

## Wedding Guide

## KEYSTONECOLLEGE





Whether you envision a celebration that is traditional or trend-setting, festive or formal, intimate or grand, our experienced and inspired team will provide you with unlimited options in planning your perfect storybook wedding. We will work closely together at every step in the process to create a reception that reflects your personalities and indulges your senses.

A flavour by Sodexo brings the sophistication of creative, inspired and utterly delicious cuisine along with seamless service and logistical expertise to make your wedding day a truly joyous and memorable celebration. Artistically prepared, beautifully presented menu choices are served with the gracious attention to detail that has genuinely become a hallmark of our team.

We have been getting ready for this day for probably as long as you have been dreaming about it! Our passionate staff brings over 30 years of experience in designing and delivering perfectly executed events and we stake our reputation on nothing short of your happiness. Congratulations, and we look forward to helping you as you journey down the path of creating a wedding day tailored to your unique style, vision and budget.

If we can offer you more information, or to make a wedding consultation appointment, please contact us at 570.945.8905, email us at diningservices@keystone.edu, or visit our website: https://keystone.sodexomyway.com/catering/index.html.

Sincerely,
Your Wedding Team


APRICOT \& GOAT CHEESE CHICKEN BREAST

## BUFFETSELECTIONS

These menus are beautifully presented buffet style. All services include, china, a complimentary buffet floral arrangement and linen-draped buffet and dining tables in the listed price. Complimentary cake cutting is included.

## THEDELUXE BUFFET

 COCKTAIL HOUR
## BUTLERED HORS D'OEUVRES

Pistachio Grapes with Orange Cream Cheese
Tuscan Bruschetta
Swedish Meatballs

## DELUXE BUFFET

Tossed Garden Salad accompanied by Balsamic Basil Vinaigrette
Whole Green Beans Almandine
Oven Roasted Rosemary Red Potatoes
Sautéed Chicken with Shallots \& Mushrooms
Broiled Salmon with Dill Butter
VEGETARIAN ENTRÉE
Chèvre, Orzo \& Basil Portobello

## ENTRÉE EXCHANGES

Apricot \& Goat Cheese Chicken Breast with Pan Jus Flat Iron Beef Steak with Arugula Pesto
Coriander Rubbed Pork Tenderloin with a Green Peppercorn Mustard Sauce
Lemon Pepper Oven Baked Trout with a Roasted Pepper Garlic Aioli

## VEGETARIAN EXCHANGES

Eggplant Parmesan with a Marinara Sauce Southern Fried Portobello with Mashed Potato and Mushroom Sauce
\$27.95 per guest

## THEPREMIUM BUFFET COCKTAIL HOUR

BUTLERED HORS D'OEUVRES
Pistachio Encrusted Chèvre \& Grape Truffles Grilled Pita with Falafel and Vegetable Relish Asparagus Rolls with Bacon and Chive Cream Cheese

PREMIUM BUFFET
Spinach Salad with Orange and Strawberry accompanied by Zesty Citrus Dressing Balsamic Roasted Vegetables
Seasoned Mashed Potatoes
Chicken Cordon Bleu with a Lite Cream Sauce
Blackened Flank Steak with Demi-Glace

VEGETARIAN ENTRÉE
Wild Mushroom Lasagna with a Marinara Sauce

## ENTRÉE EXCHANGES

Chicken Piccata
Italian Beef Round Top Au Jus
Roasted Loin of Pork with Pan GravyRoasted Loin of Pork with Pan Gravy
Cod Veracruz with Pan Sauce

## VEGETARIAN EXCHANGES

Vegetable Wellington with a Roasted Red Pepper Coulis Eggplant Pastitsio with Yogurt Béchamel

## THETRADITIONALBUFFET

## COCKTAIL HOUR

BUTLERED HORS D'OEUVRES
Curried Chicken \& Golden Raisin Tartlets
Fruity Feta Bruschetta
Spanakopita

## TRADITIONAL BUFFE

Chophouse Iceberg Wedge with Red Onion and Hard Cooked Egg, with crumbled Bacon, accompanied by Blue Cheese Dressing
Grilled Zucchini
Parsley Red Potatoes
Grilled Chicken with Bruschetta Topping
Pork Tenderloin with a Raspberry Sauce

