in a sun-dried tomato tortilla

CHICKEN CAESAR WRAP  6.75 per guest
Grilled chicken breast, romaine lettuce, shaved Parmesan cheese, and classic Caesar dressing in a flour tortilla

MEXICAN CHICKEN WRAP  6.75 per guest
Lime-grilled chicken breast, cheddar cheese, pico de gallo, lettuce, and chipotle crema spread in a tortilla

TURKEY CLUB WRAP  6.95 per guest
Smoked turkey breast, Monterey Jack cheese, applewood bacon, red leaf lettuce, sliced tomato, and mayonnaise in a spinach tortilla

VEGGIE EXPLOSION WRAP  6.50 per guest
California asparagus, leaf lettuce, feta cheese, micro greens, roasted red peppers, and Boursin® cheese spread in a tortilla

GREEK ISLES WRAP  6.25 per guest
Cucumbers, crumbled feta, Kalamata olives, and cherry tomatoes with lemon oregano dressing in a tortilla
SIGNATURE SANDWICHES

8 guests minimum, gluten-free options available.

THE TUSCANY
6.95 per guest
Grilled chicken breast with basil pesto, mozzarella, and eggplant caponata on a ciabatta

BLACK ANGUS HERO
7.25 per guest
Medium-rare black angus top round of beef, field cress greens, grilled red onions, and Boursin® horseradish spread on a French baguette

LITTLE ITALY
6.95 per guest
Genoa salami, prosciutto, capicola, mozzarella cheese, roasted peppers, romaine lettuce, and pesto spread on a French baguette

THE SEAWICH
6.50 per guest
White albacore tuna salad with celery, sweet onion, and a touch of pickle relish on a brioche roll

COUNTRY CHICKEN SALAD
6.50 per guest
White-meat, country-style chicken salad with leaf lettuce and vine-ripened tomato on a brioche roll

TURKEY & HAVARTI
6.50 per guest
Smoked breast of turkey, Havarti cheese, leaf lettuce, sliced tomatoes, and pesto mayo on a brioche roll

BAVARIAN BLAST
6.75 per guest
Virginia-cured ham with smoked Gouda cheese, honey mustard dressing, leaf lettuce, and tomatoes on a pretzel roll

ZUCCHINI SUB
Vegetarian
6.50 per guest
Herb-grilled green and yellow zucchini with fresh mozzarella, basil, marinated tomatoes, and pesto spread on French baguette

Make it a Meal!
12.50 per guest
Choice of three signature sandwiches or wraps, choice of a side salad and dessert
ENTRÉE SALADS

Served with rolls, butter, and cookies or brownies.

GOURMET CAESAR SALAD
14.95 Grilled chicken or tofu
15.95 Grilled shrimp or salmon
16.95 Grilled flank steak
Crisp romaine lettuce, Parmesan cheese, and garlic croutons with a classic Caesar dressing

COBB SALAD
13.50 per guest
Spiced breast of chicken, crisp bacon, crumbled blue cheese, hard-boiled egg, ripe avocado, and tomato with a creamy ranch or bleu cheese dressing

TRIO OF SALAD
13.50 per guest
Chicken salad, tuna salad, and egg salad over mixed greens with a golden Italian dressing

BUFFALO CHICKEN SALAD
13.50 per guest
Grilled buffalo chicken, crumbled blue cheese, cherry tomatoes, cucumbers, and shredded carrots over mixed greens with ranch

We’re happy to work with you to tailor a menu to fit your special event or budget. Please allow two weeks prior to your event for custom options.
**SIDE SALADS**

À la carte, 8 guests minimum.

