Ivy’s Catering Service is very pleased to be of service to your group or organization. As this is just a guide to our services we can offer many other food choices, special dietary meals, and service options. Please discuss any special requests with your catering coordinator.

We take pride in working with our clients to insure each event is a quality experience for all our guests. Special requests for items not listed on this catering guide are always welcome.

Thank you for considering our catering services. We are here for you.
Morning Fare
Per person

**Quick Start Breakfast Special** $3.49
Assorted Mini Danish, Cinnamon Rolls, and Muffins
Breakfast Blend Coffee

**New York Bagel Beginnings** $5.79
Whole Fresh Fruit – Apples, Oranges, and Bananas
Assorted New York Style Bagels – Cream Cheese
Breakfast Blend Coffee

**The Continental Special** $5.79
Whole Fresh Fruit – Apples, Oranges, and Bananas
Assorted Mini Danish, Cinnamon Rolls, and Muffins
Chilled Bottled Juice
Breakfast Blend Coffee

**Healthy Starter** $6.49
Low-fat Yogurt and Berry Parfait
Assorted Nutri Grain Bars
Chilled Bottled Juice
Breakfast Blend Coffee

**Hearty Breakfast Sandwich Combo** $7.79
Our Famous Ham, Egg, and Cheese Omelet Croissant
Seasonal Fresh Fruit Cups
Chilled Bottled Juice
Breakfast Blend Coffee

**Ivy’s Breakfast Buffet** $8.99
Whole Fresh Fruit – Apples, Oranges, and Bananas
Scrambled Eggs
Hash Brown Potatoes
Crisp Smoked Bacon
Sausage Patties (Turkey Sausage upon request)
Chilled Bottled Juice
Breakfast Blend Coffee

**Ivy’s Big Deal Breakfast Buffet** $9.99
Cheese Omelets
Eggs Rancheros Scramble
Hash Brown Potatoes
Crisp Smoked Bacon
Sausage Patties (Turkey Sausage upon request)
Cinnamon French Toast with Maple Syrup
Chilled Bottled Juice
Breakfast Blend Coffee
# Ala Carte Beverage Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canned Pepsi Products</td>
<td>$1.25</td>
</tr>
<tr>
<td>Bottled Water</td>
<td>$1.25</td>
</tr>
<tr>
<td>Fruit Punch (Buffet service only)</td>
<td>$1.25</td>
</tr>
<tr>
<td>Lemonade (Buffet service only)</td>
<td>$1.25</td>
</tr>
<tr>
<td>Iced Tea (Buffet service only)</td>
<td>$1.25</td>
</tr>
<tr>
<td>Sweet Iced Tea (Buffet service only)</td>
<td>$1.25</td>
</tr>
<tr>
<td>Coffee, Decaf Coffee, and Hot Tea Service</td>
<td>$2.25</td>
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<tr>
<td>Lipton Pure Leaf Bottled Teas</td>
<td>$2.75</td>
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<tr>
<td>Very Fine Bottled Juice</td>
<td>$2.25</td>
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<tr>
<td>Ocean Spray Juices</td>
<td>$2.99</td>
</tr>
<tr>
<td>Starbucks Frappuccino</td>
<td>$3.69</td>
</tr>
</tbody>
</table>
Go Getter Lunches
Per person

**Meeting Maker Boxed Lunch** $7.49
Your choice of Virginia Ham and Swiss, Roasted Turkey and Cheddar, Slow Roasted Beef and Provolone, or Chicken Salad.
Deli Sour Dough, Deli Wheat Bread, or Croissant
Assorted Lay’s Potato Chips
Red Delicious Apple
Chocolate Chunk Cookie

**It’s a Wrap Boxed Lunch** $7.49
Your choice of:
Virginia Ham and Swiss with Honey Mustard Wrap
Roasted Turkey and Cheddar Ranch Wrap
Roasted Beef and Cheddar with Horseradish Sauce Wrap
Grilled Chicken Caesar Wrap
Roasted Red Pepper Vegetarian Wrap
Assorted Lay’s Potato Chips
Chocolate Chunk Cookie
Red Delicious Apple