## VEGETARIAN ENTRÉE

Roasted Vegetable Orzo Risotto

## ENTRÉE EXCHANGES

Rosemary Garlic Chicken Breast with a Lite Garlic Cream Sauce
Roasted Beef Au Jus
Pork Tenderloin with a Raspberry Sauce Tilapia Provenca

VEGETARIAN EXCHANGES
Risotto ala Funghi
Vegetarian Stuffed Cabbage Rolls with Herbed Tomato Sauce
$\$ 31.95$ per guest


HERB ENCRUSTED BEEF TENDERLOIN PLATTER

## THE GRAND WEDDING BUFFET

These menus are beautifully presented buffet style. All services include china, a complimentary buffet floral arrangement, and linen-draped for the buffet and dining tables in the listed price. Complimentary cake cutting is included.

## COCKTAIL HOUR

## BUTLERED HORS D'OEUVRES

Corn Blini with Smoked Salmon \& Chive Cream
Vegetable Spring Rolls with Sweet and Tangy Asian Sauce
Chipotle Maple Bacon Wrapped Chicken
Black and White Sesame Crusted Scallops
GRAND BUFFET
Baby Field Greens with Fresh Strawberries, Red Onion, Gorgonzola and Toasted Walnuts accompanied by Honey Poppy Seed Dressing
Caramelized Root Vegetables
Polenta with Garlic \& Parmesan Cheese
Herb Encrusted Beef Tenderloin Platter
Charleston Crab Cakes with a Rémoulade Sauce

VEGETARIAN ENTRÉE
Vegetarian Stuffed Portobello with Roasted Tomato Vinaigrette

## ENTRÉE EXCHANGES

Horseradish Crusted Chicken with Green Onion Velouté Beef Bourguignon
Seared Salmon with Tropical Salsa
Pan Seared Pork Tenderloin with Caramelized Onions and Apples

## VEGETARIAN EXCHANGES

Eggplant Rollatini with Marinara Sauce
Portobello Mushroom Napoleon with a
Roasted Tomato Coulis

## GRAND FINISHING TOUCHES

## Finishing Touches

Choice of Three:
Petit Fours
Assorted Biscotti
Assorted Filled Shortbread Cookies
Truffle Brownie Bites
Seasonal Fresh Fruit Kabobs

## Wedding Cupcakes

## Toast

Sparkling Cider

## Coffee Bar

Fair Trade Aspretto Regular and Decaffeinated Coffee Bar with Assorted Creams, Shaved Chocolate, and Flavored Syrups. Bar includes Numi Herbal and
Non-Herbal Regular and Decaffeinated Teas Station with Local Honey and Fresh Lemon.


## SERVED WEDDING SELECTIONS

These menu selections are served to each guest. All served selections include linen-draped dining tables as well as set up and clean up. China is included in all menuprices. Complimentary cake cutting is included.

## THEDELUXESERVED COCKTAIL HOUR

## BUTLERED HORS D'OEUVRES

Sun-Dried Tomato \& Gorgonzola Bruschetta
Vietnamese Crispy Spring Rolls
Cantaloupe Wrapped in Prosciutto
Miso Dressed Crab salad on a Cucumber Round

## DELUXE SERVED MEAL

Mixed Greens with Tomato, Cucumber, Carrots, Cheddar Cheese and Olives accompanied by Herbed Vinaigrette Roasted Root Vegetables
Caramelized Onion Yukon Gold Mashed Potatoes Broiled Strip Steak served with Demi-Glace

## VEGETARIAN ENTRÉE

Penne with Butternut Squash and Portobello Mushrooms

ENTRÉE EXCHANGES
Sautéed Chicken with Sherry \& Mushrooms Pesto Crusted Salmon with Parmesan Cream
$\$ 31.95$ per guest

## THEPREMIUMSERVED COCKTAIL HOUR

BUTLERED HORS D'OEUVRES
Broccoli Rabe \& Fresh Mozzarella Crostini
Tomato Basil Bruschetta
Ginger Chicken Satay
California Sushi Roll

## PREMIUM SERVED MEAL

Spinach, Red Leaf, and Crisp Romaine tossed with Dried Cranberries, Mandarin Oranges, and Toasted Sunflower seeds accompanied by Honey Lime Dressing
Roasted Julienne Vegetables
Smoked Gouda Duchess Potatoes
Filet Mignon Medallions in Shiitake Mushroom Cream Sauce