<table>
<thead>
<tr>
<th>CLASSIC CAESAR</th>
<th>3.50 per guest</th>
<th>Romaine lettuce, garlic croutons, and Parmesan cheese in a classic Caesar dressing</th>
</tr>
</thead>
<tbody>
<tr>
<td>GARDEN SALAD</td>
<td>3.25 per guest</td>
<td>Romaine, radicchio, red leaf, and limestone Bibb lettuces with tomatoes, chickpeas, matchstick carrots, cucumber, and broccoli, served with your choice of dressing</td>
</tr>
<tr>
<td>SOUTHWESTERN CORN SALAD</td>
<td>2.75 per guest</td>
<td>Roasted corn tossed with bell peppers and green onion in a cumin vinaigrette</td>
</tr>
<tr>
<td>TUSCANY GRILLED VEGETABLES</td>
<td>3.75 per guest</td>
<td>Zucchini, bell peppers, onion, eggplant, fennel, and yellow squash with a basil-garlic olive oil served at room temperature</td>
</tr>
<tr>
<td>FARMER’S SLAW</td>
<td>2.95 per guest</td>
<td>Traditional coleslaw with shredded carrots and onions in a creamy dressing</td>
</tr>
<tr>
<td>GREEK PASTA SALAD</td>
<td>2.95 per guest</td>
<td>Rotini pasta tossed with Kalamata olives, cucumbers, tomatoes, red onions, and feta cheese in a red wine vinaigrette</td>
</tr>
<tr>
<td>PICNIC POTATO SALAD</td>
<td>3.50 per guest</td>
<td>Old-fashioned potato salad in a creamy dill mayonnaise</td>
</tr>
</tbody>
</table>

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Includes a cracker basket.

**CREAM OF CRAB**
5.50 per guest  
A creamy blend of fresh crab meat, cream, and sherry

**TRADITIONAL MARYLAND CRAB**
5.50 per guest  
Fresh crab meat, vegetables, and tomatoes in a vegetable broth

**CHICKEN NOODLE SOUP**
3.50 per guest  
Chicken noodle soup with fresh vegetables and noodles

**TOMATO BISQUE**
3.25 per guest  
With toasted croutons

**HEARTY VEGETABLE SOUP**
3.25 per guest  
Sweet corn, celery, carrots, leeks, and mushrooms in a vegetable herb broth

Ask about additional seasonal soup options.
Includes choice of one salad, one starch, one vegetable, and one dessert, unless otherwise noted. Premium options are available upon request for an additional charge.

**POULTRY**

**CHESAPEAKE CHICKEN**
21.95 per guest
Sautéed chicken breast topped with lump crab imperial and a Chesapeake cream sauce

**CHICKEN BREAST PARMIGIANA**
16.25 per guest
Parmesan-crusted chicken topped with roasted garlic tomato sauce with Parmesan and mozzarella cheeses over baby penne pasta. Does not include choice of starch

**CHICKEN SCALLOPINI**
15.95 per guest
Breaded chicken cutlets pan-roasted with a lemon garlic mushroom sauce

**THE AMALFI COAST**
15.95 per guest
Sliced chicken breast in a garlic pesto crust

**CHICKEN AND CORKS**
14.50 per guest
Chicken breast tossed with corkscrew pasta, wild mushrooms, and goat cheese in a creamy Chardonnay sauce. Does not include choice of starch

**BEEF**

**THE PLAINS**
17.95 per guest
Mesquite-grilled flank steak sliced and encrusted with black peppercorns, served with horseradish cream

**TRADITIONAL LASAGNA**
13.95 per guest
Layered with ricotta, Parmesan, and mozzarella cheeses with ground beef in tomato sauce. Does not include choice of starch

**FLANK STEAK**
17.95 per guest
Grilled flank steak with herb chimichurri sauce

**SEAFOOD**

**MARYLAND CRAB CAKES**
23.95 per guest
28.95 for two cakes
Maryland lump crab cake over roasted sweet corn with a tarragon tartar sauce

**BOURBON GLAZED SALMON**
18.95 per guest
Salmon glazed with a bourbon sauce

**SALMON PICCATA**
18.95 per guest
Filet of salmon in a lemon-basil caper sauce

**V EGETARIAN**

**MAC & CHEESE**
12.95 per guest
A French twist on the old-time mac ‘n cheese. Pasta twists with creamy Gruyere cheese
Add ham and bacon 14.95
Add crab 18.95