**The Best of the Best Box Lunch** $9.49
Your choice of:
Virginia Ham and Swiss Honey Mustard Wrap
Roasted Turkey and Cheddar Ranch Wrap
Grilled Chicken Caesar Wrap
Roasted Red Pepper Vegetarian Wrap
Virginia Ham and Swiss on Sour Dough
Roasted Turkey and Cheddar on Deli Wheat
Slow Roasted Beef and Provolone on Sour Dough
Your choice of: Potato Salad, Pasta Salad, or Fruit Cup
Assorted Lay’s Potato Chips
Big Brownie or Big Cookie
Andes’ Mints
Assorted Pepsi Cans
Go Getter Soups and Salads

Per person

**No Frills Salads** $4.49
Your choice of:
Small Caesar Salad
Small Garden Salad with your choice of Ranch, Lo-calorie Ranch, French, Honey Mustard, or Zesty Italian Dressings

**Cool and Crisp Luncheon Salads** $6.99
Garden Chef Salad
Chicken Caesar Salad
Turkey B.L.T. Salad
Served with your choice of Ranch, Lo-calorie Ranch, French, Honey Mustard, or Zesty Italian Dressings.

**Premium Entree Salads** $9.49
Honey Pecan Mango Shrimp Salad with Balsamic Vinaigrette
Ivy’s Grilled Chicken and Almond Berry Salad with Poppy Seed Dressing
Herb Crusted Salmon and Wild Greens Salad with Fuji Apple Vinaigrette
Citrus Grilled Turkey Breast Salad with Cranberry Walnut Vinaigrette
Served with Dinner Rolls or Cheddar Herb Biscuits and Butter

**Soup and Luncheon Salad Combo** $9.99
Pick one:
Chicken Noodle
Tomato Bisque
Broccoli Cheese
Loaded Baked Potato
Chili
Served with Oyster Crackers

Pick one:
Garden Chef Salad
Chicken Caesar Salad
Turkey B.L.T. Salad
Served with your choice of Ranch, Lo-calorie Ranch, French, Honey Mustard, or Zesty Italian Dressings.
<table>
<thead>
<tr>
<th>Lunch and Dinner Buffets</th>
<th>Per person</th>
<th>$9.99</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deli Soup and Sandwich Buffet</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select one: Chicken Noodle, Tomato Bisque, or Broccoli Cheese Soup</td>
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<tr>
<td>Select three:</td>
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</tr>
<tr>
<td>Virginia Ham and Swiss Honey Mustard Wrap</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roasted Turkey and Cheddar Ranch Wrap</td>
<td></td>
<td></td>
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<tr>
<td>Grilled Chicken Caesar Wrap</td>
<td></td>
<td></td>
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<tr>
<td>Roasted Red Pepper Vegetarian Wrap</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia Ham and Swiss on Sour Dough</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roasted Turkey and Cheddar on Deli Wheat</td>
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<tr>
<td>Chicken Salad Croissant</td>
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<tr>
<td>Cookie</td>
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<tr>
<td>Lemonade or Iced Tea</td>
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<tr>
<td><strong>Stuffed Potato Bar</strong></td>
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<td>$9.99</td>
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<tr>
<td>Idaho Baked Potatoes</td>
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<td></td>
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<tr>
<td>Whipped Butter and Sour Cream</td>
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<tr>
<td>Broccoli and Cheese Sauce</td>
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<tr>
<td>Beef Chili</td>
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<tr>
<td>Diced Tomato</td>
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<tr>
<td>Sliced Black Olives</td>
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<td></td>
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<tr>
<td>Sliced Jalapenos</td>
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<tr>
<td>Brownies</td>
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<tr>
<td>Lemonade or Iced Tea</td>
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<td></td>
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<tr>
<td><strong>Italian Buffet</strong></td>
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<td>$9.99</td>
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<tr>
<td>Caesar Salad Bowl</td>
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<tr>
<td>Meat and Cheese Lasagna</td>
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<tr>
<td>Fettuccine Alfredo</td>
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<tr>
<td>Garlic Bread</td>
<td></td>
<td></td>
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<tr>
<td>Assorted Cookies</td>
<td></td>
<td></td>
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<tr>
<td>Lemonade or Iced Tea</td>
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<tr>
<td><strong>Taco Salad Buffet</strong></td>
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<td>$9.99</td>
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<tr>
<td>Nacho Chips</td>
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<tr>
<td>Seasoned Ground Beef</td>
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<td></td>
</tr>
<tr>
<td>Nacho Cheese Sauce</td>
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<td></td>
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<tr>
<td>Shredded Lettuce</td>
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<td></td>
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<tr>
<td>Diced Tomato</td>
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<tr>
<td>Sliced Black Olives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sliced Jalapenos Peppers</td>
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<td></td>
</tr>
<tr>
<td>Salsa and Sour Cream Brownies</td>
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<tr>
<td>Lemonade or Iced Tea</td>
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</tr>
</tbody>
</table>
Lunch and Dinner Buffets
Per person

