



GEORGIA MILITARY COLLEGE

A LIBERAL ARTS JUNIOR COLLEGE

Georgia Military College Catering Guide

2010-2011

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Catering Office Hours
Monday - Friday 7:30 am - 3:30 pm

GMC Food Services invites you to experience our services on a whole new level. Our team of dedicated staff welcomes you to the world of catering, whether it be table side personal service, light or heavy hors de'vourves, or simply an array of buffet items. Above all, no matter which style of service you and your team prefer, we assure professional and sincere service.

This booklet is a guide intended to offer suggestions to help you plan your event. While this guide shows our most popular items, you are by no means restricted to its contents. Our dedicated staff is available to answer any questions you may have, and produce most menus you prefer. We will be happy to customize a menu to fit your particular needs and budget.

Your event is just as important to us as it is to you and we will be glad to take care of all details to ensure its success.

Sincerely,

**Will Jarriel
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ROOM RESERVATIONS

Before contacting our Food Service Department, room reservations should be made with the appropriate offices: (College operator can connect you with the appropriate office.)

Table and chair arrangements should be made with the Engineering Department at 478-387-4919 when booking the event. Special needs such as podiums, microphones, etc., should be discussed at that time.

If Security is needed for your event, contact the Chief of Police at 478-387-4715.

PLANNING PROCEDURES

All events for up to 100 guests should be planned with the Food Service office at least 2 weeks prior to the event. Arrangements for larger groups should be made at least 3 weeks prior to the event. NOTE: Please reserve as early as possible, bookings are on a first come, first serve basis. We may not be able to accommodate your event if we have other functions scheduled for the same day.

Any event requiring special menus should be confirmed two weeks prior to the event.

Events scheduled less than 10 days before the function may be limited in menu selections.

Meals booked with less than 48 hours notice will be assessed an additional 25% service charge.

Cancellations without charge will be accepted with 72 hours notice. Less than 72 hours notice may require charges based on costs that have been incurred.

GUARANTEED COUNTS

The Food Service Department must have your guaranteed number no later than 72 hrs hours prior to your function, and by Wednesday noon for all weekend events.

In the event of late additions to guest count, it will be at the discretion of the food director.

In absence of a final guarantee, the original number of guests planned becomes the guarantee.

For guarantees up to 100, we will prepare 5% over the guaranteed number. For guarantees between 100 and 199, we will prepare 5 extra meals. For 200 and over, we will prepare 10 extra meals. These figures apply to meal service only. If you do not

reach your guaranteed number, we must still charge for the guaranteed number, to cover our costs of preparation and labor.

BILLING PROCEDURES

A Food Service Order Form #101 charging your department will be prepared and forwarded to the Business Office.

Payments by GMC organizations i.e. (Booster Club, Bulldog Club, etc.) will be billed to the organization and payment must be made within 30 days after the event.

All prices in this brochure are wholesale prices to GMC Departments and organizations only. Any other organization will be charged a higher rate. Those organizations should contact the Food Service Director for the correct retail cost. All prices shown are subject to change.

All prices set forth in this brochure are subject to 7% sales tax.

SPECIAL ARRANGEMENTS

If special china or equipment is required, the Food Service Department will rent those for your event and add the rental charge to your final bill. You will be charged an additional 15% on any rentals handled by Food Service. Arrangements should be made with the Food Service Office three weeks before your event.

Security must be present at your event if alcohol beverages are served.

Table decorations are left to your good taste. We request that crepe paper or confetti materials that "bleed" not be used for table decorations.

CATERING SERVICES

Hot and cold buffets are provided with china or disposable plates, tablecloths and equipment. If service is outside the dining facility, you must make arrangements with Engineering for tables and chairs.

PERSONALIZED TABLE SERVED MEALS

Served meals are best limited to 50 or less. Larger numbers can be accommodated.

