



C A T E

R I N G



AT



**UNLVCATERING**

*With You in Mind!*





# Our Menu



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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.

If we can offer you more information, or if you would like to make an appointment, please contact us and one of our trained sales associates will help you.



Phone: 702-895-2650    702-895-5689

Web: [www.unlvdining.org/catering.html](http://www.unlvdining.org/catering.html)

Email: [unlvcatering@unlv.edu](mailto:unlvcatering@unlv.edu)



## 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. All set ups include freshly brewed Starbucks® Coffee, Decaf, Tazo® Teas and Iced Water.

### THE CAMPUS CONTINENTAL

Your Choice of Two Freshly Baked Morning Pastries and Pitchers of Chilled Juices. Juice selection includes Cranberry, Orange and Apple – choice of 2.

### THE PRESIDENTIAL CONTINENTAL

Your Choice of Two Freshly Baked Morning Pastries, Fresh Sliced Seasonal Fruit and Assorted Bottled Juices.

### THE REBEL BREAKFAST BUFFET

One Freshly Baked Morning Pastry, Scrambled Eggs, Fresh Sliced Seasonal Fruit, Pancakes, Bacon or Sausage, Hash Browns or Home-Fried Potatoes and Pitchers of Chilled Juices. Juice selection includes Cranberry, Orange and Apple – choice of 2.

### THE HEALTH NUT BUFFET

Choice of Low-Fat Strawberry or Vanilla Yogurt with Granola, Mini Muffins, Fresh Whole Fruit, Assorted Bottled Juices and Low-Fat Milk.

### ALL-DAY MEETING SERVICE

Convenient for conferences and all-day meetings. Minimum service is for 15 guests and includes:

#### EARLY MORNING CONTINENTAL

Fresh Whole Fruit, Assorted Danish and Muffins and Pitchers of Chilled Juices. Juice selection includes Cranberry, Orange and Apple – choice of 2.

#### MID MORNING BREAK

Refresh Coffee and Tea; add Bottled Waters.

#### MID-DAY BREAK

Refresh Coffee and Tea; add Assorted Canned Soft Drinks, Pretzels, Chips and Dip.

#### MID AFTERNOON BREAK

Refresh Bottled Water; add Assorted Cookies and Brownies.

### BUFFETS INCLUDE MINI BREAKFAST PASTRIES

#### OPTIONS:

- Bagels
- Scones
- Muffins
- Danish
- Croissants

Please see your Catering Director 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 to any of the Sunrise Breakfast menus to create a custom menu for any occasion.

#### ENTRÉES

- Quiche
- Frittata
- Low-Carb Breakfast of Assorted Cheeses, Hard-Boiled Eggs and an Assorted Meat Platter
- Cereal with Milk
- Yogurt with Granola
- Scrambled Eggs
- Bacon – 3 per person
- Ham
- Sausage Links or Patties – 2 per person
- Turkey Sausage – 2 per person
- Breakfast Bars
- French Toast
- Waffles
- Pancakes
- Home-Fried Potatoes
- Hash Browns
- Whole Fruit
- Freshly Cut Seasonal Fruit

#### BAKERY A LA CARTE, sold by the dozen

- Assorted Bagels
- Assorted Donuts
- Croissants
- Mini Pastries
- Glazed Cinnamon Rolls
- Assorted Scones
- Danish
- Assorted Muffins

#### SOLD BY THE LOAF

Strudel, serves 10

Breakfast Breads, serves 10

Coffee Cake, serves 12

# B R E A K F A S T



## LUNCH TIME

### EXPRESS LUNCHES - Minimum Order of 10

Our signature specialty sandwiches are always prepared to suit your event. Limited time for Lunch? We can pre-set or package items to go. Express Lunches include Condiments, Potato Chips, Side Salad of the Day, Cookies or Brownies and choice of Canned Soft Drink or Bottled Water.