Cook Out or Cook In $9.99
BBQ Chicken Breast Sandwich or
Grilled Hamburgers – A few Vegetable Burgers
Lettuce, Sliced Tomato, Onion, Pickles and Condiments
Baked Beans or Au Gratin Potatoes
Cole Slaw or Potato salad
Assorted Chips
Assorted Brownies and Cookies
Lemonade or Iced Tea

Italian Buffet 2 $11.99
Mediterranean Salad
Grilled Chicken and Penne Pesto Pasta
Sundried Tomato and Mushroom Alfredo
Roasted Italian Vegetables
Stuffed Garlic Herb Bread Sticks
Tiramisu Bistro Cake
Lemonade or Iced Tea

A Little Bit Southern $12.99
Tossed Salad with Ranch or French Dressing
Corn Bread and Butter
Honey Stung Fried Chicken
Roast Beef with Stuffing
Mashed Potatoes with Gravy
Green Bean Casserole
Pineapple Upside Down Cake
Lemonade or Iced Tea

Land and Sea $14.99
California Salad with Balsamic Vinaigrette
Cheddar Herb Biscuits
Sautéed Shrimp Scampi and Fettuccine
Chicken Cordon Bleu
Rice Pilaf
Roasted Vegetable Medley
Chocolate Volcano Cake
Strawberry Lemonade and Iced Tea
Served Luncheons and Dinners
Per person

**One Entrée Plate** $14
**Dual Entrée Plate (Two smaller portioned entrees)** $17

Served with your choice of Garden Salad or Caesar Salad.

Select One: Roll and Butter, Garlic Bread, or Cheddar Herb Biscuits

Select One or Two Entrée Selections:
- Bacon Wrapped Turkey Filet with Sundried Tomato Pesto Butter
- Sweet N Sour Roasted Pork Tenderloin
- Boneless Apple Stuffing Pork Chop
- Roasted Pork Loin with Green Peppercorn Sauce
- Petit Beef Tenderloin Medallion with Herbed Compound Butter (Market Price)
- Grilled Atlantic salmon with Sundried Tomato Pesto Butter
- Lemon Broiled Cod
- Breast of Chicken with Mango Chutney
- Breast of Chicken Piccata
- Breast of Chicken Marsala
- Breast of Chicken Cordon Bleu
- Herb Roasted Chicken Breast

Select One Starch:
- Baked Potato
- Twice Baked Potato
- Garlic Mashed Potatoes
- Roasted Sweet Potatoes
- Oven Roasted New Red Potatoes
- Rice Pilaf
- Confetti Rice
- Fettuccine Alfredo

Select One Vegetable:
- Whole Green Beans
- Green Beans with Almonds
- California Medley
- Italian Roasted Medley
- Roasted Zucchini and Baby Bella Mushrooms
- Steamed Broccoli
- Steamed Baby Carrots
Served Luncheons and Dinners (Cont.)