The Food Service Department will provide attendants for on campus receptions if attendants are required for an event. There will be a labor charge of \$8.00 per hour per attendant needed, with charges beginning one-half hour prior to the beginning of the service and until one hour after the function. The Food Service Office will recommend the number of attendants needed to serve your function with first class service in mind.

MINIMUM ORDERS

The minimum order for any catered event is \$50.00. Arrangements for orders less than the minimum amount can be made if they are picked up from the office during office hours and paid for by either cash or check at the time the order is picked up. Buffets are preferred to have a minimum guest count of 20 persons; however, should you not reach that limit, a 15% service fee will be assessed.

ATTENDANTS

If you would like to have an attendant present at a break or reception, there is a minimum charge of \$8.00 per hour for each attendant with a minimum of three hours. We recommend at least one attendant for every 25 guests. Additional labor charges will be assessed to events extending beyond the standard three hours.

EXHIBITION COOKING

Exhibition cooking displays require a display chef, carving stations require a carving chef, and outdoor cookouts require a grill chef. The minimum charge for these chefs is \$10.00 per hour for each chef with a minimum of three hours. In addition, there will be an additional fee for the rental of the grill if needed.

PERSONAL SETUPS

Should you request the use of your private serving utensils, china, serving trays or any other personal items, the catering department or any of its employees cannot be held responsible for any lost or damaged pieces.

PLANNING TIPS

When planning your special event, there are several hints to follow:

1. Go through the customer checklist; these details will help you avoid last-minute problems.
2. Plan the menu in advance—10 days to 2 weeks for smaller groups; more than 2 weeks for large groups or special menus. Give an estimate of your guest count.
3. When planning your meal and program, remember that when your program starts the service staff will leave the dining area. This prevents noise and distractions that can be very irritating to your guests. Discuss with the Food Service Manager the service time needed for your particular event. For example, a standard three-course served dinner can take up to 1.5 hours to accommodate all steps of service - serve and clear all three courses. Remember the head table is served before the remainder of the guests. One slow person at the head table can hold up the entire dinner. Be sure the Food Service Staff knows who to approach should this happen. If you have a limited time, you might decide to start the program as soon as dessert is served. Some guests may not get coffee, but your program could start sooner. The prices quoted in this brochure allow for a two-hour service period, which starts at the designated service time-not when the group actually starts. Plan to allow time for guests to be seated.
4. When determining the guaranteed count, it is most unwise to reduce your count to take advantage of the 5% overage supplied by the Food Service Staff. All too often, someone shows up unexpectedly. It is embarrassing to you and to the Food Service staff when there is not enough food or seating space, but this will be at your discretion, and we will hold you to this head-count.

CUSTOMER CHECKLIST

- Decide on type of event, date, time, and location.
- Check availability of desired location and make reservations.
- Determine what type service best suits your needs:
- buffet (b) served meal (c) carry-out (d) cook-out picnic
- Where will guests park?

- Rain location if event is outdoors.
- Are your guests familiar with location—do you need a map or directions?
- Have you arranged for coat racks if needed?
- Where are the restrooms?
- Will guests be greeted? Where and by whom?
- Will tickets be collected?
- Is seating assigned or random?
- Are there place cards or reserved seating? Who will put out place cards and when?
- Will there be programs printed? Who will put out the programs?
- Is there a head table? Who will direct special guests to the head table?
- Do you need a special table for awards or gifts? Do you need a tablecloth?
- Who is responsible for decorations before and after the event?
- Have you considered special needs such as podium, microphone, lights, etc?
- Will the entertainers be invited to eat? Before or after the performance?
- Will the entertainers eat in same room as guests or separately?
- Who is in charge of arrangements for the event? Alternate in case of illness.
- How much time have you allowed for different services—Meal? Program? Awards?
- Have you considered flow of traffic for your buffet?
- Where will guests be lined up?
- Will guests be seated first or go directly to buffet?
- Menu Planning. What is your budget for food?
- Have you confirmed table arrangements and final count with Food Service.