#### GRILLED CHICKEN BREAST SANDWICH

Grilled Caesar-Marinated Chicken Breast topped with Arugula on a freshly baked Baguette with Olive Mayonnaise.

#### COBB CLUB SANDWICH

Roasted Turkey, Crisp Bacon, Swiss Cheese and Avocado on Toasted Sourdough Bread with Gorgonzola Mayonnaise.

#### GRILLED VEGETABLE SANDWICH

Grilled Zucchini, Eggplant and Yellow Squash with Fontina Cheese and fresh Basil on a freshly baked Baguette.

#### GRILLED PORTOBELLO MUSHROOM SANDWICH

Grilled Portobello Mushroom topped with Lettuce, Tomato and Provolone Cheese on Focaccia Bread with Basil Pesto.

#### ROAST BEEF SANDWICH

Thinly Sliced Roast Beef topped with Grilled Onions and Havarti Cheese on a freshly baked Baguette with Horseradish Sauce.

#### HAM AND CHEDDAR SANDWICH

Thinly Sliced Ham topped with Lettuce, Tomato and Cheddar Cheese on Rye Bread with Dijon Mayonnaise.

#### CLASSIC CHEF JAZZ SALAD WRAP

Julienne Turkey, Ham, Swiss and Cheddar Cheese with Cucumbers, Romaine Lettuce and Bleu Cheese Dressing wrapped in a Whole Wheat Tortilla.

#### PICNIC LUNCH

Assorted Deli Sandwiches on a freshly baked Roll or Sliced Bread. Choices include Tuna Salad, Chicken Salad, Ham Salad, Turkey and Cheddar Cheese or Ham and Swiss Cheese.

# EXPRESS LUNCHES



## LUNCHEON SALADS

LUNCHEON SALADS - Minimum may apply

Our signature salads are freshly prepared to suit your event. Limited time for Luncheon? We can pre-set your lunch along with beverages and dessert or package them to go. All Luncheon Salads include a Dinner Roll and Butter, Cookies or Brownies and choice of Canned Soft Drink or Bottled Water.

### CHEF SALAD

Fresh Mixed Greens topped with Ham, Turkey, Cheddar Cheese and Hard-Boiled Egg. Served with Honey Mustard Dressing on the side.

### COBB SALAD

Fresh Mixed Greens topped with Smoked Turkey, Avocado, Hard-Boiled Egg and Bacon. Served with Bleu Cheese Dressing on the side.

### CAESAR SALAD

Fresh Romaine Lettuce, Shredded Parmesan Cheese and Focaccia Croutons. Served with Caesar Dressing on the side.

\* Add Grilled Balsamic Chicken Breast

\* Add Grilled Steak

### FRUIT AND COTTAGE CHEESE SALAD

Fresh Mixed Greens topped with Red Seedless Grapes, Apple Wedges, Orange Slices, Fresh Cantaloupe and Low-Fat Cottage Cheese. Served with a Banana Nut Muffin.

### TRI-SALAD COMBO

Fresh Mixed Greens topped with your choice of 3 Deli Salads from the following: Chicken Salad, Egg Salad, Tuna Salad and Ham Salad.

### CHICKEN FAJITA SALAD

Fresh Mixed Greens topped with Sliced Grilled Chicken Breast, Sautéed Onions and Peppers, Diced Tomatoes, Shredded Cheddar Cheese and Fried Tri-Color Tortilla Chips. Served with Ranch Dressing on the side.

### TACO SALAD

A Crispy Tortilla Shell filled with your choice of Spicy Chicken, Beef or Refried Beans and topped with Shredded Lettuce, Diced Tomatoes, Sliced Olives, Shredded Cheddar Cheese, Guacamole, Sour Cream and Salsa.

### ANTIPASTO SALAD

Fresh Mixed Greens topped with Salami, Ham, Cubed Provolone Cheese, Sliced Olives and Diced Tomatoes. Served with Red Wine Vinaigrette Dressing on the side.

