

Catering Made Easy

Catering Guide

The Conference Center at Shippensburg University

Pamela Line, Director
pvline@ship.edu

Camps & On Campus Conferences

Randal Hammond, Director
rphamm@ship.edu

Mailing Address:
1871 Old Main Drive, Shippensburg, PA 17257

Physical Address:
500 Newburg Road, Shippensburg, PA 17257

Phone: 717-477-1256
Fax: 717-477-4014
www.conferencecenteratshipu.com



Contents

Breakfast Section.....	3
-Breakfast.....	3
-A La Carte.....	3
Lunch Section.....	3
-Lunch.....	3-4
-Salad Platters.....	4
-Lunches to Go.....	4-5
-Afternoon Breaks.....	5
-Picnics and Barbecues.....	5
-A La Carte.....	5-6
Dinner Section.....	6
-Hot Buffets.....	6
-Poultry Selections.....	6-7
-Beef and Pork Selections.....	7
-Seafood Selections.....	7-8
-Vegetarian Selections.....	8
Receptions.....	8
-Hors D'oeuvres.....	8-9
-Personal Chef Packages.....	9
-Carving Stations.....	9-10
Desserts and Drinks.....	10
-House Desserts.....	10
-Finger Desserts.....	10
-Drinks.....	11
A La Carte.....	11
Arrangements.....	12-14

Breakfast Selections

Set up and disposable service are provided. Pricing is listed per person unless otherwise noted. China and wait staff service available at an additional charge. Minimum 8 Guests.

VBP (Very Busy Person) Continental

Chilled juices, and Bagels served with Preserves and Cream Cheese.
Freshly brewed Coffee, and Assorted Teas.....5.50

The Continental

Seasonal Cut Fruit, freshly Baked Donuts, Danish, Muffins, freshly Baked Scones served with fresh Fruit Juice and freshly Brewed Coffee and Assorted Teas.....6.95

Presidential Buffet

Seasonal Sliced Fruit with Raspberry Coulis, Fluffy Scrambled Eggs served with Griddle Fried Potatoes, Fresh Baked Pastry and Petite Muffins accompanied by Fruit Juice and freshly Brewed Coffee, Choice of 2 Meats (Bacon, Sausage, Ham, Scrapple) And either Waffles, Pancakes, or Cheese Blintz.....8.25

A La Carte

(Prices listed per person)

Fresh Roast Coffee.....1.10
Hot Water with Tea Bags.....0.95
Hot Chocolate.....0.95
Fresh Fruit Juice.....1.10
Cups of Cereal.....1.50
Bagels with Cream Cheese.....1.50
Fresh Baked Donuts.....0.95
Fruit Danish.....0.95
Mini Muffins.....0.95
Biscotti.....1.50
Croissant.....1.10

Lunch Selections

*China and wait staff service available at an additional charge
Pricing is listed per person unless otherwise noted. Minimum 8 Guests.*

Sandwich Platter

Roast Beef and Cheddar with Horseradish Sauce, Turkey and Provolone with a Tangy Dijonaise, Ham and Swiss with Brown Mustard and Roasted Vegetables with Ranch Dressing served with Fruit Salad, Pasta Salad, Potato Chips, Brownies and Cookies with Assorted Beverages.....11.95

Wrap Platter

Wrap selection includes Turkey Club, Chicken Caesar, Grilled Beef-Eaters, and Vegetarian served with Fruit Salad, Pasta Salad, Potato Chips, Brownies and Cookies with Assorted Beverages.....11.95

Deli Platter

Includes sliced Roast Turkey Breast, Baked Ham and Roast Top Round of Beef, fresh Kaiser Rolls, Sliced American and Swiss Cheeses, Lettuce and Tomato Tray, Fruit Salad, Pasta Salad, Potato Chips, Brownies and Cookies with Assorted Beverages.....10.95

Soup and Salad Buffet

Fresh Mixed Green Salad, Choice of Dressings, Chicken Salad, Tuna Salad, Soup Du Jour, fresh Fruit Salad, Freshly Baked Dinner Rolls, Brownies, Cookies and Assorted Beverages.....10.95

Salad Plates

Each Salad includes Rolls or Bread Sticks, Soup Du Jour and House Dessert, Coffee, Tea, Iced Tea and Ice Water. China and Wait Staff included.