**PORTABELLA NAPOLEON**
14.95 per guest
Grilled portabella mushrooms layered with spinach, roasted peppers, and fresh mozzarella, topped with balsamic reduction

**PORCINI RAVIOLI**
14.95 per guest
Ravioli stuffed with porcini mushrooms and tossed with pine nuts, sweet peas, and parsley in an Alfredo sauce. Does not include choice of starch

**VEGETABLE LASAGNA**
13.95 per guest
Does not include choice of starch

**VEGAN BOLOGNESE**
11.95 per guest
Grilled vegetable and vegan sausage Bolognese sauce over rigatoni
Does not include choice of starch

We're happy to work with you to tailor a menu to fit your special event or budget. Please allow two weeks prior to your event for custom options.
**CHOSE FROM:**

**SALADS**
- Garden salad
- Caesar salad
- Farmer's slaw
- Southwest corn salad
- Picnic potato salad

**STARCHES**
- Roasted rosemary red bliss potatoes
- Rice pilaf
- Roasted garlic mashed potatoes
- Macaroni & cheese
- Penne marinara*

**VEGETABLES**
- Snipped green beans
- Steamed broccoli
- Tuscany grilled vegetables
- Roasted root vegetables
- Honey-glazed carrots

**DESSERTS**
- Assorted cookies and brownies
- Lemon bars
- Assorted cupcakes
- Strawberry shortcake
- Mini cheesecakes
- Black bottoms

*Substitute gluten-free pasta for no charge
THEMED BUFFETS

Served with choice of dessert.
8 guests minimum.

FAJITAS
17.95 per guest
Grilled chicken or beef fajitas with roasted bell peppers, caramelized onions, guacamole, tomato salsa, sour cream, and shredded cheddar cheese. Includes a basket of soft flour tortillas, black beans, rice, and southwestern corn salad

TACO BAR
15.95 per guest
Ground beef and ground turkey with the fixings, including shredded lettuce, chopped tomatoes, shredded cheese, crispy taco shells, and soft flour tortillas. Includes homemade salsa, guacamole, tortilla chips, choice of side

PICNIC IN THE SOUTH
15.95 per guest
Crispy pieces of southern-fried chicken accompanied by a choice of two sides and buttermilk biscuits with sweet butter

BACKYARD PICNIC
14.95 per guest
Local Roseda beef hamburgers, veggie burgers, and hot dogs accompanied by ketchup, mustard, relish, platters of lettuce, tomatoes, and red onions. Served with hamburger and hot dog rolls, and choice of two sides

PIZZA PARTY
13.95 per guest
Hand-tossed pizza with one topping
Additional toppings 1.00 each

BIG BOLD BBQ

CHOICE OF TWO SIDES

YOUR CHOICE OF MEAT:
• Barbequed beef brisket 16.95 per guest
• Grilled BBQ chicken 15.25 per guest
• Slow-roasted pork shoulder 14.95 per guest
• Dry-rubbed Jack Fruit 14.95 per guest

CHOICE OF BBQ SAUCE:
• Traditional BBQ
• Carolina gold BBQ

CHOICE OF SIDES:
• Caesar salad
• Garden salad
• Potato chips
• Farmer’s slaw
• Greek pasta salad
• Picnic potato salad
• Southwestern roasted corn salad
• Tuscany grilled vegetables
MARYLAND CRAB DIP  
8.95 per guest  
Warm Maryland crab dip with herbed French bread toasts  

HOT SPINACH AND ARTICHOKE DIP  
5.25 per guest  
Homemade spinach and artichoke dip, accompanied by carrots, celery, and an assortment of flatbreads  

SANTA FE LAYER DIP  
42.50 per dip / serves 20  
Layered dip of guacamole, salsa, Monterey Jack cheese, tomatoes, jalapeños, and sour cream, served with corn tortilla chips  

