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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 brad. 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 sandwiched 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
Marinated Lemon Pepper Chicken
Penne a la Vodka
Breast of Chicken Marsala
Chicken Blanco with Artichoke Hearts
Vegetable Lasagna
Sautééd Fussilli with Sun-dried Tomatoes

Rigatoni with Sausage and Broccoli Rabe
Oriental Beef Stir Fry
Pasta Primavera
Eggplant Parmesan
Tri Color Tortellini Carbonara
Beef Burgundy

*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

<table>
<thead>
<tr>
<th>Hot</th>
<th>Cold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seafood Stuffed Mushrooms</td>
<td>Vine Ripe Tomato Brushetta</td>
</tr>
<tr>
<td>Sesame Chicken with Orange Mango</td>
<td>Smoked Turkey on a Multi-grain Crouton</td>
</tr>
<tr>
<td>Beef Sate’ with Hoisin Sauce</td>
<td>Fresh Mozzarella with Sun-dried Tomatoes</td>
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<tr>
<td>Assorted Miniature Quiche</td>
<td>Melon wrapped with Prosciutto</td>
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<tr>
<td>Miniature Cordon Bleu</td>
<td>Stuffed Celery with Bleu Cheese</td>
</tr>
<tr>
<td>Vegetable Tempura</td>
<td>Asparagus wrapped with Prosciutto</td>
</tr>
<tr>
<td>Spanakopita</td>
<td>Salmon Mousse in Cucumber Round</td>
</tr>
<tr>
<td>Franks wrapped in Puff Pastry</td>
<td>Eggplant Caponato on Brochette</td>
</tr>
<tr>
<td>Potato Galette with Sour Cream and Caviar</td>
<td>Smoked Capon on Crustade</td>
</tr>
<tr>
<td>Chicken Roulada</td>
<td>Stuffed Endive with Eggplant Mousse</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Hot</th>
<th>Cold</th>
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</thead>
<tbody>
<tr>
<td>Marinated baby lamb chops with mint jelly</td>
<td>Filet mignon on garlic crouton</td>
</tr>
<tr>
<td>Almond crusted crab cakes</td>
<td>Smoked salmon on black bread</td>
</tr>
<tr>
<td>Chicken curry on a fried plantain</td>
<td>Thai chicken on wonton roll up</td>
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<tr>
<td>Baked Brie en-Croute</td>
<td>Taiwan shrimp with pickled ginger</td>
</tr>
<tr>
<td>Coconut shrimp with tomato salsa</td>
<td>California sushi roll</td>
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<tr>
<td>Tenderloin of beef teriyaki</td>
<td>Snow peas stuffed with crabmeat</td>
</tr>
<tr>
<td>Sea scallops wrapped in bacon</td>
<td>Mesquite duck with radicchio</td>
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<tr>
<td>Steamed dumplings with soy sauce</td>
<td>Gravlax</td>
</tr>
<tr>
<td>Skewered Yucatan Chicken with papaya sauce</td>
<td>Gulf shrimp cocktail</td>
</tr>
<tr>
<td>Marinated mesquite shrimp with Cajun mayonnaise</td>
<td>Dried figs with boursin cheese</td>
</tr>
</tbody>
</table>

**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
Liter Soda Bottle
Bottled Water
Banana Loaf (12 slice)
Mini Italian Pastries
Mini Croissants
Yogurt Cup
Brownies
Fancy Butter Cookies
Assorted Cookies
Cheese and Crackers
Muffins or Danish or Bagels

Fresh Whole Fruit
Crumb Cake
Cereal with Milk
Pound Cake Loaf (12 slice)
Individual bags of Potato Chips
Pitcher of Juice
Flavored Coffee
Cinnamon Buns
Sliced Fruit
Individual Sandwiches
Gourmet Sandwiches

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

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

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