## VEGETARIAN ENTRÉE

Vegetable Wellington with Roasted Red Pepper Coulis

## ENTRÉE EXCHANGES

Sautéed Chicken with Creamy Chive Sauce
Pan Seared Pork Tenderloin with Apples \& Onions
Roasted Rosemary Rack of Lamb with Demi-Glace

## THETRADITIONALSERVED

## COCKTAIL HOUR

## BUTLERED HORS D'OEUVRES

Tuscan Bruschetta
Vegetarian Sushi Roll
Coconut Chicken with Orange Sauce

TRADITIONAL SERVED MEAL
Mixed Field Greens with Tomatoes, Cucumbers, and Carrots accompanied by Balsamic Dressing
Fresh Green Beans
Sour Cream and Chive Mashed Potatoes
Grilled Chicken Breast with Mushroom Cream Sauce
VEGETARIAN ENTRÉE
Eggplant Rollatini with Marinara Sauce

## ENTRÉE EXCHANGES

Balsamic Grilled Flank Steak with Roasted Rosemary Mushroom Sauce
Parmesan Crusted Tilapia with a Chive Butter Sauce
\$29.95 per guest

## THE GRAND SERVED WEDDING

These menu selections are served to each guest. All served selections include linen-draped dining tables as well as set up and clean up. China is included in all menuprices. Complimentary cake cutting is included.

## COCKTAIL HOUR

## BUTLERED HORS D'OEUVRES

Chicken Satay
Tomato, Vidalia Onion \& Goat Cheese Tart
Crostini with Spicy Mango Shrimp Salsa Beef Short Rib in a Red Potato Cup

GRAND SERVED MEAL WITH DUET ENTRÉE
Plum Tomato \& Fresh Mozzarella Salad with Lite Balsamic Vinaigrette
Grilled Asparagus
Roasted Garlic Red Potatoes
Charleston Crab Cake and Herb Crusted Beef
Tenderloin with a Béarnaise Sauce

VEGETARIAN ENTRÉE
Polenta Lasagna with Eggplant Caponata

## ENTRÉE EXCHANGES

Steak au Poivre with a Peppercorn Demi
Pistachio Crusted Chicken Breast with warm Apple Compote
Grilled Shrimp Skewer with Béarnaise Sauce

## GRAND FINISHING TOUCHES

## Finishing Touches

Choice of Three:
Petit Fours
Assorted Biscotti
Assorted Filled Shortbread Cookies
Truffle Brownie Bites
Seasonal Fruit Kabobs

## Wedding Cupcakes

## Toast

Sparkling Cider

## Coffee Bar

Fair Trade Aspretto Regular and Decaffeinated Coffee Bar with Assorted Creams, Shaved Chocolate and
Flavored Syrups. Bar includes Numi Herbal and Non-Herbal Regular and Decaffeinated Teas Station with local Honey and Fresh Lemon.


## HORS D'OEUVRESRECEPTIONS

Our hors d'oeuvres receptions are presented with both stationary and butlered items and include an elegant carved selection. All receptions include china and linen-draped buffet and dining tables in the listed price. Complimentary cake cutting is included

## THEDELUXEHORS D'OEUVRES

## STATIONARY HORS D'OEUVRES

Fruit and Cheese Display
Spanakopita

## BUTLERED HORS D'OEUVRES

Sun-Dried Tomato \& Gorgonzola Bruschetta
Curried Chicken \& Golden Raisin Tartlets
Greek Pizza
Seafood Stuffed Mushroom Cap
Sausage Bites with Champagne Mustard
Ham \& Cheese Pinwheels

## CHEF CARVING TABLE

Select one carved item. All carved items include Assorted Mini Rolls and Appropriate Condiments.

## Maple Glazed Roast Turkey Breast

Accompanied by Cranberry and Orange Compote and Creamy Dijon Mustard

## Oven Roasted Top Round Beef

Accompanied by Horseradish Cream and Roasted Garlic Au Jus

## Brown Sugar Rubbed Pork Loin

Accompanied by Chipotle Mayonnaise and Stone
Ground Mustard Sauce
\$14.95 per guest

## THEPREMIUMHORSD'OEUVRES

## STATIONARY HORS D'OEUVRES

Gourmet Cheese Display
Chipotle Maple Bacon Wrapped Chicken
Gourmet Crudité Display

## BUTLERED HORS D'OEUVRES

Tomato Basil Bruschetta
Artichoke Hearts with Roasted Tomato Sauce
Cantaloupe Wrapped with Prosciutto
Mini Crab Cakes with Rémoulade Sauce
Brie \& Raspberry Chutney Phyllo Timbales
Chicken Satay

CHEF CARVING TABLE
Select one carved item. All carved items include Assorted Mini Rolls and Appropriate Condiments.