CHIPS AND DIP  
2.95 per guest  
Tortilla chips with tomato salsa and guacamole  

DUO OF HUMMUS  
3.25 per guest  
Duo of roasted garlic hummus and roasted red pepper hummus, served with basket of toasted pita chips  

EMPANADAS  
2.75 per guest  
Flaky pastry crescents filled with beef, vegetables, or chicken, served with tomato salsa  

CHICKEN TENDERS  
3.75 per guest  
Your choice of: traditional, Cajun-style, coconut, or sesame-crusted. Served with one of your choice of: honey mustard, ancho chili, or BBQ dipping sauces  

CHARCUTERIE BOARD  
9.95 per guest  
Chef’s selection of three Italian meats and three cheeses, olive medley, and marinated vegetables, garnished with dried fruit and served with baguettes  

SEASONAL SLICED FRUIT  
3.75 per guest  

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HORS D’OEUVRES

BEEF, PORK, AND LAMB

LOLLIPOP LAMB CHOPS
7.50 each
Lollipop lamb chops with basil

MINI BEEF WELLINGTON
2.95 each
Beef tenderloin with wild mushroom duxelle wrapped in puff pastry

ITALIAN MEATBALLS
1.75 each
Bite-size, oven-roasted meatballs in choice of marinara, golden BBQ, or Swedish sauce

FRANKS IN A BLANKET
1.75 each
Served with honey mustard dipping sauce

POULTRY

CHICKEN SAMOSA
1.75 each
Chopped chicken breast with ginger, garlic, tomato, and spices rolled in a phyllo dough, fried and served with a cilantro yogurt sauce

QUESADILLAS
1.75 each
All served with sour cream, salsa, and guacamole
• Vegetarian: Spinach and vegetables
• Grilled chicken and roasted red peppers

VEGETARIAN

FALAFEL FRITTERS
1.50 each
Chickpea fritter served with tzatziki sauce

CRISPY SPRING ROLLS
2.00 each
Crunchy spring rolls served with sweet and sour dipping sauce

SPANIKOPITA
1.50 each
A blend of spinach and feta cheese baked in phyllo dough

BONELESS OR BONE-IN WINGS
2.00 per wing
Plump chicken wings prepared in choice of sauce: teriyaki, buffalo, BBQ, or Old Bay rub. Accompanied by celery and ranch or bleu cheese dressing

SEAFOOD

MINI CRAB CAKES
5.50 each
Served with cornichon remoulade

STEAMED SHRIMP COCKTAIL
4.50 each
Served with cocktail sauce and Creole mustard

MEDITERRANEAN GRILLED SHRIMP
4.50 each
Served with spicy salsa remoulade

We’re happy to work with you to tailor a menu to fit your special event or budget. Please allow two weeks prior to your event for custom options.
### Gourmet Cupcakes

<table>
<thead>
<tr>
<th>Flavor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Double Chocolate</strong></td>
<td>Chocolate cake topped with chocolate frosting</td>
</tr>
<tr>
<td><strong>Double Vanilla</strong></td>
<td>Vanilla cake topped with vanilla frosting</td>
</tr>
<tr>
<td><strong>Strawberry Cake</strong></td>
<td>Whipped cream and strawberries on top</td>
</tr>
<tr>
<td><strong>Lemon Cake</strong></td>
<td>Filled with lemon cream topped with a tossed meringue frosting</td>
</tr>
<tr>
<td><strong>Red Velvet</strong></td>
<td>Topped with cream cheese frosting</td>
</tr>
</tbody>
</table>

#### Signature Cakes

<table>
<thead>
<tr>
<th>Price</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$28.00 each</td>
<td>10-inch round, serves 12-15 guests</td>
</tr>
</tbody>
</table>