GENERAL

GMC Food Services is capable of building any sort of menu which you may prefer. Communication and organization of this menu should at all times be discussed with the Food & Beverage Director and/or the Assistant F&B Director. This menu will be as elaborate as your budget will allow. Keep in mind the following items when you are adjusting your budget:

- Plateware, Flatware and Glassware
- Plastic or Styrofoam
- Paper , Linen-Like or Linen
- Any additional rentals, floral or decorations
- Scope of Menu Selections
- Beverages (GMC is not allowed to provide alcohol or service for any ticketed or profit-based event)
- Any Additional Services Rendered
- Service Charges (normally between 15 - 20% of total bill)
- Mileage / Travel Charges
- Gratuity
- Tax

RECEPTIONS

Receptions may be planned two different ways. If you wish a per person price, the food will be planned on a per person basis and a guaranteed count is required 4 business days prior to your function. You may also order food by the quantity or the weight. In this case, a head-count guarantee is not required and billing is based on quantity ordered.

PICNICS

The Food Service Department will be happy to assist with your picnic or cookout. Reservations to use a particular area of the campus must be made with the appropriate office. We can supply food, table covers and disposable service ware for an agreed amount. However, GMC Food Services is not able to provide tables, chairs, and trash cans. These items are available through the Engineering Department. If requested, we can supply raw food items for pickup to be grilled by the customer.

BOX MEALS

Most cold plates can be adapted to box lunches as desired or we can develop menus to suit your needs. Box lunches can be picked up from the Food Service Department or be delivered to an on-campus site. If delivery is requested off-campus, an additional 5% surcharge will be added to the bill for anything inside Baldwin County and 10% for anything outside of Baldwin County.

PICK-UPS

We will be glad to arrange for pick-up service for small groups or budget minded groups who wish to avoid delivery charges. All equipment that is sent out with pick-up orders must be returned by noon the following day. The sponsoring department will be held responsible for its return and its condition. Groups serving food prepared by the Food Service Department, but without food service supervision, must accept full responsibility for proper handling, storage, and service of that food.

SPECIALITY SERVICES

Please NOTE! The Food Service Department does not cater off campus for private organizations or persons. A special request should be made to the Presidents' office for approval if you request food service services.

All food prepared by Food Services that has not been consumed at the contracted special event, remains the property of the Food Service Department per the Georgia State Health Code.

ALCOHOLIC BEVERAGE POLICY

GMC Food Service cannot acquire alcoholic beverages for your function.

NOTE; SECURITY MUST BE IN ATTENDANCE AT ANY FUNCTION SERVING ALCOHOLIC BEVERAGES! SECURITY WILL CHARGE A FEE. (Contact The Chief of Police for arrangements).

FOOD SELECTIONS

- Available but not limited to
- GMC Food Services is able to construct any menu of your preference
- F&B Director or Assistant is the Point of Contact for this menu decision
- Menu Selections will be based on your budget
- Off-Site Catering will be a \$100.00 minimum for Food Charges
 - No limit for GMC Personnel on Campus

BREAKFAST ITEMS

Cold or Room Temperature

- **Regular and/or Decaf Coffee with Assorted Condiments**
- **Milk**
 - Whole Milk, 2% Milk and/or 1% Chocolate Milk
- **Assorted Juices**
 - Orange, Tomato, Grapefruit, Apple, Grape and/or Cranberry
- **Iced, Crystal Geyser Spring Bottled Water or Dansani Water**
- **Fresh Whole Fruit**
 - Apples, Pears, Blueberries, Bananas, Oranges, Grapefruit, Peaches and/or Strawberries
- **Fresh Cut Fruit**
 - HoneyDew, Pineapple, Cantaloupe, Apples, Pears, Strawberries, Peaches and/or Kiwi
- **Assorted Pastries**
- **Muffins**
- **Assorted Doughnuts**
- **Variety of Cereals**
- **Fruit Turnovers**
- **Assorted Breakfast Bars**
- **Biscuits or Croissants**
- **Assorted Mini or Large Bagels (Flavored or Non-Flavored)**
 - Available with Cream Cheese, Butter, Jelly and/or Peanut Butter
 - Smoked Salmon and/or Specialty Cheeses or Spreads
- **Plain or Flavored Yogurt**
 - Available with Granola and / or Fresh Cut Fruit