Classic Caesar Salad

A bed of crisp Romaine Lettuce topped with a Classic Caesar Dressing, crunchy Croutons and shredded Parmesan Cheese.....9.25
with Chicken.....10.95
with Salmon.....11.50
with Shrimp.....11.50

Southwestern Steak Salad

Fresh Mixed Greens with Cherry Tomatoes, Jack Cheese, Black Olives, topped with Grilled London Broil and Garnished with Tortilla Strips served with Fiesta Ranch Dressing.....12.95

Classic Chef Salad

This Classic includes fresh Romaine Lettuce with Turkey, Ham, Cheddar Cheese, and Tomatoes topped with Sliced Hard Boiled Eggs.....10.95

Beef Tenderloin Cobb Salad

Fresh Romaine Lettuce, Diced Eggs, Tomatoes, Bacon, Blue Cheese, Onion, Avocado and Grilled Beef Tenderloin with Choice of Dressing.....15.95

Lunches to Go

All lunches include Condiments, Napkins, Utensils and Soda or Bottled Water

“Raider” Box Lunch

Your Choice of a Signature Sandwich from the list below, Whole Fruit (Chef’s Choice), Bag of Chips, freshly Baked Cookies.....9.95

Signature Sandwich Selections

(Please Choose One)

-Turkey, Bacon and Cheddar, Roast Beef and Muenster, Tuna Salad, Chicken Salad, Ham and Swiss, Pastrami on Marble Rye, Grilled Portobello with Fire-Roasted Peppers

“Signature Salad” Boxed Lunch

Your Choice of a Signature Salad from the list below, Dinner Roll,

fresh Fruit Salad, Baked Brownie.....9.95

Signature Salad Selections

(Please Choose One)

-Thai Chicken Caesar Salad, Traditional Chef Salad, Traditional Greek Salad

Afternoon Breaks

China Service available at an additional charge

Death by Chocolate

Chocolate dipped Strawberries, Chocolate dipped Oreos, Shippen

S'mores and Chocolate Double Fudge Brownies, Coffee and Tea.....6.95

Fiesta Grande Nacho Bar

Taco Meat, Lettuce, Cheddar Cheese, Diced Tomatoes, Jalapenos,

Guacamole, Sour Cream, and Salsa, layered and served with Tortilla Chips and

Assorted Sodas.....5.50

Picnics and Barbecues

Prices include paper supplies and delivery

Wait Staff service available at an additional charge. Minimum 30 guests

Backyard Barbecue

Grilled ¼ lb. Hamburgers, Hot Dogs, Grilled Garden Burgers, American Cheese,

Lettuce, Tomatoes, Onions and Pickles, Choice of Traditional Macaroni Salad

or Potato Salad or Fruit Salad, Baked Beans, Cookies, Brownies and Assorted

Beverages.....11.25

The Carolina Barbecue

Authentic Carolina-Style BBQ Pulled Pork, Barbecue Boneless Chicken Breast,

freshly Baked Kaiser Rolls, Baked Beans, Cole Slaw, fresh Cut Fruit, Battered

Potato Wedges, Corn bread, Pecan Squares and Assorted Beverages.....13.75

New York Barbecue

10 oz. New York Strip Steak, Barbecued Chicken Breast, Vegetable Kabobs,

Baked Potato with Butter and Sour Cream, Baked Beans, Fruit Salad, Macaroni

Salad, Tossed Salad with Dressings, House Dessert and Assorted Beverages.....22.50