# LUNCHEON SALADS



## LUNCHEON SALADS

### THAI BEEF SALAD

Lime-Marinated Beef tossed with Lo Mein Noodles, Cabbage, Spinach, Basil, Mint and Peanuts. Served with Thai Lime-Chili Dressing on the side.

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### BIG GREEK SALAD

Fresh Mixed Greens topped with Tabbouleh, Roasted Red Peppers, Feta Cheese, Kalamata Olives and Red Onions. Served with Flatbread and Lemon Vinaigrette Dressing on the side.

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### VEGETARIAN HUMMUS PLATE

Traditional Hummus served with Pita Bread, Black Olives, Cucumber Slices, Carrot and Celery Sticks.

LUNCHEON SALADS



# BOUNTIFUL BUFFETS

## SPECIALTY BUFFETS - Minimum may apply

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening for dinner. All Specialty Buffets include Lemonade or Iced Tea and Iced Water.

### SLICERS DELI BUFFET

Sliced Roast Beef, Ham, Turkey, American, Swiss and Provolone Cheeses with Assorted Breads and Rolls. Accompaniments include Condiments, a Relish Tray with Lettuce, Tomatoes, Pickles and Onions as well as Potato Chips, Cookies or Brownies.

#### OPTIONS

- Add Pasta Salad
- Add Potato Salad
- Add Garden Salad
- Add Caesar Salad

### SALAD BUFFET

Seafood Salad, Chicken Salad, Tuna Salad, Egg Salad and Tossed Garden Salad with choice of 2 dressings. Accompaniments include Assorted Breads and Rolls, Condiments, a Relish Tray with Lettuce, Tomatoes, Pickles and Onions as well as Potato Chips, Cookies or Brownies.

### CAESAR SALAD BAR

Fresh Romaine Lettuce tossed with Parmesan Cheese, Focaccia Croutons and Caesar Dressing. Served with Rolls and Butter and Dessert Bars.

#### OPTIONS

- Add Sliced Grilled Chicken
- Add Sliced Grilled Steak
- Add Grilled Shrimp
- Add Grilled Salmon

### ROMA ITALIAN

Choice of 2 pastas: Penne, Tri-Color Rotini or Rigatoni served with Marinara Sauce, Meatballs, Green Beans, Breadsticks, Shredded Parmesan Cheese and an Antipasto Salad as well as Assorted Cookies for Dessert.

#### OPTIONS

- Add Alfredo or Bolognese Sauce
- Add Vegetarian Lasagna
- Add Meat Lasagna
- Add Chicken Cacciatore
- Add Cheese Ravioli
- Add Chicken Parmesan
- Add Eggplant Parmesan
- Add Sausage, Peppers and Onions

# B U F F E T S



## MOVABLE FEASTS

### MOVABLE FEASTS - Minimum Order of 10

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening for dinner. All Movable Feasts include your choice of Lemonade or Iced Tea and Iced Water.

#### BASIC BBQ

Hamburgers, Hot Dogs and Veggie Burgers  
Choice of Potato Salad, Macaroni Salad  
or Coleslaw  
Condiments and a Relish Tray with Lettuce,  
Tomatoes, Pickles and Onions  
Sliced American and Swiss Cheese  
Potato Chips  
Cookies or Brownies

#### TEXAS BBQ

Hamburgers, Hot Dogs and Veggie Burgers  
Choice of Potato Salad, Macaroni Salad  
or Coleslaw  
Corn on the Cob and Baked Beans  
Condiments and a Relish Tray with Lettuce,  
Tomatoes, Pickles and Onions  
Sliced American and Swiss Cheese  
Cookies or Brownies

#### OPTIONS

- BBQ Chicken Quarters
- BBQ Chicken Breasts
- BBQ Pork Ribs
- Watermelon

#### FAJITA BAR

Choice of Chicken, Beef or Vegetable Fajitas  
accompanied by Warm Tortillas, Spanish Rice,  
Refried Beans and Churros for Dessert. Served  
with Sour Cream, Salsa and Guacamole.