## Grilled Marinated Flank Steak

Accompanied by a Creamy Dijon Mustard Spread and Mango Chipotle Ketchup

## Turkey London Broil

Accompanied by an Orange Balsamic Gastrique and Green Peppercorn Mustard Sauce

## Herbed Grilled Salmon

Accompanied by a Tarragon Tomato Aioli and Cherry Tomato Salsa
\$17.95 per guest

## THETRADITIONAL HORS D'OEUVRES

## STATIONARY HORS D'OEUVRES

Fruit \& Cheese Display
Swedish Meatballs
Spinach \& Artichoke Dip

## BUTLERED HORS D'OEUVRES

Tuscan Bruschetta
Assorted Tea Sandwiches
Tomato, Vidalia Onion \& Goat Cheese Tart
Mini Reuben
Coconut Chicken with Orange Sauce

## CHEF CARVING TABLE

Select one carved item. All carved items include Assorted Mini Rolls and Appropriate Condiments.

## Herb Roasted Turkey Breast

Accompanied by Cranberry and Orange Compote and Creamy Dijon Mustard

## Maple Peach Glazed Smoked Pit Ham

Accompanied by Honey Mustard and Dijon Mayonnaise

## Southwest BBQ Pork Loin

Accompanied by Chipotle Mayonnaise and Honey Mustard
\$12.95 per guest

A $\mathbf{2 0 \%}$ ADMINISTRATIVE Fee AND $\mathbf{6 \%}$ STATE TAX WILL be added to the price of each hors d'oeuvres menu.


## GRAND HORS D'OEUVRES WEDDING RECEPTION

Our grand hors d'oeuvres reception is presented with both stationary and butlered items and includes an elegant carved selection and action station. All receptions include china and linen-draped buffet and dining tables in the listed price. Complimentary cake cutting is included.

## STATIONARY HORS D'OEUVRES

Imported \& Domestic Cheese Display
Spinach \& Artichoke Dip
Beef Satay with Sweet \& Spicy Sauce
Gourmet Crudité Display

## BUTLERED HORS D'OEUVRES

Cucumber Rounds with Feta \& Tomato
Fruity Feta Bruschetta
Blue Cheese Stuffed Mushroom Cap Buffalo Chicken Quesadilla with Jalapeño
Chipotle Beef on Tortillas with Avocado
Crab \& Risotto Balls
Tuxedo Shrimp with Diablo Sauce

## CHEF CARVING TABLE

Select one carved item. All carved items include Assorted Mini Rolls and Appropriate Condiments.

Apricot Glazed Turkey Breast
Accompanied by Cranberry and Orange Compote and Creamy Dijon Mustard

Beef Tenderloin with Herb Crust
Accompanied by Horseradish Aioli Cream and Stone Ground Mustard Sauce

Roast Leg of Lamb with Fresh Rosemary and Mint Accompanied by Mint Jelly and Mediterranean Tzatziki

## GRAND FINISHING TOUCHES

Finishing Touches
Choice of Three:
Petit Fours
Assorted Biscotti
Assorted Filled Shortbread Cookies
Truffle Brownie Bites
Seasonal Fresh Fruit Kabobs

## Wedding Cupcakes

## Toast

Sparkling Cider

## Coffee Bar

Fair Trade Aspretto Regular and Decaffeinated Coffee Bar with Assorted Creams, Shaved Chocolate, and Flavored Syrups. Bar includes Numi Herbal and Non-Herbal Regular and Decaffeinated Teas Station with Local Honey and Fresh Lemon.

## OUR GRAND HORS D'OEUVRES RECEPTIONS INCLUDE FRESHLY BREWED ICED TEA AND ICED WATER.



## MENU ACCOMPANIMENTS

Our menu accompaniments have been designed to enhance any of the offered packages. You may add a single item, or a combination of items, from the following selections to your menu package at an additional cost.