A La Carte

(Prices listed per person)

Canned Soda.....1.20

Lipton Iced Tea.....	1.20
Tropicana Lemonade.....	1.20
Bottled Water.....	1.50
Potato Chips (snack bag).....	0.95
Pretzels (snack bag).....	0.95
Popcorn (snack bag).....	0.95
Mixed Nuts.....	0.95
Brownies.....	1.10
Cookies (2 count).....	1.10
Vegetable Crudités.....	2.25
Fresh Seasonal Fruit Display.....	2.25
Domestic Cheese Display.....	2.25

Dinner Selections

Hot Buffets

*Prices include China and Wait Staff, Coffee, Tea and Ice Water
Pricing is listed per person unless otherwise noted. Minimum of 25 guests.*

A Taste of Italy

Classic Caesar Salad with Seasoned Bread Sticks, Chicken
Romano Freschetta, Grilled Flank Steak, Italian Herb Roasted Red
Skin Potatoes, Green Beans in Garlic and Oil, with Biscotti and
Cannoli for Dessert.....18.95

A Touch of France

Field Green Salad with Herbed Vinaigrette, Dinner Rolls, Chicken
Cordon Bleu, Beef Bourguignon, Roasted Red Potatoes Lyonnaise,
Haricot Verte a La Vapeur, with a Traditional Crème Brulee for Dessert.....19.75

Dinner

*All Dinner prices include House Salad, Chef's Choice of Vegetable, freshly Baked Dinner Rolls and
Butter, House Dessert, Coffee, Tea, Ice Water and Wait Staff Service.*

Poultry

Chicken Piccata

Boneless Chicken Breast in Light Cream Sauce with Lemon Juice
and Capers served with Roasted Baby Red Potatoes.....15.95

Chicken Napolitano

Boneless Chicken Breast stuffed with Ricotta Cheese and Spinach
topped with a Tomato Alfredo Sauce with Angel Hair Pasta.....17.25

Chicken Oscar

Sautéed Boneless Chicken Breast topped with Lump Crab, Asparagus and
Hollandaise Sauce served with Lemon Scented Jasmine Rice.....18.50

Chicken Marsala

Sautéed Boneless Chicken Breast with a rich Mushroom Marsala Wine
Sauce served over Angel Hair Pasta.....17.50

Apple Cranberry Brie Stuffed Chicken

Boneless Chicken Breast stuffed with Granny Smith Apples, Cranberries, and
Brie served with a Calvados Cream Sauce and Roasted Baby Red Potatoes.....18.50

Beef and Pork

Grilled Marinated Flank Steak

Thinly Sliced Marinated Flank Steak topped with Mushroom Demi-Glace
accompanied with Garlic Smashed Red Potato.....18.50

Prime Rib

12 oz. Prime Rib roasted to medium and smothered in Au Jus, a side
of Horseradish Sauce served with Twice Baked Potatoes.....23.50

Filet Mignon

8 oz. Center-Cut Filet grilled and cooked to medium perfection with
Maitre D Butter served with Roasted Baby Red Potatoes.....25.95

Pork Tenderloin in a Brown Sugar Bourbon Sauce

Grilled Pork Tenderloin marinated in a Kentucky Bourbon Barbecue Sauce
thinly sliced and served with Garlic Smashed Red Potatoes.....16.95

Shippensburg Pork Tenderloin

Pork Tenderloin stuffed with a Herbed Garlic Cheese then roasted and
served over a Peach Mango Chutney with Cheddar Mashed Potatoes.....17.95

Seafood

Grilled Salmon

Grilled Salmon with Dill Lemon Butter served with Lemon
Parmesan Risotto.....16.95

Flounder Florentine

Filet of Flounder stuffed with sautéed Spinach and topped with
Maltese Sauce accompanied by Fruited Rice Pilaf.....17.25

