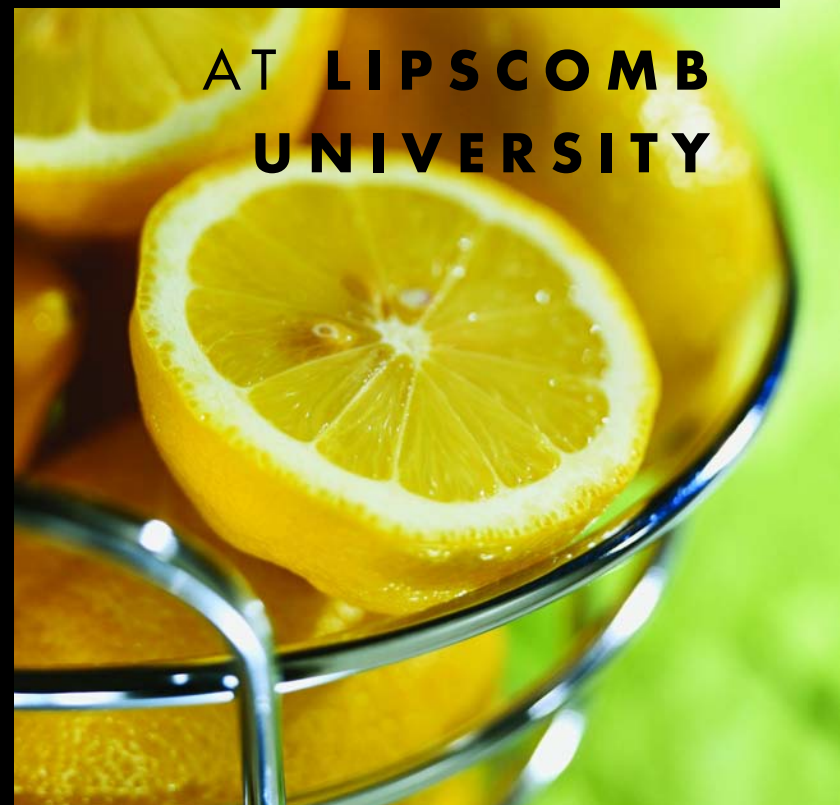




C A T E

R I N G



AT LIPSCOMB
UNIVERSITY



Our Menu



WELCOME LETTER

MENU CHAPTERS:

A GREAT START

LUNCH TIME

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HORS D'OEUVRES

BEVERAGES

PLANNING YOUR EVENT

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.



Welcome

From basic coffee services to outdoor events of unlimited numbers, our goal is to provide you with a full range of quality and innovative catering services backed by a diverse, service-oriented staff and a wide range of resources available from our international network.



As a catering service, our main function is Food! Our trained, professional staff is dedicated to providing the highest level of catering services. The quality of your food, however, does not rest upon the chefs alone. Every member of the Catering Department receives monthly training on food and beverage services, as well as day-to-day experience on the job.



This brochure provides you with fresh, contemporary menus. However, this represents only a starting point. Our commitment is to customize and create whatever is required to provide your guests with an unforgettable experience.



We look forward to the opportunity to work with you!



A GREAT START

SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. The menus below are served on high-quality disposable paper products.

EARLY RISER

Assortment of muffins served with pitchers of orange juice and water.

EYE OPENER

Assortment of muffins and Danish served with regular and decaffeinated coffee, pitchers of orange juice and water

SUNRISE START

Assortment of bagels with crème cheese, scones, assortment of whole fresh fruit, served with regular and decaffeinated coffee, pitchers of orange juice and water.

MORNING BREAKS A LA CARTE

Cereal with milk
Seasonal fresh fruit salad
Seasonal whole fresh fruit
Seasonal fresh cut fruit

Please see your Catering Manager about our Famous Cooked to Order Omelet Bar or Create a Breakfast Buffet

B R E A K F A S T



A GREAT START

SUNRISE BREAKFAST

The following items can be added on to any of the sunrise breakfast menus to create a custom menu for any occasion. The menus below are served on high-quality disposable paper products.