PROTEIN BREAKFAST ITEMS

Hot & Buffet or Plated and Served

- **Cheese Omelet**
- **Western Omelet**
- **Scrambled Eggs**
- **Hard-Boiled Eggs**
- **Eggs to Order (not recommended for Buffet)**
- **Grits (add any cheese)**
- **Sausage Links or Patties**
- **Turkey Links or Patties**
- **Sliced Bacon**
- **Canadian Bacon**
- **Ham**
- **Steak Fritter**
- **Chicken Fritter**
- **Hash Brown Patties**
- **Scattered Hash Browns**
- **Seasoned Potato Hash**
- **Seasoned Home Fries**
- **Potato Casserole**
- **Sawmill or Sausage Gravy**
- **Fresh Baked Quiche (Vegetarian or Meat Options)**
- **Blueberry French Toast Casserole**
- **Fresh Baked Breakfast Meat Casserole or Frittata (Vegetarian Option)**

The breakfast items listed above can be served ala carte or in bulk, buffet style, plated and/or served. Should you request something which may not be on this list, we should be able to prepare or order with ample notice. Any specialty items should allow at least 7 days in advance notice.

The majority of the egg blended items above are made with the highest quality liquid eggs blend in order to reduce your chances of any foodborne illness. We will be able to alter any recipe should you prefer shelled eggs for your preference.

BOXED / BAGGED LUNCH ITEMS

- **Quality Individually Wrapped Pre-Made Sandwiches**
 - Served on Sweet Nutty Wheat Bread
 - Turkey & Swiss, Ham & Cheddar, Tuna Salad, Chicken Salad, Pimento Cheese, and/or Peanut Butter & Jelly
- **Variety of In-House Made Sandwiches**
 - Fresh Sliced Deli Meats
 - House Made Chicken Salad, Tuna Salad, Pimento Cheese or Egg Salad
 - Fresh Assortment of Breads
 - Hearty Wheat Bread, Whole Grain, White, Cuban, French Style Hoagie, Tortilla (Wraps or Pinwheels), Rye, Croissant, or Sour Dough
 - Cold or Hot Served and/or Buffet
 - Grilled Breads and/or Vegetables
 - Assortment of Garden Blends and Vegetables
 - Lettuce, Sliced Tomato, Sliced Onion, Bean Sprouts, Slivered Squash or Zucchini
 - Assortment of House Made Sauces and/or Dressings
 - Variety of Sliced Cheeses
 - Swiss, American, Cheddar, Pepper Jack, and/or Provolone
- **Assortment of Chips**
 - Variety of Sun Chips, Baked Lays, Regular Lays, BBQ Lays, Cheddar & Sour Cream, Cheetos, Doritos, Pretzels, etc.....etc.....
- **Pasta Salads**
- **Potato Salads**
- **Cole Slaw**
- **Pimento Cheese**
- **Fresh Cut Fruit (choices listed above)**
- **Whole Fresh Fruit (choices listed above)**
- **Candy Bars, Trail Mix or Granola Bars**
- **Variety of Desserts**
 - Brownies, Cookies, Tarts, Cakes, Pies, etc....etc.....