### Signature Cakes

<table>
<thead>
<tr>
<th>Flavor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New York-Style Cheesecake</strong></td>
<td>• Original</td>
</tr>
<tr>
<td></td>
<td>• S’more</td>
</tr>
<tr>
<td></td>
<td>• Cinnamon apple</td>
</tr>
<tr>
<td></td>
<td>• Key lime</td>
</tr>
<tr>
<td></td>
<td>• Raspberry and white chocolate</td>
</tr>
<tr>
<td></td>
<td>• Seasonal</td>
</tr>
<tr>
<td><strong>Red Velvet Cake</strong></td>
<td>Classic red velvet layer cake with cream cheese frosting</td>
</tr>
</tbody>
</table>

### From the Bakery

<table>
<thead>
<tr>
<th>Flavor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coconut Delight</strong></td>
<td>Layers of coconut cake filled with pastry cream and coconut, frosted with coconut butter cream, and sprinkled with toasted coconut</td>
</tr>
<tr>
<td><strong>Triple Chocolate</strong></td>
<td>Four layers of chocolate cake with rich chocolate cream filling, frosted in chocolate butter cream</td>
</tr>
<tr>
<td><strong>Lemon Layer Cake</strong></td>
<td>Lemon cake layered with fresh lemon mousse and whole raspberries with a light lemon frosting and caramelized Italian meringue</td>
</tr>
<tr>
<td><strong>Strawberry Shortcake</strong></td>
<td>Layers of yellow cake, whipped cream, and fresh-cut strawberries</td>
</tr>
</tbody>
</table>

### Custom-Made Sheet Cakes

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Sheet Cake</td>
<td>$75.00 each</td>
<td>Choice of cake flavor: Yellow, chocolate, marble, red velvet, or lemon</td>
</tr>
<tr>
<td>Full Sheet Cake</td>
<td>$135.00 each</td>
<td>Choice of icing: Vanilla or chocolate buttercream</td>
</tr>
</tbody>
</table>
FROM THE BAKERY CONT

8 guests minimum.

PASTRIES

SOUTHERN SWEETS
2.75 per guest
Pecan bars and lemon bars

FRUIT TARTS
30.00 each, serves 8-10 guests
3.95 each, 4-inch size
• French apple
• Mixed fruit
• Cranberry caramel pecan tart
• Blueberry lime tart

CHOCOLATE STRAWBERRIES
2.50 each / plain single-dipped
2 dozen minimum

MINI DESSERT PLATTER
3.85 per guest

YOUR CHOICE OF THREE:
• Cream puffs
• Cheesecakes
• Lemon meringue tart
• Key lime tart
• Fruit tarts
• Chocolate cream tarts
• Napoleons
• Black bottoms
• Cannoli
• Seasonal bar
If ordering for more than 50 guests, additional choices can be added.

COOKIES

JUMBO COOKIES
2.75 each
Chocolate chip, oatmeal raisin, or sugar

COOKIE AND BROWNIE ASSORTMENT
3.75 per guest
A variety, including chocolate chip, oatmeal raisin, chocolate brownie, and seasonal bar

FILLED MACARONS
2.00 each
A variety, including chocolate, lemon, coffee, and raspberry

COOKIES

JUMBO COOKIES
2.75 each
Chocolate chip, oatmeal raisin, or sugar

BEVERAGES

JUICE 2.25 each
Orange, apple, or cranberry

17 OZ. BOTTLED WATER 1.95 each

12 OZ. PEPSI® PRODUCTS 1.75 can

COFFEE 3.45 per guest
Regular or decaffeinated. Includes individual creamers, sugar, artificial sweeteners, and airpot rental

HOT TEA 3.25 per guest
Includes herbal teas, individual creamers, sugar, artificial sweeteners, and airpot rental

COFFEE AND TEA PACKAGE 4.25 per guest
Regular coffee, decaffeinated coffee and herbal teas. Accompanied by individual creamers, sweeteners, and airpot rental

We're happy to work with you to tailor a menu to fit your special event or budget. Please allow two weeks prior to your event for custom options.
ROOM RESERVATIONS
Room reservations must be arranged through Event Services prior to placing your catering order.

