

# HOFSTRA UNIVERSITY

## Guide to Catering Services

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# **Hofstra Catering Services Guidelines**

“Our goal is to exceed your expectations”

Hofstra Catering Services will do our utmost to ensure that your event is a complete success. To facilitate the planning of your memorable function, we kindly ask that the guidelines below be followed. If you need assistance, please contact the Catering Office at (516) 463-5395.

## **Planning**

To provide the highest quality service to you and your guests, please plan ahead whenever possible. At least seven business days prior to the date of the event is preferred. However, we will do everything possible to accommodate last-minute functions. Orders received three business days or less prior to the date of your event are subject to late fees and availability of product.

## **Guarantees**

The guaranteed number of guests is required three (3) business days prior to the date of the event.

## **Equipment**

All catering equipment moved to another location must be returned to the room you booked your event in, unless other arrangements have been made. All equipment delivered is on loan and replacement charges will be added to the final bill for items not returned.

## **Reservations**

When planning your event at Hofstra University, the Office of Conference Services must be notified for any equipment needed such as: tables, chairs, and audio visual needs. We will inform you of the number of tables needed for our services. Contact the catering office for more information.

## **China Service**

While most events only require paper service, some may require china service. Please contact the Catering Office if china is required.

## **Waitstaff Service**

For your more elegant affairs, we can provide you with the necessary waitstaff, bartenders, attendants, or coat checks to meet your specific needs.

### **Flowers**

We can supply you with a simple, elegant, or festive floral arrangement, or if you prefer, we can decorate your event with a complete floral package.

### **Linens**

From fine white linen to satins and prints, just let us know what you would like. We can go from custom color schemes to simple designs.

### **Special promotions**

Some events may require special items such as: popcorn machines, charcoal grills, cotton candy machines, promotional packages, etc. From festive holiday and autumn harvests to Texas Barbecue bashes and ethnic celebrations, allow us to customize a theme that fits your taste and budget.

## **First Class Breakfast**

1. Coffee, tea, brewed decaffeinated coffee
2. Coffee, tea, brewed decaffeinated coffee, assorted Minute Maid juices.

### **Good Morning Selection**

A fresh assortment of bagels, served with butter, cream cheese, and jellies.  
Coffee, tea, brewed decaffeinated coffee, and assorted Minute Maid juices

### **Continental**

Featuring Danish, muffins, and bagels, served with butter, cream cheese, and jellies. Coffee, tea, brewed decaffeinated coffee, and assorted Minute Maid juices.

### **Netherlands Buffet Breakfast**

Danish, muffins, bagels, and breakfast rolls. Scrambled eggs, French Toast, pancakes, or waffles. Thick slice bacon or sausage, home fried potatoes. Coffee, tea, brewed decaffeinated coffee, and assorted Minute Maid juices

*The above menus are delivered with paper service. Delivery times are between the hours of 7:00 am and 11:00 am.*

## Buffets

### New York Deli Platter

Thinly sliced ham, turkey, or roast beef. Fresh tuna and chicken salad. Assorted rolls and bread. Includes a selection of homemade salads. Potato chips or pretzels. Assorted soda and bottled water. Fresh baked cookies.

### The Hofstra Pride Lunch Buffet

A wonderful selection of sandwiches on freshly baked deli rolls. Served with our Hofstra House Salad. Potato chips or pretzels. Assorted soda and bottled water. Fresh baked cookies.

### The Gourmet Class

Our executive Chef will prepare a tasteful assortment of Gourmet Sandwiches. Served with two salads, along with the Chef's favourite condiments. Assorted soda and bottled water. Fresh baked cookies and brownies. A basket of Terra Chips.

### Tail Gate Party

We offer three-foot heroes. Choose from American, Italian, or Vegetarian style. Served with a choice of two of the following: potato Salad, Macaroni Salad, or Cole Slaw. Potato chips or pretzels. Assorted soda and bottled water.

### Presidential Buffet

Fresh baked rolls. Hofstra Salad.

#### Chafing Selections:

*(We gladly offer choice of two entrees)*

Breast of Chicken Francaise	Rigatoni with Sausage and Broccoli Rabe
Marinated Lemon Pepper Chicken	Oriental Beef Stir Fry
Penne a la Vodka	Pasta Primavera
Breast of Chicken Marsala	Eggplant Parmesan
Chicken Blanco with Artichoke Hearts	Tri Color Tortellini Carbonara
Vegetable Lasagna	Beef Burgundy
Sautéed Fussilli with Sun-dried Tomatoes	

*The above hot selections are served with the Chef's special starch and vegetable. Assorted homemade cookies. Cold beverages.*

## **Added Attractions**

### **Pasta Sauté**

Includes your choice of one of the following:

Pasta Bolognese

Penne Pasta with chicken, fresh spinach, sun dried tomatoes, and garlic.

Cheese Tortellini Alfredo.

### **Carving Board**

To include your choice of the following:

Roasted turkey with orange chutney sauce

Marinated tenderloin of beef

Honey glazed smoked ham

## **Formal Dinner**

*The menu includes a choice of an appetizer or salad, one entrée, and dessert.*

### **Appetizers**

Seasonal fruit plate

Fresh mozzarella cheese with vine ripened tomatoes and fresh basil  
vinaigrette

Roulade of smoked salmon

### **Salads**

Mixed baby field greens with a raspberry vinaigrette

Hofstra House Salad with a light champagne dressing

Traditional Caesar Salad with shaved Romano cheese and croutons

### **Entrées**

Fresh grilled salmon with fresh dill and white wine sauce

Baked fillet of sole with light lemon butter sauce

Chicken Piccata with a capote caper sauce

Brest of Capon with sun dried tomatoes and Portobello mushrooms

Marinated London Broil with wild mushroom sauce

Sliced filet mignon bordelaise

## Desserts

Cheesecake with raspberry melba sauce  
Chocolate mousse tart topped with vanilla shavings  
Freshly baked fruit strip

The above selections are accompanied with our Executive Chef's selection of fresh seasonal vegetables and potato, along with fresh baked rolls and butter rosettes. Coffee, decaffeinated coffee, and tea. All other beverages are additional.