#### WINGS AND THINGS

Buffalo-Style Chicken Wings served with Carrots  
and Celery Sticks, Ranch and Bleu Cheese  
Dressings. Your choice of 2 Pizzas: California  
Vegetable Pizza, Cheese Pizza or Pepperoni  
Pizza as well as a traditional Caesar Salad.



## CULINARY CLASSICS

Minimum Order of 25 – Lunch and Dinner Pricing Available

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of House Salad or Classic Caesar Salad, choice of two accompaniments, freshly baked Rolls and Butter, choice of Dessert, Iced Tea, Iced Water, freshly brewed Starbucks® Coffee, Decaf and Tazo® Teas.

\*Premium salad and dessert options are available at an additional charge

### BEEF

#### FILET MIGNON

Oven-Roasted Tenderloin of Beef with your choice of Madeira Sauce or Tarragon Butter.

\*Arrabiata Sauce or Béarnaise Sauce available at an additional charge

#### ROAST BEEF

Oven-Roasted Top Round of Beef seasoned with Salt and Pepper and served with Au Jus or a Burgundy Mushroom Sauce.

\*Bordelaise Sauce available at an additional charge

#### BEEF WELLINGTON

Beef Tenderloin rubbed with a Mushroom, Shallot and Herb Paste, baked until golden brown in Puff Pastry and served with Creamed Horseradish or Madeira Sauce.

#### STEAK AU POIVRE

Roast Sirloin Strip Steak served with Peppercorn Sauce.

### POULTRY

#### CHICKEN PICCATA

Boneless Breast of Chicken lightly dredged in flour and sautéed in a Lemon Butter Sauce with Capers.

#### CHICKEN CORDON BLEU

Lightly Breaded Boneless Breast of Chicken stuffed with Ham and Swiss Cheese then baked until golden brown.

### POULTRY CHICKEN FLORENTINE

Crispy Sautéed Chicken Breast topped with a Creamy Spinach Mixture and Mozzarella Cheese.

### SEAFOOD ROSEMARY AND GARLIC CHICKEN

Baked Boneless Breast of Chicken marinated in Fresh Rosemary, Lemon and Sherry.

#### SHRIMP SCAMPI

Plump Shrimp lightly sautéed in Olive Oil with Garlic, Oregano and Fresh Grated Lemon Zest. Served over Orzo Pasta.

#### BROILED SALMON WITH DILL BUTTER

Fresh Salmon Fillet broiled to perfection and topped with Dill Butter.

#### GRILLED AHI TUNA STEAK

Black Peppercorn and Rosemary encrusted Ahi Tuna lightly grilled and topped with a Tropical Fruit Salsa.

#### MARYLAND CRAB CAKES

Fresh Crabmeat mixed with Onion, Celery, Peppers and Mayonnaise, lightly dredged in Seasoned Bread Crumbs then sautéed to perfection. Served with Cilantro Butter or Tomato Dill Sauce.

C L A S S I C S



## CULINARY CLASSICS

### SEAFOOD

#### ALMOND COCONUT TILAPIA

Fresh Tilapia Fillet encrusted with Coconut, Almonds and Cuban Seasonings then baked to perfection.

#### ORANGE GARLIC CHILI SHRIMP

Plump Shrimp stir-fried with Asian Vegetables, Ginger, Garlic and Green Onions in an Orange Chili Sauce.

### PORK

#### SOUTHWESTERN GLAZED PORK LOIN

Roasted Pork Loin with a Chipotle Glaze.

#### STUFFED PORK CHOP

Pan-Seared Center Cut Pork Chop stuffed with a Cornbread and Apple Stuffing.

#### PORK TENDERLOIN

Roasted Pork Tenderloin topped with a savory Dijon Sauce.