ARRANGING CATERING
When arranging for catered services, we ask that you plan as far in advance as possible. Orders must be placed ten (10) business days prior to your event. Even if you do not know the final number of guests, this gives us enough time to create the best event for you. For special menu requests, we will need more advance notice. We will make every attempt to satisfy your needs for any events booked less than one (1) week in advance, but menu selections or any special requests cannot be guaranteed. A 15% late fee is charged for any function booked after 1 p.m. three days prior to the event. To place an order, call our catering office at 410.617.5858, visit our ordering website: www.loyolamd.catertrax.com, or e-mail catering@loyola.edu. When placing an order 48 hours or less from the event start time, please call 410.617.5858 to inform us. The catering office is open to accept orders Monday through Friday from 9 a.m. to 5 p.m., excluding holidays and school closings.

PLACING A CATERING ORDER ON CATERTRAX
CaterTrax is the University's convenient online system for placing all catering orders, large or small. First, simply create an account, then place any order up to 18 months in advance. You can track, manage, and repeat orders. Feel free to contact our Catering Office with any questions about CaterTrax. www.loyolamd.catertrax.com
HELPFUL INFORMATION WHEN MAKING YOUR ARRANGEMENTS

- Theme or purpose of your event
- Special diet considerations, food allergies
- Special layout needs (reserved seating, head tables, linen, or skirting)
- Weather: is a rain site required?
- China or disposable service
- Style of service — served, buffet, carryout, or delivery
- Program details — awards, ceremonies, speakers, etc.
- Floral arrangements and centerpieces
- Will alcohol be served?
- Budget parameters
- Form of payment — budget number, direct billing, cash, or credit card

410-617-5858 | catering@loyola.edu | www.loyola.edu/catering

TYPES OF SERVICE

SERVED
All courses are served at your table. Depending on the time constraints of your event, the salad and/or dessert courses can be preset. Pricing is based on a single-menu entrée selection.

BUFFET
This style of service offers a variety of menu choices. Quantities of food prepared will adequately serve the number of guaranteed guests. This, however, does not imply all-you-can-eat. A buffet is suggested when the following may occur: guests arriving at different times, physical layout of the room prohibits serving, mixed crowd requiring a varied menu, or a more informal style of event.

DELIVERY SETUP/PICKUP
Deliveries made on campus with a setup required. We will complete setup approximately 30 minutes before your event is to begin unless instructed otherwise. A delivery fee of 25.00 will be added to any order that requires delivery. Delivery times are available from 7 a.m. to 7 p.m. Any delivery before or after these times may incur an additional charge dependent on time, guest count, and location. Pricing includes the pickup of all equipment. All equipment is the sole property of Evergreen Catering and must be secured by the customer until picked up by our staff. Any equipment not returned or returned damaged will be charged full replacement cost.

DELIVERY DROP-OFF
Deliveries made on campus with no setup required, as well as no return pickup/cleanup. A delivery fee of 25.00 will be added to any order that requires delivery. Drop-off cannot occur if the menu requires reusable equipment. Delivery times are available between 9 a.m. and 5 p.m. Any delivery before or after these times may incur an additional charge dependent on time, guest count, and location. The customer is responsible for clean up and removal of all trash.

PICKUP SERVICE
Carryout service can be arranged for items you may wish to pick up from Evergreen Catering at Boulder Garden Cafe or Iggy’s Market (Newman Towers). All items will be served on disposable service ware.

LINEN
Available for a separate charge.

DISPOSABLES
We are happy to offer you a selection of premium disposable products, including serving pieces, flatware, plates, napkins, and cups.

CONFIRMATIONS
After the arrangements have been made, either a copy of the Banquet Event Order (BEO) or CaterTrax confirmation will be emailed. Once received, BEO/CaterTrax is the contract. Please review it carefully and confirm.

FINAL GUEST COUNT AND CHANGES
The expected guest count should be as accurate as possible and given at least five (5) business days prior to the event, along with any menu changes.

If you would like biodegradable and environmentally friendly products, we can provide them for an additional charge of 1.00 per guest.