Select One Bistro Dessert:
Inside Out Carrot Cake  
Mini Lemon Layer Cake  
Hot Fudge Chocolate Cake  
Mini Turtle Cream Pie  
Mini Tiramisu Cake  
Red Velvet Cake  
Pineapple Upside Down Cake  
Mini Strawberry Cheesecake

All served meals include Coffee, Iced Tea, Lemonade, and Pepsi Products

Hors d’oeuvres
Per person, each item.

Cold $2.49
Assorted Domestic and Imported Fruit Display  
Assorted Cheese Display with Crackers  
Vegetable Crudités Display with Ranch Dip  
Black Forrest Ham and Baby Swiss Pinwheels  
Roasted Red Pepper Hummus with Pita Chips  
Genoa Salami Cornucopias  
Fresh Fruit Kabobs with Yogurt Dressing  
Chocolate Covered Strawberries-Seasonal  
Assorted Dessert Bar Bites  
Brownie Bites

Hot $2.49
Chicken Tapenade Satay  
Assorted Quiche Bites  
Elegant Puff Pastry Assortment  
Teriyaki Salmon Skewers  
Spanakopita  
Crab Stuffed Mushrooms  
Italian Sausage Stuffed Mushrooms  
Pineapple Barbecued Meatballs  
Scallops wrapped in Bacon  
Chicken Teriyaki Ramaki  
Mini Maryland Crab Cakes  
Vegetarian Spring Rolls with Plum Sauce  
Pretzel Wrapped Franks  
Smoke Chicken Queso Roll ups
**Bosco’s Pizza**
6 large slices per pie

<table>
<thead>
<tr>
<th>Pizza Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>14” Cheese Pizza</td>
<td>$11</td>
</tr>
<tr>
<td>14” Pepperoni and Cheese</td>
<td>$12</td>
</tr>
<tr>
<td>14” Supreme</td>
<td>$13</td>
</tr>
<tr>
<td>Cheese Stuffed Bosco Stick with Dipping Sauce.</td>
<td>$3</td>
</tr>
</tbody>
</table>

**Afternoon Meeting Makers**
Per person

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh Whole Fruit Bowl</td>
<td>$1.25</td>
</tr>
<tr>
<td>Bold Chex Mix</td>
<td>$1.25</td>
</tr>
<tr>
<td>Small Bags of Assorted Chip</td>
<td>$1.25</td>
</tr>
<tr>
<td>White Cheddar Popcorn</td>
<td>$1.25</td>
</tr>
<tr>
<td>Nutri Grain Bar</td>
<td>$1.50</td>
</tr>
<tr>
<td>Sweet and Salty Bar</td>
<td>$1.50</td>
</tr>
<tr>
<td>Granola Bar</td>
<td>$1.50</td>
</tr>
<tr>
<td>Small Cookie</td>
<td>$1.25</td>
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<tr>
<td>Brownie Bites</td>
<td>$1.25</td>
</tr>
<tr>
<td>Sweet and Spicy Trail Mix</td>
<td>$1.50</td>
</tr>
<tr>
<td>Mango Nut Trail Mix</td>
<td>$1.50</td>
</tr>
<tr>
<td>Apple Yogurt Trail Mix</td>
<td>$1.50</td>
</tr>
<tr>
<td>Gummy Bears</td>
<td>$2.00</td>
</tr>
<tr>
<td>Monstrous Chocolate Chunk Cookies</td>
<td>$2.00</td>
</tr>
<tr>
<td>Lemon Bar Triangles</td>
<td>$2.00</td>
</tr>
<tr>
<td>Low Fat Yogurt and Berry Parfaits</td>
<td>$2.50</td>
</tr>
</tbody>
</table>
Event Planning - Services – Fees

Planning your event

External Ivy Tech Clients
Reserve your date, time, guest counts, and location with Julie Berger - Facilities Support Services. Julie is expert at providing room layout and availability. Please allow for two hours before and after the catering events for room set up and clean up.
Office (260)480-4236 (800) 859-4882 Ext. 4236 E-Mail: jberger@ivytech.edu

Arrange your menu, date, time, guest counts, and location with Sam Bolden – Food Services Manager. Sam will guide you through the catering agreement details. Many catering arrangements can be made by phone or e-mail. Should you require a meeting to finalize details please set an appointment with Sam.
Office (260)-481-2275 E-Mail: sbolden9@ivytech.edu

When planning your event we are required to provide a catering agreement signed by both employee and supervisor. The catering agreement will need to be forwarded to the Finance Office 7 days prior to the event date.