## SOUPS

All soups are made with fresh, local ingredients when available and can be presented to your guests either buffet style or as a served selection
\(\left.\begin{array}{ll}Italian Wedding Soup \& Roasted Corn and Lobster Bisque <br>

\$ 2.50 per guest \& \$ 3.25 per guest\end{array}\right]\)| Cream of Parsnip Soup | Curried Butternut Squash Soup |
| :--- | :--- |
| $\$ 2.50$ per guest | $\$ 3.00$ per guest |

Cold Cantaloupe Mint Soup
\$2.50 per guest

## CHEF CARVING TABLE

A chef carved selection is a beautiful addition to a buffet meal or hors d'oeuvres package and provides a touch of grandeur to your event. All carved selections include assorted Mini Rolls and appropriate condiments.

## Roast Breast of Turkey

Accompanied by Cranberry and Orange Compote and Creamy
Dijon Mustard
$\$ 5.95$ per guest

## Roast Beef Tenderloin

Accompanied by Horseradish Aioli Cream and Stone Ground Mustard
$\$ 6.95$ per guest

## Mustard and Apricot Glaze Ham

Accompanied by Cranberry and Orange Compote and Creamy
Dijon Mustard

## $\$ 6.95$ per guest

## Roast Loin of Pork

Accompanied by Chipotle Mayonnaise and Stone Ground Mustard Sauce $\$ 6.95$ per guest

## ACTION AND BAR STATIONS

Presentation stations create a delightful culinary experience for your guests by adding an interactive flair. Add one or more of these chef-attended action or bar stations and watch your event come alive!

## Mashed Potato Bar

Smooth and creamy Yukon Gold or Sweet Mashed Potatoes topped with your choice of toppings Including Demi-Glace, Bacon, Cheddar, and Pecans

## $\$ 5.95$ per guest

## Macaroni \& Cheese Bar

The ultimate comfort food made your way... with an Incredible, Mouth-watering Assortment of Toppings of Blackened Chicken, Grilled Chicken, Ground Beef and Ham accompanied by Parmesan Cream and Aged Cheddar Cheese Sauces.

## \$5.95 per guest

## Risotto Bar

Endlessly creamy Risotto with Seasoned Shrimp, Rosemary Chicken, Grilled Veggies or delectable combinations with fresh Shaved Parmesan Cheese

## $\$ 6.95$ per guest

## Slider Station

Delicately delicious mini versions of the Classic Cheeseburger, Hamburger, Pork BBQ, Crab Cake, and Buffalo Chicken Sandwiches

## $\$ 8.95$ per guest

## Gourmet Crêpe Bar

Your choice of Moroccan Chicken, Salsa Chicken, or Gooey Bananarama Crêpes.

## Provençal Table

A French inspired trio of Haricot Vert and toasted Hazelnut Salad, Caramelized Onion \& White Bean Dip Crostini, and Fingerling Potato Salad

## \$1095 per guest

## Shanghai Duck Crêpe Station

Succulent Grilled Duck paired with Hoisin Sauce and Julienne Vegetables, wrapped in a delicate Scallion Crêpe

## $\$ 9.95$ per guest

## Decorated Poached Salmon Table

Poached Salmon with Chopped Egg,
Bermuda Red Onions, Capers, and Sour Cream served with Flatbreads, Crostini and French Baguettes
$\$ 6.95$ per guest

## Seafood Shortcake Station

Homemade Biscuit stuffed with tender steamed Shrimp and Scallops in a creamy Tomato Cayenne Sauce

## $\$ 7.95$ per guest

## Lobster Club Sandwich Station

Crafted with perfect trimmings: Brie, Pancetta, Spicy Arugula, and Lemon Tarragon Mayonnaise on Texas Toast \$10.95 per guest


## MENU ACCOMPANIMENTS, continued

Our menu accompaniments have been designed to enhance any of the offered packages. You may add a single item, or a combination of items, from the following selections to your menu package at an additional cost.

STATIONARY HORS D'OEUVRES
Stationary hors d'oeuvres are beautifully displayed buffet style allowing your guests to serve themselves. Consider adding an hors d'oeuvres display to any of our menu packages to enhance your event.