ENTRÉES, PER PERSON

- Mushroom cheese strata
- Ham and potato frittata
- Yogurt with granola
- Scrambled eggs
- Bacon
- Ham steak
- Sausage links
- Turkey sausage
- Lox and condiments
- French toast
- Waffles
- Pancakes
- Home fried potatoes
- Hash browns
- Grits

BEVERAGES, PER PERSON

- Pitcher of iced tea
- Pitcher of orange juice
- Bottled juices
- Assorted soft drinks (20 oz or can)
- Bottled water
- Fresh brewed coffee (includes decaffeinated)
- Hot water with tea bags
- Hot chocolate

BAKERY A LA CARTE, PER PERSON

- Assorted bagels with condiments
- Assorted donuts
- Mini croissants
- Mini pastry
- Mini sticky rolls
- Assorted scones
- Biscuits
- Assorted muffins

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHES: (10 GUEST MINIMUM)

Our signature specialty sandwiches can be prepared to suit your event. We package these to go with you in a high-quality disposable lunch box. If you would rather have this menu served, please discuss that with the Lipscomb Catering Manager.

ALBUQUERQUE CHICKEN

Chicken sandwich with a Southwest flair served with side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz beverage or bottled water.

SWEET BEEF

Roast beef with caramelized onion and dijon mayonnaise on a baguette served with side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz beverage or bottled water.

BISTRO GRILL

Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on focaccia bread with the side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz beverage or bottled water.

ITALIAN PANINI

Salami, ham, provolone, roasted red peppers on a french roll with garlic mayonnaise, condiments, potato chips, cookies or brownies, a 20 oz beverage or bottled water.

GRILLED VEGETABLE BAGUETTE

Grilled vegetables with fontina cheese on a baguette with side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz beverage or bottled water.

TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream cheese on a flour tortilla, condiments, potato chips, cookies or brownies, a 20 oz beverage or bottled water.

GRILLED PORTOBELLO ON FOCACCIA

Grilled portobello mushroom sandwich with provolone cheese served with side salad, condiments, potato chips, cookies or brownies and a 20 oz beverage or bottled water.

PICNIC LUNCH

Deli sandwich with your choice of either roast turkey breast and Swiss cheese or Virginia Baked Ham and Cheddar on a hoagie bun served with side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz. beverage or bottled water.

EXPRESS LUNCHES



LUNCHEON SALADS

LUNCHEON SALADS: (10 PERSON MINIMUM)

Our signature specialty salads can be prepared to suit your event. We can package these to go with you in a high-quality disposable lunch box. Limited time for a luncheon? They can be pre-set along with beverages and dessert to keep your program on time. If you're planning a more formal luncheon, let us serve you in style. All luncheon salads include a dinner roll, cookies or a brownie, a choice of a 20oz. beverage.

CHEF SALAD

A bed of mixed greens with julienne ham and turkey, cheddar cheese, hard boiled egg and honey mustard dressing.

COBB SALAD

A bed of mixed greens with smoked turkey, avocado, egg, bacon and crumbled blue cheese served with blue cheese dressing.

CAESAR SALAD

Fresh cut romaine lettuce with shredded parmesan cheese, focaccia croutons and Caesar dressing.

* Add grilled balsamic chicken breast

* Add beef strips

FRUIT AND COTTAGE CHEESE

Red seedless grapes, wedge of apples and oranges, sliced cantaloupe served with cottage cheese.

TRI-SALAD COMBO

A special mixture of fresh greens topped with your choice of three salads. Choose from the following: chicken salad, egg salad, tuna salad, ham salad, pasta salad, potato salad, and fruit salad.

CHICKEN FAJITA SALAD

Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded cheddar cheese and fried tri-color tortilla chips served with ranch dressing.

TACO SALAD

A crisp tortilla shell filled with spicy chicken, beef or refried beans. All are topped with shredded lettuce, diced tomatoes, sliced olives, shredded cheddar cheese, guacamole, sour cream and salsa.