Chilean Sea Bass

Pan-seared filet of Sea Bass placed atop a Roasted Red Bell Pepper Sauce.
Served with Lemon Scented Jasmine Rice.....Market Price

Maryland Crab Cakes

Maryland Style Crab Cakes served with an Old Bay Cream Sauce
and Roasted Baby Red Potatoes.....Market Price

Maryland Crab Imperial

Maryland or Alaskan King Crab Meat covered with a Classic
Imperial Sauce broiled and served with Risotto Rice Cakes.....Market Price

Vegetarian

Vegetable Lasagna Rolls

A twist to a classic dish; Lasagna Noodles filled with fresh Seasonal
Vegetables and Ricotta Cheese then topped generously with Alfredo Sauce.....14.50

Grilled Stuffed Portabella Mushrooms

Marinated Portabella Mushrooms grilled over an open flame, stuffed with
Sautéed Vegetables, Spinach and Mozzarella Cheese. Served with
Garlic Smashed Potatoes.....15.95

Vegetable Napoleon

Fresh Seasonal Vegetables grilled and layered on top of each other on a
bed of Tangy Marinara Sauce and topped with Mozzarella Cheese.....16.25

Receptions

Hors D'oeuvres

*Price based on two portions per person. Minimum 25 Guests for Hors D'oeuvres and 50 for Action
Stations. China and wait staff is complimentary for all events exceeding 100 Guests. For orders under
100 Guests, China and wait staff service is available for an additional charge.*

Cold

Beef Tenderloin with Horseradish Cream Sauce served on a Sourdough Crostini
Crab Salad with Avocado served on a Toasted Baguette
Smoked Salmon Salad on Black Rye Crostini
Spinach Bowl with Sliced Baguette
Grilled Crostini with Basil Pesto, Tomato and Fresh Mozzarella
Hummus Bowl with Pita Triangles
Mini BLT Biscuits.....2.95

Hot

Sausage Stuffed Mushrooms topped with a Parmesan Chive Aioli
Crab Rangoon with Sweet and Sour Sauce
Thai Beef Skewers with Hoisin ginger Glaze
Chevre and Italian Sausage on a Focaccia Crouton
Spinach and Feta Spanakopita
Honey Stung Chicken Wings
Potato Skins topped with Bacon, Cheddar Cheese and Sour Cream
Bacon Gouda Stuffed Mushrooms
Mini Slider Burgers
Mini Quiche.....2.95

Executive Hors D'oeuvres

Crab Stuffed Mushrooms topped with Imperial Sauce, Petite Crab Cakes with Remoulade and tarter Sauce, Grilled Tequila & Lime Shrimp Skewers, Shrimp Cocktail.....Market Price

Personal Chef Packages

Prices for action stations include a uniformed culinarian. A minimum of 50 guests is required. Pricing is listed per person unless otherwise noted.

Mashed Potato Martini Bar

Shredded Cheddar Cheese, Crumbled Bleu Cheese, Crumbled Bacon, Chopped Chives, and Sour Cream with your choice of either Classic Mashed Potatoes or Red Skin Mashed Potatoes served in a Martini Glass.....7.95

Pasta Station

Your choice of Penne, Rigatoni or Ziti, tossed in your choice of two sauces: Classic Marinara, Creamy Alfredo, Pesto Basil, Vodka Sauce, or Sun Dried Tomato Alfredo. Served with Parmesan Cheese, Red Pepper Flakes, Oregano and Bread Sticks.....6.95

Asian Station

Marinated Chicken or Beef Stir Fry atop an array of freshly cut Asian Vegetables. Served with Jasmine Rice, Fried Won-Ton and Sweet and Sour Sauce.....6.95

Southwestern Station

Marinated Beef or Chicken Strips, Peppers and Onions, Southwest Spices sautéed and served with warm Tortillas. This station comes with Fajita condiment trays, Tortilla Chips, Sour Cream and Salsa.....6.95

Sizzlin' Crab Cake Station

A miniature version of Chef Emondi's famous Crab Cakes, flambéed to order for your guests enjoyment.....8.95

Flambé Desserts

Your choice of Bananas Foster, Cherries Jubilee or Crepes Suzette served with Vanilla Ice Cream.....6.95

Carving Stations

Prices for carving stations include a uniformed culinarian. A minimum of 25 guests is required. Pricing is listed per person.