Seasonal Sliced Fresh Fruit Catering Display served with a Raspberry Fruit Dip

## $\$ 3.25$ per guest

Seasonal Sliced Fresh Fruit \& Artisan Cheese Display served with an assortment of Crackers and Breads $\$ 5.00$ per guest

Imported and Domestic Cheese Display Wedges of Imported and Domestic Cheeses with Clusters of Grapes and assortment of Crackers and Breads
$\$ 3.90$ per guest
Gourmet Crudité Display Baby Vegetables and fresh, colorful seasonal favorites served with Bacon Ranch and Onion Cheese Dips
$\$ 2.85$ per guest

Spinach \& Artichoke Dip served with an assortment of Crackers, Pita Chips,
Crostini or Flatbreads
A creamy dip of Artichoke, Spinach and Parmesan Cheese, baked until golden brown
$\$ 3.50$ per gues
Roasted Pineapple Salsa with Serrano Chili and Tortilla Chips
Sweet roasted diced Pineapples tossed with Peppers, Tomatoes, Lime, Basil, Cilantro, and spicy Serrano Chilies

## $\$ 5.95$ per guest

Lox Platter
Smoked Salmon Fillet with finely chopped
Egg, Red Onion, Capers, French Baguettes and Flatbreads
$\$ 6.95$ per guest

## BUTLERED HOR D'OEUVRES

Add a touch of elegance to your event with passed hors d'oeuvres. These selections are offered to your guests on beautiful trays by our professional wait staff. Selections include two per guest unless otherwise noted.

Endive with Goat Cheese, Fig and Honey Bacon Wrapped Scallops
Glazed Pecans
$\$ 3.95$ per guest
Grilled Baby Lamb Chops
\$10.95 per guest
Mini Chicken Wellington
$\$ 6.95$ per guest
$\$ 5.95$ per guest
Snow Crab Claws
$\$ 9.95$ per guest
Shrimp Cocktail with Zesty Cocktail Sauce Six per guest
$\$ 6.50$ per guest

## DESSERTS

To enhance or replace the traditional wedding cake consider our fun dessert selections. You can even turn this into a unique 'favor' bar by offering custom containers to bring home.

Candy Station
$\$ 6.95$ per guest
Decorated Cupcake Bar
\$2.25 per guest
Cookies and Milk Station
\$2.00 per guest
Assorted Miniature French Pastry and Fruit Tarts
$\$ 4.95$ per guest

## Ice Cream Sundae Bar

Choice of Two Ice Cream Flavours:
Chocolate, Vanilla, Strawberry,
Local Favorite
Choice of Two Sauces: Chocolate,
Strawberry or Butterscotch
Choice of Three Toppings: Sprinkles,
Cookie Crumbs, Crushed Peanuts,
Heath BarTM Pieces, M\&M's®.
Maraschino Cherries and Whipped
Topping are included.
$\$ 4.95$ per guest

## Viennese Table

Sacher Torte
Cappuccino Torte
Marble Cheese Truffles
Pecan Chocolate Chunks
Raspberry Blackout Bars
Key West Bars and Caramel Apple Bars $\$ 9.50$ per guest

## BEVERAGES

Prices listed are for self-serve beverages. Additional charges apply for served beverages.

## NON-ALCOHOLIC BEVERAGES

Soft Drinks
\$1.75 per drink
Bottled Water
\$1.75 per drink
Sparkling Water
\$2.25 per drink
Sparkling Cider
\$2.25 per drink

## PUNCH SELECTIONS

Sparkling Fruit Punch
$\$ 2.25$ per drink
Sparkling White Grape Punch
$\$ 2.25$ per gallon
Orange Blossom Punch
$\$ 1.25$ per gallon
ced Water Station Served with Fresh Quartered Oranges, Lemons and
Limes
$\$ 0.50$ per gallon
COFFEE BAR
Fair Trade Aspretto Regular and Decaffeinated Coffee Bar with Assorted Creams, Shaved Chocolate, and Flavored Syrups. Bar includes Numi Herbal and Non-Herbal Regular and Decaffeinated Teas Station with Honey and Fresh Lemon.
$\$ 1.90$ per guest


## PLANNING YOUR WEDDING

Thank you for choosing Flavours by Sodexo at Keystone College for your special day. The following information, along with our sales staff, will assist you with planning with your special event. We like to meet with our couples in person to provide advice and guidance while planning your event. You may contact the Catering Manager at 570-945-8905 or by emailing diningservices@keystone.edu to schedule a meeting.

## RESERVING THE DATE

Keystone College has several spaces that are ideal for your wedding and designed to meet your event needs. Please notify our Catering Manager (even if the date or guest count is only tentative) so we can save the date.