TUSCAN SPINACH SALAD

Spinach, grilled chicken, strawberries, bleu cheese, and pecans with vinaigrette dressing

MANDARIN ORANGE SALAD

Mesclun greens, mandarin oranges, toasted almonds, red onion, and mixed bell peppers with vinaigrette and chicken

LUNCHEON SALADS



LUNCHEON SALADS

LUNCHEON SALADS: (10 PERSON MINIMUM)

Our signature specialty salads can be prepared to suit your event. We can package these to go with you in a high-quality disposable lunch box. Limited time for a luncheon? They can be pre-set along with beverages and dessert to keep your program on time. If you're planning a more formal luncheon, let us serve you in style. All luncheon salads include a dinner roll, cookies or a brownie, a choice of a 20oz. beverage.

ANTIPASTO SALAD

Cubed salami, ham, sliced olives, diced tomatoes, cubed provolone cheese, tossed with fresh greens, spices and a red wine vinaigrette dressing.

THAI BEEF AND NOODLE JAZZ SALAD

Lime marinated beef tossed with Lo Mein noodles, Chinese cabbage, fresh spinach, basil, mint and peanuts served over a bed of baby greens and with a Thai dressing.

MEDITERRANEAN SAMPLER

Fresh Greek salad made with real feta cheese and olives, hummus, pita wedges and Tabbouleh.

LUNCHEON SALADS



B O U N T I F U L B U F F E T S

SPECIALTY BUFFETS: (25 GUEST MINIMUM)

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening. The menus below are served on high-quality disposable paper products.

SLICERS DELI BUFFET

Sliced roast beef, ham, turkey, American, swiss and provolone accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, potato chips, cookies, brownies and pitchers of lemonade, iced tea and water.

OPTIONS

- 20 oz beverage
- Healthy Choice® meats sliced roast beef, ham, turkey, American, swiss, and provolone
- Pasta salad, potato salad, garden salad, caesar salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons
- Freshly brewed regular and decaf coffee

SPECIALTY SALAD BUFFET

Seafood salad, chicken salad, tuna salad, egg salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings all accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, and onion, condiments, potato chips, cookies, brownies and pitchers of lemonade, iced tea and water.

- Drop off order? Ask the Lipscomb Catering Manager about special pricing

TACO SALAD BUFFET

Iceberg lettuce, tomatoes, tortilla chips, shredded cheese, sour cream, ground chicken and beef, salsa, guacamole, diced red onion, Ranch and our House Salsa Ranch Dressings. Accompanied with iced tea, lemonade and water and choice of dessert

ITALIAN FAMILY BUFFET

Bowtie pasta with marinara meat sauce and penne pesto pollo, fresh Caesar salad with bread, lemonade, iced tea, water and choice of dessert.

BAKED POTATO BAR

Steaming hot Idaho Potatoes, chili, cheese sauce, sour cream, butter, real bacon pieces, steam broccoli, choice of salad and choice of dessert, lemonade, iced tea and water.

GOURMET SALAD BAR

Fresh Romaine lettuce, Mixed Greens, and Iceberg lettuce, diced ham, diced carrots, real bacon pieces, broccoli, diced red onion, cottage cheese, shredded cheese, croutons, raisins, cherry tomatoes, egg, cucumber, black olives, French bread with garlic chive spread, lemonade, iced tea and water and choice of dessert. Choose 4 dressing from the following: Balsamic Vinaigrette, Red Raspberry Vinaigrette, Ranch, French Countryside, Honey Mustard, Salsa Ranch, Thousand Island, Bleu Cheese and Caesar.

B U F F E T S



MOVABLE FEASTS

MOVABLE FEASTS: (25 GUEST MINIMUM)

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening. The menus below are served on high-quality disposable paper products.

ALL AMERICAN COOK-OUT

Hamburgers, hot dogs, sliced cheese, potato salad, relish tray with lettuce, tomato, pickles and onions, condiments, potato chips, cookies or brownies, buns, lemonade, iced tea and water.

TEXAS STYLE BBQ

Pulled BBQ Pork, BBQ chicken breasts, BBQ Sauce, baked beans, potato salad, relish tray with lettuce, tomato, pickles and onions, condiments, cookies or brownies, buns, lemonade, iced tea and water.

OPTIONS

- 20 oz bottled beverage
- Watermelon
- Ice cream novelties
- Fresh brewed regular and decaf coffee

HOLIDAY DINNER

Tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with your choice of two dressings.