### VEAL

#### VEAL PICCATA

Scaloppine of Veal lightly dredged in flour and sautéed in a Lemon Butter Sauce with Capers.

#### VEAL OSCAR

Veal Cutlets topped with Asparagus, Lump Crabmeat and finished with Hollandaise Sauce.

#### CLASSIC VEAL CHOP

Char-Broiled Veal Chop served on a bed of Spinach with Garlic and Caramelized Onions.

### LAMB

#### LAMB CHOPS

Broiled Lamb Chops served with Mint Jelly.

#### ROAST LEG OF LAMB

Boneless Leg of Lamb rubbed with Lavender, Mint and Rosemary then roasted with Red Wine.

### VEGETARIAN

#### VEGETABLE NAPOLEON

Portobello Mushroom, Eggplant, Peppers, Zucchini and Yellow Squash elegantly stacked and topped with a Roasted Plum Tomato Sauce.

#### EGGPLANT ROLLARD

Eggplant Rollard stuffed with Mushrooms and Tofu served with a Roasted Plum Tomato Sauce and Polenta.

#### STUFFED PORTOBELLO MUSHROOM

Portobello Mushroom stuffed with Chevre, Orzo and Fresh Basil.

#### PORCINI AND MOREL MUSHROOM RAVIOLI

Ravioli stuffed with Porcini and Morel Mushrooms and topped with a light Plum Tomato Sauce.

#### VEGETARIAN LASAGNA

Lasagna Noodles layered with Ricotta Cheese, Plum Tomato Sauce, Eggplant, Zucchini and Yellow Squash topped with Mozzarella and Parmesan Cheeses.

C L A S S I C S



## MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner.

### SELECT TWO

- Baked Potato
- Country Mashed Potatoes
- Baked Sweet Potatoes
- Oven Roasted Garlic Potatoes
- Rice Pilaf
- Basmati Rice
- Long Grain and Wild Rice
- Whipped Sweet Potatoes
- Olive Couscous
- Basil Orzo
- Mushroom Risotto
- Fresh Broccoli Spears
- Asparagus Spears (seasonal)
- Fresh Zucchini and Yellow Squash
- Green Bean Amandine
- Carrots Vichy

### DESSERTS

- Dutch Apple Pie
- Blueberry Crisp
- Peach Cobbler
- Boston Cream Pie
- Pumpkin Pie
- Key Lime Pie
- Lemon Meringue Pie
- Chocolate Cake
- Lemon Cake
- Black Forest Cake
- German Chocolate Cake
- Angel Food Cake with Seasonal Berries
- Cheesecake
- Carrot Cake
- Bread Pudding

MENU ACCOMPANIMENTS



## MENU ACCOMPANIMENTS

### SPECIALTY SALADS AND DESSERTS

#### SPECIALTY SALADS

##### MESCLUN SALAD

Mixed Baby Greens topped with Roasted Vegetables and Balsamic Vinaigrette.

##### CAPRESE SALAD

Sliced Plum Tomatoes, Fresh Mozzarella and Fresh Basil topped with Garlic Vinaigrette.

##### SPINACH SALAD

Fresh Spinach tossed with Bacon, Hard-Boiled Egg and Hot Bacon Dressing.

##### ARUGULA SALAD

Fresh Arugula tossed with Roasted Corn, Cherry Tomatoes and Roasted Pepper Vinaigrette.

##### ICEBERG WEDGE

Iceberg Lettuce Wedge with Bleu Cheese Dressing.

##### PEAR, GOUDA AND WALNUT SALAD

Mixed Baby Greens topped with Sliced Pears, Walnuts and Gouda Cheese served with Raspberry Vinaigrette.