## RESERVING A LOCATION

Whether the event is to take place on or off campus Keystone College, a confirmed reservation for the location is required before we can make deliveries. To reserve a Keystone College room for your wedding please contact 570-945-8580.

## SELECTING A MENU

This guide is meant to give you an idea of our available menu options; however, we are not limited to these selections and are happy to customize a menu to meet your specific needs.

All wedding packages include a maximum of three hours of labor built into the price of the meal. Additional labor charges will be incurred if your event exceeds this limit.

After the menu selection has been received, we will gladly schedule a complimentary tasting to assist you making menu selections.

## GUEST COUNT GUARANTEES

Event preparations are based on the specified number of guests. An estimated guest count is due at the time of booking and a final guaranteed guest count must be provided three days in advance of your event.

## DEPOSIT AND PAYMENT

There is a non-refundable deposit of $\$ 250.00$ to reserve the catering department's services for weddings.

A deposit for $50 \%$ of the total cost of the catered event is expected eight weeks in advance. Final payment is due three business days prior to the event. All prices are subject to $6 \%$ sales tax and $20 \%$ service charge. Acceptable forms of payment include cash, registered checks, and American Express, MasterCard, Visa, Discover/ all major credit cards.

All deposits will be deducted from the final bill.

## CANCELLATION POLICY

Events or menu items can be changed or cancelled with no charge, minus the non-refundable event deposit fee, anytime prior to four weeks in advance of the event. Events or menu items changed or cancelled less than two weeks in advance of the event are subject to a $50 \%$ charge. Events or menu items changed or cancelled within one week of the event are subject to a $100 \%$ fee for all food and beverage items ordered, minus labor fees.

## ADDITIONAL SERVICES

All agreed upon event details, services and associated charges will be clearly outlined in your customized event contract once details are finalized.

We will gladly assist you to coordinate receiving all deliveries from your contracted vendors. Depending on scope of coordination, additional charges may apply.


## PLANNING YOUR WEDDING, continued

## WEDDING CAKE

All wedding cakes must come from a licensed provider. We offer complimentary cake cutting with all of our packages.

## FLOWERS

We will be happy to receive, and handle floral arrangements for you. A complimentary floral will be provided for all buffet meals. Additional floral arrangements can be coordinated for an additional fee.

## LINENS

Standard linens are provided for all guest tables, food and beverage tables. Additional linen for tables not directly used for food or beverage set up can be provided for an additional fee. Prices will vary depending on size, color and style. Specialty linens are also available upon request for an additional fee. Your Catering/ Manager will be happy to discuss choices and details with you.

## CHINA CHARGES

The following charges will apply for china and silverware services for weddings:
Full Meal China and Silverware Service ................................................................................................................................................ per guest
Full Bar Glass Service/Specialty Glass
Reception China and Silverware Service .............

## EVENT LENGTH AND SERVICE STAFF

Customized menus and event times longer thanfive hours may require additional or special service staff that will be charged at hourly rates. Service staff is included in the price of all menu selections, except bars.

## Service Staff

$\qquad$ $\$ 15.00$ per hour; minimum 3 hours
Station Chef. $\qquad$ $\$ 25.00$ per hour; minimum 3 hours

Bartending Staff. $\$ 20.00$ per hour; minimum 3 hours

## DELIVERY FEES

there is no delivery fee for catering services held within The Hibbard Campus
Center. Deliveries outside the building or off campus will be subject to a dollar amount or $10 \%$ delivery fee, whichever is greater, and not to exceed $\$ 200.00$.

## FACILITIES GENERAL INFORMATION

The following items will not be permitted in or on Keystone College facilities: Fireworks, sparklers, confetti machines or confetti on the guest tables, or any
type of open flame candle not contained in a vessel.
Facilities are arranged and contracted through Keystone College. Please refer
to your Facility Contract in reference to when you can access the facility for
set-up, decorating and deliveries from vendors being used for your wedding.

## OPEN BAR PACKAGES AND CONSUMPTION \& CASH BARS

Alcohol Service Policy
Sodexo Dining Services at Keystone College does not provides alcohol.

## Alcohol Procedure

All beverages are to remain within the facility. Must be served by a RAMPs trained bartender or setup self serve. If self serve is desired we can supply non alcoholic beverages/needs.

Non-alcoholic beverages and food must be served the entire duration that alcohol is served. All bars will include sodas and waters, which are billed per consumption, unless otherwise requested.


## NOTES

## NOTES



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