Services

Ivy’s Catering Service includes all paper goods, standard buffet equipment, and buffet linens to support food and beverage tables only. Table linens for guest tables or registration tables are available for rent and the number needed will depend on table layout and location. Please check with Sam for current pricing for your event.

Black table linens are standard. White or colored linens may be placed as a special order. Some non-standard colors may be subject to additional pricing. Two week notice is required for special orders.

Hard china is available for a $1.00 per person equipment rental charge for all catering functions held at the North Campus or Coliseum Campus. Offsite china service is available at $2.00 to $4.00 per person depending on set up.

Specialty equipment such as carving stations, skirting, upscale buffet equipment, table, and room decorations are also available at market rates. Please check with Sam for current pricing.

Client is responsible for the catering equipment we have provided or rented. Any missing or damaged catering equipment or supplies will result in your account being billed a replacement fee.

Service staffing
Box lunches, Continental breakfasts, breaks, snacks, and some receptions are priced for self-service. Buffet style functions are staffed with one attendant for every 25-40 guests and included in the price per person. Served meals are staffed with adequate attendants based on the complexity of the event and included in the price per person. All meal periods are priced for a two hour dining window. Additional attendants are available outside the 2 hour dining window at $15 per service hour/per additional attendant.

Food Safety
Due to food safety liability, guests may not remove food from the catering function site. Bottled beverages may be taken as we do not credit or provide buy backs on bottled or canned beverages.

Delivery
There is a $25 delivery charge for events held off the Coliseum Campus and North Campus.
Event Planning - Services – Fees Cont.

Billing and Payment

**Internal Ivy Tech Clients**

Once you have received your catering agreement please review carefully and provide your signature, the signature of the person you report to and forward to Julie Harman in the Finance Office. Julie will complete an internal transfer of funds from your department. **The signed catering agreement will need to be forwarded to the Finance Office 7 days prior to the event date.**

Julie can except fax or scan and e-mail for your convenience.
Office (260) 480-4140  Fax (260) 480-4140  E-Mail: jharman@ivytech.edu

**External- Ivy Tech Clients**

Once you have received your catering agreement please review carefully, provide your signature, and forward to Julie Harman in the Finance Office. Julie’s contact information is noted above.
External Ivy Tech Clients are required to provide a 50% deposit 7 days prior to your event with the balance due at time of service. **The signed catering agreement will need to be forwarded to the Finance Office 7 days prior to the event date.**

Please make checks payable to Ivy Tech Community College. Please note your invoice number on the check and remit to the following address.

**Ivy Tech Community College 3800 N. Anthony Blvd. Fort Wayne, Indiana 46805**
**Attn: Julie Harman**

Fees and Timelines

Ivy Tech Catering Service requires a final guarantee count by noon, 7 days prior to your event.

**Please E-mail your final count to sbolden9@ivytech.edu**

Ivy Tech Catering Services will not be responsible for cancellations made during the 7 days prior to your event as this will result in the full loss of your deposit. We will not refund any part of your catering costs for reductions in count during the 7 days prior to your event. Under special circumstances such as major cancellations due to weather we will assist with rescheduling your event for a later date and apply any pre-paid funds toward the new event date.

We prepare slightly more than the final count and will bill out the number of guests served over the final count if needed. There is no guarantee of food availability over and above the final count.

Events with less than a 7 day notice will incur a $50 service charge and may be subject to limited menu selections. We understand pop up caterings happen so if needed we are here to serve.

Events scheduled after 6pm during the week will incur a $50 service charge.

Catered events with less than 20 people will incur a $50 service charge during the week and $100 on weekends.

Events held on Saturday or Sunday will incur $150 service charge.