Roast turkey in gravy, whipped red skin potatoes, country stuffing, corn casserole, cranberry sauce, rolls and butter, choice of dessert. Served with iced tea, water and fresh brewed regular and decaf coffee.

FAJITA BAR

Chicken and beef, warm flour tortillas accompanied with Spanish rice, Mexican vegetables, traditional toppings, tortilla chips, salsa, choice of dessert, lemonade, iced tea and water.

WINGS AND THINGS

Buffalo wings, bleu cheese dressing, ranch dressing, celery sticks, carrot sticks, curly fries, brownies or cookies, lemonade, iced tea and water.
Select two: California vegetable pizza, cheese pizza, pepperoni pizza and Caesar salad.



CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, iced tea and choice of dessert. All menus are served on china, flatware and glassware.

BEEF

FILET MIGNON

Beef Tenderloin filet with your choice of sauce

ROAST TOP ROUND OF BEEF

Sliced roast top sirloin of beef carved and served with au jus

BEEF WELLINGTON

Tenderloin of beef wrapped in puff pastry with foie gras and cooked until golden brown

STEAK AU POIVRE

Delicious beef tenderloin served with a classic brandy sauce with green peppercorns

POULTRY

CHICKEN PICCATA

Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers

CHICKEN CORDON BLEU

Boneless breast of chicken rolled with imported ham and swiss cheese

CHICKEN SORRENTO

Boneless breast of chicken lightly breaded with prosciutto and eggplant topped with a light tomato sauce

ROSEMARY CHICKEN

Chicken breast with rosemary and garlic

ITALIAN CHICKEN

Boneless breast of chicken seasoned with Italian marinade and grilled

OVEN BAKED TURKEY

POULTRY

CHICKEN TERIYAKI

Boneless breast of chicken seasoned with a tangy teriyaki glaze and grilled

CHICKEN FORIESTER

Sauteed breast of chicken served with brown Demi-glaze with wild mushrooms and pearl onions

PECAN DIJON CHICKEN

Boneless breast of chicken covered in crushed pecans and drizzled with a Dijon sauce

CHICKEN PARMESAN

Breaded chicken breast served over angel hair pasta and topped with authentic Italian Marinara

CHICKEN RAFAELA

Tender chicken breast smothered with light artichoke cream sauce

CARIBBEAN CHICKEN

Sauteed chicken breast with roma tomato and artichoke balsamic vinaigrette

BOURSIN CHEESE CHICKEN

Breaded chicken breast dipped in rich boursin cream sauce

CUMIN-LIME GRILLED CHICKEN

A grilled breast of chicken marinated in lime, garlic, cilantro and cumin

C L A S S I C S



CULINARY CLASSICS

PORK

SOUTHWESTERN GLAZED PORK LOIN
Carved and served with a zesty chipotle pepper sauce

ANISE ROAST PORK
Oven roasted pork stuffed with savory figs and apples with a hint of anise

STUFFED PORK CHOP
Center cut pork chop stuffed with Cornbread and apple stuffing

PORK TENDERLOIN
Sliced tenderloins of pork dressed with a savory Dijon sauce

HONEY BAKED HAM

LAMB

LAMB CHOPS
Broiled lamb chops served with mint jelly

ROAST LEG OF LAMB
Boneless roast leg of lamb served with lavender, rosemary and garlic

VEAL

VEAL PICCATA
A classic! Scaloppini of veal sautéed and flavored with lemons and capers

VEAL OSCAR
Veal cutlets topped with asparagus, lump crab and drizzled with hollandaise sauce

CLASSIC VEAL CHOP
Char-broiled veal chop served on a bed of spinach with garlic and caramelized onions

ITALIAN STYLE STUFFED VEAL CHOP
Veal chop stuffed with prosciutto, fresh mozzarella, roasted red peppers, and basil