#### SPECIALTY DESSERTS

##### TRIPLE BERRY TRIFLE

##### RASPBERRY WHITE CHOCOLATE CHEESECAKE

##### MOLTEN CHOCOLATE LAVA CAKE

##### TIRAMISU

##### FRESH SEASONAL BERRIES WITH WHIPPED CREAM

##### SORBET

A close-up photograph of a white ceramic teacup and saucer with a yellow tea bag, set against a light blue background.

## FINISHING TOUCHES

### DESSERT BARS, per dozen

- Chocolate Brownies
- Marble Brownies
- Lemon Bars
- Seven Layer Bars
- Marshmallow Krispies
- Raspberry Ribbon Brownies
- Oreo Dream Bar
- Carrot Cake Bar
- Turtle Brownie Bar
- Petit Fours
- Brownie Bites
- Krispie Bites

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### COOKIES, per dozen

- Chocolate Chip
- Oatmeal Raisin
- Peanut Butter
- Chocolate Chocolate Chip
- Macaroons
- Mini Cookies

### ICE CREAM SUNDAE BAR, PER PERSON

Includes your choice of Vanilla, Chocolate or Strawberry Ice Cream

Select 2 sauces from the following:

- Chocolate Sauce
- Strawberry Sauce
- Caramel Sauce

Select 3 toppings from the following:

- Peanuts
- Sprinkles
- Crushed Cookies
- Cherries
- Granola
- Whipped Topping
- Gummy Bears
- M & M's

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### SNACKS, per person

- Popcorn
- Potato Chips
- Pretzels
- Chips and Salsa
- Hummus and Pita Chips
- Mixed Nuts
- Granola Bars
- Mini Candy Bars, 3 per person

## FINISHING TOUCHES



## GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

**ASSORTED DIPS**, per person  
Served with Crackers or Chips  
Minimum Order of 10

- Spinach Dip
- Spinach and Artichoke Dip
- French Onion Dip
- Garden Vegetable Dip
- Ranch Dip
- Crab Dip
- Shrimp Dip
- Seven Layer Dip

**TRAYS AND DISPLAYS**, per person  
Minimum Order of 10

- Crudités with Dip
- Domestic Cheese and Crackers
- Imported Cheese and Crackers
- Fresh Sliced Seasonal Fruit and Domestic Cheese
- Fresh Sliced Seasonal Fruit and Imported Cheese
- Smoked Salmon
- Pinwheel Sandwiches, each
- Fresh Sliced Seasonal Fruit with Dip
- Tea Sandwiches,  
per dozen – select 3  
Tuna Salad, Chicken Salad,  
Egg Salad, Ham Salad, Cucumber  
and Cream Cheese

**CARVING STATION**, per person  
Minimum Order of 25

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces.

Carving station comes with your choice of:

- Roasted Turkey with Giblet Gravy
- Mustard and Apricot Glazed Ham
- Roasted Pork Loin
- Roasted Top Round of Beef with Au Jus
- Roasted Tenderloin of Beef

GOURMET DIPS  
TRAYS AND DISPLAYS  
CARVING STATIONS



## HORS D'OEUVRES

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

### HOT

- Spanakopita
- Fried Chicken Tenders
- Coconut Shrimp
- Honey Drizzled Chicken Drumettes
- Mini Chicken Wellington
- Egg Rolls
- Vegetable Spring Rolls
- Stuffed Mushrooms
- Bacon wrapped Scallops
- Potstickers
- Parmesan Artichoke Hearts
- Mini Lamb Chops
- Chicken and Mushroom Quesadillas
- Crab Rangoon
- Roasted Red Pepper and Gouda Quesadillas
- Honey-Ginger Chicken Satay
- Crab Cakes
- Chicken Chimichangas
- Assorted Mini Quiche
- Goat Cheese Wontons

### COLD

- Prosciutto wrapped Melon
- Fruit Kabobs with Yogurt Dressing
- Crostini with Assorted Toppings
- Belgian Endive with Herbed Chevre
- Shrimp Cocktail
- Crab Claw Cocktail