Oven Roasted Turkey Breast

A juicy slice of Oven Roasted Turkey Breast served with your choice of Lettuce, Tomato, Honey Mustard, or Cranberry Sauce on a Mini Kaiser Roll.....5.50

Molasses and Mustard Glazed Baked Ham

Sliced Ham served with your choice of Lettuce, Tomato, Brown Mustard or Honey Mustard on a Silver Dollar Roll.....4.95

Herb Encrusted Roast Beef Tenderloin

Sliced Tenderloin served with your choice of Lettuce, Tomato, Dijon Mustard, Mayonnaise, or Horseradish Sauce on a mini Kaiser Roll.....9.95

Desserts and Drinks

Desserts

Certain Lunch and Dinner Menu Items Include an accompanying House dessert. For those Menu Items, please select your Dessert from the House Dessert Menu. Our house desserts can also be purchased separately.....2.25

House Desserts

Fresh Fruit Trifle
Deep Dish Apple Pie
Cherry Crumb Pie
Oreo Cookie Torte
Strawberry Jazz Torte
Chocolate Cake with Peanut Butter Icing
Carrot Cake with Cream Cheese Icing
Triple Chocolate Mousse

Premium Desserts

*Upgrade your House Dessert with a Premium Dessert for an additional.....2.00
You can also purchase our Premium Desserts separately for4.25*

Chocolate Ganache Torte
Raspberry Ganache Torte
Frozen Peanut Butter Pie
Individual Chocolate Truffle Cake with Strawberry Sabayon
Raspberry Swirled Cheesecake
Chocolate Chip Cheesecake
Turtle Cheesecake
Classic Crème Brulee
New York Style Cheesecake

Finger Desserts

Price based on two per person.....2.45

Lemon Squares
Pecan Squares
Mini Brownies
Cheesecake Bites
Mini Whoopie Pies
Assorted Petit Fours

Drinks

Pricing is listed per person unless otherwise noted.

Soda.....	1.20
Bottled Water.....	1.50
H2oh! (Strawberry, Lemon, Lime, Peach, Raspberry).....	1.75
Coffee Regular, Decaffeinated).....	1.10
Per Gallon.....	17.95
Hot Chocolate.....	0.95
Per Gallon.....	19.95
Fruit Punch.....	0.95
Per Gallon.....	16.95
White Punch.....	1.25

A La Carte

Pricing is listed per item

Disposable ware is included

Pizza Pies.....	10.50
Extra Toppings.....	0.75
<i>(Cheese, Pepperoni, Sausage, Bacon, Ham & Pineapple, etc)</i>	

Subs: Ham, Turkey, Roast Beef, Italian

Subs Include: Lettuce, Tomato, Mayonnaise and Mustard

6" Subs.....	5.00
12" Subs.....	6.00
Soda.....	1.20
Bottled Water.....	1.50
Fruit Punch.....	0.95
White Punch.....	1.25
Bottled Juice.....	1.75

Arrangements

Personal Service

At Shippensburg University we offer a premier catering location. The Tuscarora Room in Reisner Hall accommodates up to 450 and is a perfect location for almost any event. Our goal is to make your event unforgettable! With this in mind, our Catering Director and our Executive Chef will work closely with you making the planning process a pleasurable and efficient experience. No matter what type of event you have planned, you can count on exceptional food quality and presentation from start to finish.

Wait staff

Our professional and courteous event managers and wait staff are experienced in exquisitely orchestrating your event. Strong food knowledge, service background and an eye for aesthetics make our staff uniquely qualified.