C L A S S I C S



CULINARY CLASSICS

SEAFOOD

SHRIMP SCAMPI

Shrimp sautéed with fresh herbs and garlic served over basil orzo

CHILEAN SEA BASS WITH SALSA

Tender and sweet sea bass grilled and topped with fresh tomato salsa

BROILED SALMON WITH DILL BUTTER

Salmon fillet broiled to perfection served with dill butter

AHI TUNA

Ahi Tuna grilled and served with a caponata relish

MARYLAND CRAB CAKES

Mouthwatering Maryland lump crab cakes

ALMOND COCONUT TILAPIA

Baked tilapia fillet crusted with coconut, almonds and cuban seasonings

GARLIC ORANGE CHILI SHRIMP

Shrimp stir-fried with Asian vegetables, ginger, garlic and green onions in garlic orange sauce

VEGETARIAN

VEGETABLE NAPOLEON

Vegan Napoleon with portobello mushroom, eggplant, peppers, zucchini and yellow squash

EGGPLANT ROLLARD

Eggplant rollard stuffed with wild mushrooms and tofu, with roasted plum tomato sauce and polenta

CHEVRE, ORZO AND BASIL STUFFED PORTOBELLO

Portobello mushroom caps stuffed with chevre cheese, tri-colored orzo and fresh basil

SPAGHETTI SQUASH

Spaghetti squash with sofrito and vegan pinto beans

RAVIOLI PORCINI MOREL

Ravioli stuffed with porcini and morels in a light plum tomato sauce

VEGETARIAN LASAGNA

Lasagna noodles layered with fresh ricotta, mozzarella, and parmigiana cheese topped with a marinara sauce

C L A S S I C S



MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert.

SALADS

TOSSSED GARDEN SALAD

A fresh mix of lettuce with tomatoes, cucumbers, red onion and croutons and your choice of dressing

CAESAR SALAD

Romaine lettuce with parmesan cheese, garlic croutons and creamy caesar dressing

FRESH MESCLUN

Baby vegetables with balsamic vinaigrette

BUFFALO MOZZARELLA

Tomato and fresh basil with garlic vinaigrette

SPINACH SALAD WITH WARM BACON DRESSING

ARUGULA WITH ROASTED PEPPER VINAIGRETTE

THAI CUCUMBER SALAD

ORZO

Sautéed spinach and feta

THAI PASTA SALAD WITH SNOW PEAS

ICEBERG WEDGE WITH MAYTAG BLEU CHEESE

PEAR AND TOASTED WALNUT SPRING SALAD

CRAN-DELIGHT SALAD

Mesclun greens, glazed walnuts, feta cheese, dried cranberries and your choice of balsamic vinaigrette or red raspberry vinaigrette

WILD & BLEU SALAD

Mesclun greens, glazed walnuts, fresh blueberries, bleu cheese, and your choice of balsamic vinaigrette or red raspberry vinaigrette

STRAWBERRY FIELDS SALAD

Mesclun greens, sliced strawberries, bleu cheese, and pecans with your choice of balsamic vinaigrette or red raspberry vinaigrette



MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert. Below is a list of the accompaniments to the entree.

ON THE SIDE

STARCH -SELECT ONE

- Baked potato served with butter sour cream and chives
- Country mashed potatoes
- Garlic smashed potatoes
- Red skin mashed potatoes
- Herb roasted new potatoes
- Macaroni and cheese
- Hash brown casserole
- Country stuffing
- Baked sweet potatoes
- Rice pilaf
- Long grain and wild rice
- Whipped sweet potatoes
- Olive cous cous
- Risotto with shitake mushrooms and shallots
- Angel hair pasta
- Penne pasta

VEGETABLE -SELECT ONE

- Vegetable medley
- English peas
- Lima beans
- Squash casserole
- Baby squash
- Broccoli and cheese casserole
- Fried okra
- Buttery corn
- Corn casserole
- Creamed spinach
- Corn on the cob
- Honey glazed baby carrots
- Southern style green beans
- Fresh snap green beans
- Green bean almandine
- Baked apples
- Fresh broccoli spears
- Asparagus spears
- Fresh zucchini with garlic and basil