A FEW OF THE MANY OPTIONS AVAILABLE

- **Large Cheese Or Speciality Pizzas**
- **Miniature Pizzas**
- **Cold Cut Platter with Assortment Of Bread &/Or Crackers**
- **Variety Of Cheese Tray W/ Crackers**
- **Traditional Veggie Platter**
 - **Cauliflower, Broccoli, Carrots, Grape Tomatoes, Celery**
- **Mediterranean Veggie Platter**
 - **Artichoke Hearts, Olives, Roasted Red Peppers, Feta Cheese, Yellow Or Green Squash...Etc...**
- **Antipasta Platter**
 - **Cold Cuts, Artichoke Hearts, Greek Olives, Roasted Red Peppers, Feta Cheese, Banana Peppers**
- **Italian Platter**
 - **Buffalo Mozzarella, Roma Tomatoes, Fresh Basil, Balsamic Reduction**
- **Pasta or Potato Bar**
- **Caribbean Sautéed Asparagus & Radish Platter**
- **Variety Of Hummus W/ Pita Chips**
- **Strawberry & Vanilla/Plain Yogurt Platter**
- **Fresh Cut Fruit Platter**
 - **Cantaloupe, Honey Dew, Pineapple, Strawberries...Etc**
- **Fresh Whole Fruit Platter**
- **Seasonal Mixed Greens With Fixings**
- **House-Made Granny Smith Chicken Salad Over Field Greens**
- **House-Made Granny Smith Chicken Salad in Puffed Pastry Cups**
- **Pimento Cheese Spread W/ Celery &/Or Crackers**
- **Silver Dollar Pulled Pork Sandwich Platter**

- **Reuben Slider Platter**
- **Turkey & Swiss Slider Platter**
- **Variety Of Pin-Wheels (Vegetarian, Meat Or Both)**
- **Chicken Nugget, Wings Or Fingers W/ Assortment Of Dipping Sauces**
 - **Honey Mustard, Bbq, Ranch Or Blue Cheese**
- **Grilled Or Broiled Chicken Satays W/ Assortment Of Dipping Sauces**
 - **Sesame Peanut Or Ginger Teriyaki**
- **Meatballs Cooked In A Variety Of Sauces**
- **Pigs In A Blanket Or Shredded In A Sleeping Bag**
- **Variety Of Vegetarian, Meat Or Shrimp Egg Rolls W/ An Assortment Of Dipping Sauces**
 - **Soy Sauce, Ponzu Sauce, Teriyaki Or Honey Chili**
- **Chicken Cornicopia**
- **Stuffed Mushroom Caps**
 - **Chicken**
 - **Crab**
 - **Sundried Tomato, Pesto Or Roasted Red Pepper Puree**
- **Spinach & Artichoke Dip Served W/ Pita Chips**
- **Crab and Asiago Cheese Dip Served with Crackers**
- **Soutwestern Or Caviar Medley with Tortilla Chips**
- **Smoked Salmon & Cream Cheese Spread with Crackers**
- **Bloody Mary Shrimp Bowl or Shooters**
- **Garlic Seared Steak Lettuce Wraps**
- **Miniature Twice Baked Red Potatoes**
- **Seared White Fish TarTare w/ House-Made Potato Chips**
- **Crostini Trio**
 - **Olive Tapenade, Sundried Tomato Pesto and Garlic Aioli**
- **Pineapple Mango Salso served with Tortilla Chips**
- **Miniature Monte Cristo Sandwiches**

- **Miniature Chicken Cordon Bleu**
- **Miniature Beef Wellingtons**
- **Chicken or EggPlant Parmesan**
- **Empanades (Chicken or Beef)**
- **Spanakopita (stuffed pastry shells w/ spinach & cheese)**
- **LARGE Variety of Desserts (Individually Portioned or Bulk)**

The above items will give you an idea of what is available, but we are capable of many more choices. Any and all of these items above could be adjusted to your liking, based on availability and pricing. These items, as well as many more, can be paired with Vegetables in order to create some entrée options.

We are capable of organizing any sort of buffet, plated and/or served menu of your liking, whether it be a breakfast, luncheon or dinner, even an afternoon snack.

Your menu can be as elaborate as you choose. We have a combined 150+ years of experience in our Food Service Leadership Team. Therefore, if you design a menu, we can produce the results to your specifications based on your budget.

Thank you for your time to look over this spread, and please do not ever hesitate contacting us for any guidance you need in coordinating your event.

On behalf of our team, we look forward to serving you and your team...

Respectfully,

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