*Waitstaff, rentals, flowers, china and linen are not included and will be billed accordingly.*

## Cocktail Receptions

*To add elegance to your catered event, may we suggest Hot and Cold Hors D'oeuvres  
Passed Butler Style*

### Hot

Seafood Stuffed Mushrooms  
Sesame Chicken with Orange Mango  
Beef Sate' with Hoisin Sauce  
Assorted Miniature Quiche  
Miniature Cordon Bleu  
Vegetable Tempura  
Spanakopita  
Franks wrapped in Puff Pastry  
Potato Galette with Sour Cream and Caviar  
Chicken Roulada

### Cold

Vine Ripe Tomato Brushetta  
Smoked Turkey on a Multi-grain Crouton  
Fresh Mozzarella with Sun-dried Tomatoes  
Melon wrapped with Prosciutto  
Stuffed Celery with Bleu Cheese  
Asparagus wrapped with Prosciutto  
Salmon Mousse in Cucumber Round  
Eggplant Caponato on Brochette  
Smoked Capon on Crustade  
Stuffed Endive with Eggplant Mousse

*Franks in a blanket, miniature egg rolls, mozzarella sticks, and chicken tenders are also available.*

## Premium Selections

### Hot

Marinated baby lamb chops with mint jelly  
Almond crusted crab cakes  
Chicken curry on a fried plantain  
Baked Brie en-Crouete  
Coconut shrimp with tomato salsa  
Tenderloin of beef teriyaki  
Sea scallops wrapped in bacon  
Steamed dumplings with soy sauce  
Skewered Yucatan Chicken with papaya sauce  
Marinated mesquite shrimp with Cajun  
mayonnaise

### Cold

Filet mignon on garlic crouton  
Smoked salmon on black bread  
Thai chicken on wonton roll up  
Taiwan shrimp with pickled ginger  
California sushi roll  
Snow peas stuffed with crabmeat  
Mesquite duck with radicchio  
Gravlax  
Gulf shrimp cocktail  
Dried figs with boursin cheese

## Beverage Service

### **Open Bar**

The finest selection of premium wines and liquors, available from one hour and up.

### **Beer and Wine Bar**

Featuring Mondavi Wines and Domestic Beers, available from one hour and up. *(Must be accompanied by a Catering package)*

## **Accompaniments**

### **Fruit Platters**

We offer a seasonal variety of fresh fruits and berries along with a raspberry melba sauce and fresh mint garnish in two choices of display.

Small platter serves 20 to 25 guests

Large Platter served 25 to 35 guests

### **Cheese Boards**

An imported and domestic selection of cheeses served with a basket of fine European crackers.

Small board serves 20 to 25 guests

Large board serves 25 to 35 guests

### **Crudité Baskets**

A beautiful display of season fresh vegetables along with your choice of dressings.

Small baskets serves 20 to 25 guests

Large basket serves 25 to 35 guests

### **Cookie Trays**

A classic variety of cookies on a festive tray

Small tray serves 20 to 25 guests

Large tray serves 25 to 35 guests

### **Brownie Trays**

Delicious and baked fresh

Small tray serves 20 to 25 guests

Large tray serves 25 to 35 guests

### **New York Style Pizza**

Available in Pepperoni, Sausage, or Classic Cheese

*The above selections include drop off and clean up service, as well as necessary paper supplies. Service hours are between 11 a.m. and 7 p.m.*

*Summer and Winter Break Hours may vary.*

## **A La Carte Menu**

Canned Soda	Fresh Whole Fruit
Liter Soda Bottle	Crumb Cake
Bottled Water	Cereal with Milk
Banana Loaf (12 slice)	Pound Cake Loaf (12 slice)
Mini Italian Pastries	Individual bags of Potato Chips
Mini Croissants	Pitcher of Juice
Yogurt Cup	Flavored Coffee
Brownies	Cinnamon Buns
Fancy Butter Cookies	Sliced Fruit
Assorted Cookies	Individual Sandwiches
Cheese and Crackers	Gourmet Sandwiches
Muffins or Danish or Bagels	

## **Cold Beverage Station**

Enjoy assorted Canned Sodas and Bottled Water, including Ice and Paper Supplies. Iced Tea, Lemonade, and Fruit Punch also available.

## **Lunch in a Box**

A Deli Sandwich on a Kaiser Roll featuring Ham, Roast Beef or Turkey along with Fresh Whole Fruit, Cookies and a Beverage.

## **Celebration Cakes**

*We offer a tempting variety of freshly-baked special occasion cakes.*

## **Cake sizes and servings**

10" serves 22 to 25 guests	1/2 sheet cake serves 38 to 50 guests
12" serves 26 to 30 guests	3/4 sheet cake serves 50 to 60 guests
14" serves 33 to 36 guests	Full sheet cake serves 70 to 100 guests

## **Available Fillings**

Chocolate Pudding	White Butter Cream	Lemon
Vanilla Pudding	Chocolate Fudge	Chocolate Mousse
Custard Strawberry	Custard and Strawberry	Pineapple
Cannoli Cream	Strawberry and Banana	Raspberry
Chocolate Butter Cream		Blueberry

## **Toppings**

Whipped Cream, Butter Cream, and Chocolate Fudge toppings available.