DESSERTS-SELECT ONE

- Chocolate cake
- Black forest cake
- German chocolate cake
- Carmel granny apple cake
- Raspberry white chocolate cheese Brûlé*
- Angel food cake with seasonal berries
- Cheesecake with strawberries
- Carrot cake with cream cheese frosting
- Bread pudding
- Lemon Mousse Delight
- Chess Pie
- Chocolate French Silk Pie
- Chocolate Chess Pie
- Pecan Pie
- Chocolate Pecan Pie
- Coconut Crème Pie
- Oreo Cookie Bash*
- Lemonberry Jazz*
- Summerberry Stack*
- Chocolate Peanut Butter Stack*
- Cherry Cobbler
- Cheery Pie
- Apple Cobbler
- Strawberry Pie
- Fresh Berry Trifle
- Assorted Cheesecakes
- Chocolate Bundt Cake*
- Chocolate Lovin' Spoon Cake*
- Tiramisu
- Toffee Crunch Blondie*
- Rockslide Brownie*
- Lemon Crumb Bar*
- Chocolate Overload Torte*
- Orange Creamsicle Cheesecake*
- Chocolate Brownie a la Mode*
- Blondie Bar a la Mode*

*Additional fee for specialty desserts

MENU ACCOMPANIMENTS



FINISHING TOUCHES

FONDUE STATION

- Includes choice of milk chocolate, white chocolate, or caramel, assortment of diced fruits, pretzels, marshmallows and pound cake

DESSERT BARS, PER PERSON

Have your dessert bars cut into triangles, logs and squares to create an attractive platter

- Chocolate brownies
- Marble brownies
- Lemon bars
- Seven layer bars
- Marshmallow krispies
- Raspberry ribbon brownies
- Oreo dream bar
- Carrot cake bar
- Turtle brownie bar
- Square petit fours
- Triangle petit fours

COOKIES, PER PERSON

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Chocolate chocolate chip
- Macaroons

ICE CREAM SUNDAE BAR, 25 GUEST MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla, chocolate or strawberry

Select two sauces from the following:

- Chocolate
- Hot fudge
- Butterscotch

Select 3 from the following toppings:

- Cashew nuts
- Sprinkles
- Crushed oreos
- Cherries
- Granola
- Whipped topping
- Gummy bears
- M & M's

SNACKS, PER PERSON

- Popcorn
- Potato chips
- Pretzels
- Chips and salsa
- Pita chips with hummus
- Mixed nuts
- Granola bars
- Power bars
- Candy bars
- Soft pretzels



GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

ASSORTED DIPS, PER PERSON

Served with appropriate chips

- Spinach and artichoke dip
- French onion dip
- Garden vegetable dip
- Ranch dip
- Crab dip
- Shrimp dip
- Seven layer dip with tortilla chips
- Salsa

CARVING STATION, PER PERSON

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef.

Carving station comes with your choice of:

- Roast turkey with gravy
- Mustard and apricot glazed ham
- Roast pork loin
- Roast top round of beef with au jus
- Roast tenderloin of beef

TRAYS AND DISPLAYS, PER PERSON

- Crudités and dip
- Cheese and crackers
- Imported/specialty cheese and gourmet crackers
- Fresh seasonal fruit and cheese
- Smoked salmon with condiments
- Mini rollers
- Tea sandwiches with assorted fillings: (Select 2 types)
tuna salad, egg salad,
chicken salad, seafood salad
- Fresh seasonal fruit

GOURMET DIPS
TRAYS AND DISPLAYS
CARVING STATIONS



H O R S D ' O E U V R E S

BY THE DOZEN

The following hors d'oeuvres can be served passed on trays or set up as stationary buffets depending on the style of your event.

HOT

- Spanakopita
- Honey drizzled chicken drumettes
- Fried chicken tenders
- Coconut shrimp
- Mini chicken wellington
- Eggrolls
- Stuffed mushroom
- Scallops wrapped in bacon
- Potstickers
- Oysters Rockefeller
- Parmesan artichoke hearts
- Mini lamb chops
- Chicken & mushroom quesadilla tapas
- Crab rangoon
- Roasted red pepper and boursin quesadillas
- Potato latkes
- Honey ginger chicken satay
- Crab cakes
- Chicken chimichanga
- Vegetables in phyllo
- Mini quiche

COLD

- Shrimp cocktail
- Crab claw cocktail
- Skewered fruit with yogurt dressing
- Salmon pinwheel
- Tomato, mozzarella and basil crostini
- Belgium endive and herbed goat cheese
- Tuscan bruschetta

H O R S D ' O E U V R E S



B E V E R A G E S

HOT, PER PERSON

- Brewed regular and decaf coffee
- Hot water with tea bags
- Hot cocoa (seasonal)
- Apple cider (seasonal)

COLD, PER PERSON

- Canned soda
- Bottled Soda (20oz)
- Bottled juices
- Pitchers of lemonade
- Pitchers of fruit punch
- Pitchers of juice (apple or orange)
- Ice tea (sweet and unsweet)
- Reception punch (choose your flavor)
- Milk (pint)
- Sports drink
- Bottled teas
- Small bottled water
- Regular bottled water (20 oz.)