Linen

Our in-house linen consists of white table cloths with red and blue napkins. We also have black skirting available. In-house linen and skirting is available to dress most buffets at no charge. Guests may request an upgrade to our in-house linens and skirts for tables not used for food service at a charge of.....4.00 per tablecloth/skirt, and.....0.30 per napkin.

Floral Design

We would be happy to give you the names of several good local florists if you would like centerpieces for your event, or we can order flowers for you with a slight up charge.

Disposable Ware

Unless otherwise stated, disposable ware is standard for all events. Available with all drop-offs at no charge.

Premium Disposable Ware

Upgrade your event with premium disposable ware for.....0.50 per person

Super Premium Disposable Ware

In addition to using premium disposable ware, flatware and fabric napkins are also included for.....0.75 per person

Request for China usage outside Reisner Hall

Minimum 25 Guests.....2.00 per person

Non - University Guests

We have made a special catering brochure for our non-university guests. Service charges or tipping will not be added. Appropriate taxes will be incurred. A University Group may sponsor an outside group providing 25% of the participants are University associates.

Guarantee and Cancellations

A guaranteed number of participants is required at least 72 hours (3 business days) prior to your event, Thursday in the case of a Monday event. Cancellations must be received and acknowledged by the Catering Office at least 48 hours prior to the event to avoid a cancellation charge equal to 35% of the complete catering.

Late Minute Ordering

On rare occasions, you may require our services on short notice. When this happens, we want to assist you. However; we are limited in choice of services provided for events booked less than 72 hours in advance. All catered functions ordered less than 3 days from the event will be subject to a 25% service fee of the total bill.

Pick-ups

Any orders that are designated as "pick up" may be picked up at Reisner Hall at the contracted date and time. If the items are not picked up, you will be charged accordingly. Also, please communicate with us regarding the best time to retrieve our equipment to avoid additional charges.

Minimum On-Campus Delivery Order

\$100

Minimum Off-Campus Delivery Charge

\$100 or 8% of your bill, which ever is greater

Kriner Dining Hall Set-Up Fee

There will be a \$250 set up fee only for those events held in Kriner Hall that require the dismantling of the salad bar and relocation of tables. Cleaning fee is additional to this charge.

Kriner Hall Cleaning Fee

There will be a \$150 cleaning fee for every catering event held in Kriner Hall.

Attendant Service Charge (Per Labor Hour)

\$20 for each hour worked per attendant or wait staff (four hour minimum)

We are happy to supply you with wait staff regardless of the size of your event.

Please call to find out what your labor needs might be if your event does not meet our "minimum guest" requirements. Available for breaks, receptions, buffets, and served meals. Under unique circumstances, Catering services may mandate wait staff presence at an event.

Split entree charge

Split entrees are accepted for an additional plate cost of.....3.00 per person

Alcohol Service

Shippensburg University Catering is not licensed to provide an alcoholic beverage service. However; we are able to provide a professional bartending service at \$30.00 per hour (minimum 4 hours) and a bar set up fee of \$3.00 per person. Bar set up includes: tonic water, club soda, cranberry juice, orange juice, assorted soda, ice, napkins, all bar garnishes and glassware.

For a nominal charge, Catering Services will pick up or refrigerate but not purchase your alcoholic beverages prior to the event. **Proceeding the event, all alcohol service must receive University approval.**

Hours of Operation

Fall and Spring Semester

Monday - Friday.....7:00 AM - 9:00 PM

Saturday and Sunday.....8:00 AM - 8:30 PM

Breaks and Summer

Monday - Friday.....7:30 AM - 8:00 PM

Saturday and Sunday.....8:00 AM - 8:00 PM

Any request outside of normal business hours will be subject to an additional charge which will vary depending on request.

**In accordance with the Local Health Department Regulations,
it is our strict policy that there be no carry out permitted of
food not consumed at your event.**