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



## BEVERAGES

**HOT, sold by the gallon:**  
16 servings per gallon

- Freshly Brewed Regular and Decaf Coffee
- Freshly Brewed Starbucks® Regular and Decaf Coffee
- Selection of Tazo® Herbal and Black Teas
- Hot Apple Cider
- Hot Chocolate

### COLD

- Canned Soft Drinks
- Bottled Water
- Milk (half pint)
- Sports Drinks
- Bottled Teas
- Bottled Juices

#### By the Gallon

- Fresh Chilled Juices  
  Apple, Orange and Cranberry
- Fruit Punch
- Lemonade
- Iced Tea
- Bottled Sparkletts Water

**PUNCHES, sold by the gallon:**  
16 servings per gallon

- Cranberry Punch
- Orange Blossom Punch
- Citrus Punch

BEVERAGES



# Planning Your Special Event

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



## **Arranging and Reserving a Date**

Even if the date of your event is only tentative, please make arrangements with the Catering Department so that we can begin the planning process. You may contact the Catering Department several ways:

Phone: 702-895-2650    702-895-5689

Email: [unlv catering@unlv.edu](mailto:unlv catering@unlv.edu)

Website: [www.unlv dining.org/catering.html](http://www.unlv dining.org/catering.html)

Office: Student Union, room 315



Catering arrangements and menu selections should be confirmed at least:

7 days in advance for groups under 100 guests

2 weeks in advance for groups of 100 guests or more

After we have finalized the details of your event, you will receive a contract. Make any necessary changes, sign and return within 3 business days via fax to the UNLV Catering Department at 702-895-5690. Carefully review all the information on this contract for accuracy and completeness before signing.





# Planning Your Special Event

## **China/Silverware**

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.



China and Silverware Service  
Coffee or Beverage China Service  
Full Bar Glass Service

All of the above are charged per person. Additional charges may apply for additional glassware or service plates.



## **Linen**

As a standard, we provide house linen for all food and beverage tables. Linen for guest tables are included with served meals. Your catering sales representative can also arrange for specialty linen. Please ask to see the selections available.

## **Floral Charges**

We will be happy to order, receive and handle specific floral and decorative requests for an additional fee determined in accordance with your specific needs.





# Planning Your Special Event

## **Operations**

Services and prices are for normal business days in accordance with the University calendar. Events scheduled on University holidays, Saturdays, Sundays or shut-down periods may incur an additional labor charge.



## **Attendants**

To ensure that your event is a success, catering staff will be provided for all served meals and buffets. If additional time is needed, a per hour, per attendant fee, will apply. Servers for receptions and coffee services are at an additional charge. Attendants are required for all functions over 50 guests (excluding coffee services) and all china events.



## **Catering Equipment**

As the host of the catering 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 may be charged to your account at replacement costs. Our Catering Sales Consultants will also be happy to assist you with rental needs for your event.





# Planning Your Special Event

## **Changes/Guarantees/Cancellations**

All cancellations and changes to your menu, guest count and event arrangements must be confirmed three (3) business days prior to your event. If you do not contact us with a final guest count, we will prepare for your estimated number and charge accordingly. Functions cancelled with less than a two (2) day notice may incur a charge for food purchased for that event.



## **Minimum Charges**

There will be a minimum order of 10 people for both food and beverage orders. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours. Office hours are Monday through Friday 8:00AM – 5:00PM.



## **Late Charges**

If an event is booked less than 24 business hours in advance, a late booking fee may apply.

## **Payment**

All catered functions must have a secured payment before they occur. P-card, Payment Voucher, Major Credit Card and Check are all valid payment methods. A 15% gratuity applies to all events booked by University groups. If a personal check or personal credit card is used to pay for an event booked by a University group, sales tax of 7.75% applies. Non-University groups are subject to 18% gratuity and sales tax of 7.75% for all food events. Non-University related groups are required to make a deposit of 75% one week prior with the balance due at the conclusion.





