



Jones County Junior College

Sodexo

Catering Guidelines'

Thank you for choosing J. C. J. C. catering by Sodexo. We are looking forward to a New Year and new look from our new catering room to our new food court. Changes are exciting and we are excited to serve you!!!

Menu Selection

Please allow us 5 business days advance notice for catered events to insure that selections are available. The Sodexo Catering Office is located in the C L Neill Cafeteria and Student Center. You may contact us at (601) 477-3396 to discuss prices.

Guarantee

The guarantee is the number of people attending your event. We must obtain a guaranteed number of exact attendance for functions by noon, 48 hours prior to your event. You are responsible for 100% of actual number guaranteed plus any additional guest. We will be prepared to serve 5% more than your guarantee. All banquets are prepared and cooked for according to the number provided and is calculated for a single portion of entrée, picked vegetable, starch and dessert serving. We ask that you please share this information with your guests so they are aware of this and it does not interfere with the number of entrée's that we prepare. Additional servings of an entrée will incur additional charges. Increases in your guaranteed number can normally be accepted up to six hours prior to your event; however, guarantee numbers may not be decreased on the day of the event.

Cancellations

In the event your catered function is cancelled, please notify us as soon as possible. We require at least 48 hours notice of cancellation or will be a charge based on expenses incurred on your behalf.

Service Time

It is our desire to serve your group promptly at the time you selected. The standard service time is 1 hour, for any banquets held outside of JCJC premises, additional charges will apply. If your group starts its event more than 15 minutes later than scheduled there will be a charge based upon the number of food service personnel involved.

Additional cost for extra staff if requested i.e. carvers, cake server, serving staff.

Payment

Please make payments of your invoice within 10 days of receipt. A 75% deposit is required for all non-college related events. All non-college events are subject to applicable taxes. Gratuities accepted. Prices are subject to change without notice. Prices for banquets held off site are not the same as events held on site.

Physical Setup

It is your responsibility to arrange for audio/ video equipment contact Jessie Graham, 477-4160 and for sound equipment contact Mr. Rigdon cell 433-8980.

There are additional fees for any off JCJC campus events, i.e. Chinaware, delivery charges, additional staff charges and length of service.

Linen

We provide linens for food service tables only. Additional linens can be furnished for registration tables etc. at an additional charge. Due to limited quantities of skirting available, we may not always be able to accommodate all requests.

Removal of Food

Due to Board of Health regulations and the nature of catering services, any food not consumed **may not** be removed from the serving location and remains the property of Sodexo. All deliveries are for immediate consumption and we assume no responsibility for handling

Name & Date of Event _____

Signature _____

Coffee and Breaks

Coffee.....	\$25.20 per urn
Decaf.....	\$ 25.20per urn
Coffee Punch (Serves 75).....	
Punch.....	\$. 70 per serving
Lemonade.....	\$15.00 per gallon
Iced Tea.....	\$10.00 per gallon
Bottle Water.....	\$. 75 each
Soft Drinks (can).....	\$. 75 each
Muffins.....	\$. 75 each
Cinnamon Rolls.....	\$. 75 each
Assorted Pastries.....	\$. 75 each
Biscuits with butter & jelly.....	\$11.00dozen
Brownies.....	\$. 75 each or sheet pan
Sausage and Biscuit.....	\$ 1.25 each
Ham and Biscuit.....	\$1.25 each
Assorted Gourmet Cookies.....	\$4.50 dozen
Juice.....	\$3.99 Carafe

Hors d'oeuvres

Meatballs (Swedish or BBQ).....	\$6.50 lb (feeds 6-8 /lb)
Chunky Chicken Salad	\$7.99 per pound (minimum 5 pounds)
Pig in Blankets.....	\$6.29 dozen
Mini Ham and Biscuits.....	\$6.99 .dozen
Buffalo Chicken Wings (Hot or Honey Dipped).....	Current Market price
Sausage Balls.....	\$6.49 dozen
Cocktail Sausages with Sauce.....	\$7.50 lb (Feeds 6-8/lb)
Assorted Finger Sandwiches (100 pieces).....	Ham, Turkey or Chicken salad.....\$65.00
Small Fruit Tray.....	\$40.00
Large Fruit Tray.....	\$80.00
Cheese Balls.....	\$50. large or \$30. small
Lemon Bars.....	\$37.00 per tray (upon availability)
Small Vegetable Tray with Dip.....	\$35.99
Large Vegetable Tray with Dip.....	\$61.99
Chicken Strips with Sauce (serves 30-35).....	\$Current Market Price
Shrimp BBQ or Cajun Spice, Fried	\$ Current Market Price
Petit Four.....	\$10.29 dozen
Tossed Garden Salad.....	\$35.00 a large bowl
Cooked Vegetables.....	\$35.00 a pan
Cooked Potatoes.....	\$37.00 a Pan
Pecan Chicken.....	\$4.75 a piece
Meat Casserole.....	\$40.00 a pan
Meat tray (Large).....	feeds 50 people.....\$99.00 per tray
Meat tray (small).....	feeds 20 people.....\$ 69.00 per tray

Cakes

.Whole sheet cake.....	\$ 45.00
Half sheet cake.....	\$ 25.00

The Prices catering will quote you includes standard disposal paper goods, if you want to upscale it will be extra.

Entrée Salads

BBQ Grilled Chicken Salad

Grilled Chicken breast over a bed of iceberg lettuce with corn, black beans, tomatoes, cheese and ranch dressing.....7.75..each

Grilled Club Salad

Fried chicken pieces on top of lettuce mix with bacon, tomatoes and cheese. Served with choice dressing.....7.75.each

Beef and Bleu Salad

Tender slices of beef served on a bed of mixed lettuce with red onions, tomatoes, blue cheese and bacon.....7.75each

Entrée Selections \$11.95 per person one entrée buffet

Additional \$13.95 per person two entrée

buffet

Sliced Roast Beef
Carved Roasted Beef
Deep South Fried Catfish
Chicken Cordon Bleu
Pecan Chicken
Grilled Seasoned Chicken Breast
Pulled BBQ Pork
Southern Fried Chicken
Pork Chops
Roast Pork Loin
Chicken Las Vegas
Roast Turkey and Dressing
Beef Stroganoff w/ Butter Noodles
Chicken Alfredo
Turkey Tetrazzini
Penne Pasta tomato meat sauce
Lasagna
Bowie pasta with Sausage bolognaise

8oz Ribeye Steak 15.95(additional charge)

Steak & Shrimp Combo 18.95 (half dozen shrimp & 8oz ribeye)
(additional charge)

Side Items

Green Beans
Green Bean Almandine
Green Bean Casserole
Whole Kernel Corn
Steamed Squash
Glazed Baby Carrots
Turnip Greens
Baked Beans
Rice Pilaf
Garlic Mashed Potatoes
Red Potatoes
Texas Potatoes
Baked Apples
Potatoes Au Gratin
Baked Potatoes
Broccoli Spears with Cheese Sauce

Salad Selections

Fresh Fruit Salad
Pasta Salad
Waldorf Salad
Marinated Vegetables
Carrot and Raisin Salad
Ambrosia
Garden Salad

Dessert Selections

Cheesecake with topping
Two layer Chocolate Cake
Black Forest Cake
Strawberry Shortcake
Apple Cobbler
Cherry Cobbler
Peach Cobbler
Lemon Ice Box Pie
Pecan Pie

Buffet selections include, two side items, one salad selections with rolls, tea coffee and dessert. For JCJC groups and organizations please call ext. 3396 for pricing.