B E V E R A G E S



Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

Reserving a date with Lipscomb Catering Services

Please contact Lipscomb Catering Services with your menu and service request. If you need menu guidance, the Catering Manager can assist you. Once the Catering Manager has confirmed all required information, a contract will be created for your specific event. Services will not be rendered until a signed contract is received by Lipscomb Catering Services.



Reserving a Location

To reserve an event site, call the Arena Manager's office at 615-279-7070 and someone will walk you through this process. When making a reservation, please discuss the amount of tables, chairs, your specific floor plan and trash cans that you will need for your event site including your food and beverage service tables. To reserve audio/visual accommodations, contact Entertainment and Technical services at 615-279-6091.





Planning Your Special Event

Contact the Catering Office

At least ten days before the event, contact the catering office at 615-279-5983 or email us at catering@lipscomb.edu or contact us through our website at www.lipscombdiningservices.com or stop by our office located on the top floor of the Lipscomb University Student Center. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs.




Attendance Guarantee

A guarantee is required one week prior to your catered event date. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup.



Event Cancellations and Event Changes


If your event is cancelled, you are responsible for contacting the catering department and canceling the event. All cancellations and final changes, including the customer guarantee count and payment, **MUST** take place at least two business days prior to your function. Charges will be incurred if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the two business days allowed, we will prepare for the estimated number and charge accordingly. You will be liable for 75% of your food bill for any event that is not cancelled within two business days, and confirmed in writing by the customer. If Lipscomb Catering Services is closed due to inclement weather, all catering events will be automatically cancelled.






Planning Your Special Event

Payment



All catered functions must have a secured payment before they occur. Visa, MasterCard, American Express, Cash, Check, and Departmental Accounts, are all valid payment methods. Non-University related groups are required to make a deposit of 75% one week prior with the balance due at the conclusion of the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date. The Tennessee state sales tax will be added to your bill if applicable.

Delivery Fees



There is no delivery fee for catering services held within the Student Center. Deliveries outside the building will be subject to a \$10.00 or 10% delivery fee, which ever is greater, not to exceed \$150.00.

Service Fees



All events are subject a service charge of 18% of the event's total invoice amount.



Planning Your Special Event

Attendants

To ensure that your event is a success, an appropriate amount of catering staff will be provided for all served meals and buffets during the first three hours of service. If additional time is needed, a fee of \$15.00 per attendant per hour will be applied to the event's total invoice.



Catering Equipment

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.




China Charges

Our catering department provides high-quality plastic products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge.

Full Meal Service and Silverware \$2.00pp

Coffee or Beverage China Service \$1.00pp

Reception China and Silverware \$1.50pp




All of the above are charged per person.




Planning Your Special Event

Linens and Skirting



We will provide linens and skirting for food and beverage tables at no additional charge. If you would like linen to be placed on guests tables for receptions, breaks, meeting tables and boxed lunches there will be a \$5.50 fee for each tablecloth and a \$15.00 fee for each table skirt. The same applies to any additional table that will not be directly used for food and beverage setup. Please alert Lipscomb Catering Manager if you would like to rent linens and your color requests.


Late and Minimum Charges



A late charge of \$50.00 will be assessed for any event booked with less than 48 hours notice. Any changes made once the event has been confirmed, under 48 hours will be charged \$50.00.

There will be a minimum charge of \$25.00 for beverage orders and \$50.00 for food orders, not including the delivery fees. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours.

Food Removal Policy



Due to Health Department regulations, it is the policy of Lipscomb Catering Services that excess food items cannot be removed from the event site to ensure client and guest safety.

