Wedding Catering and Planning Guide

Welcome to ADS Catering!

Thank you for hiring us be a part of your special day. We look forward to providing attentive and flexible hospitality service. The information packet includes our various services, policies and menu options. Please note: your food choices are not limited to the listed selections. We will work with you to meet the unique needs of your party with customized menus and services. We can happily accommodate for food allergies and dietary restrictions. Please let us know how we can be of service.

We look forward to making your day a memorable one!

Aquinas Dining Services - A Division of
1700 Fulton St. E
Grand Rapids, Michigan 49506

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The Sky’s the Limit!

Our chefs are formally educated and skilled in a variety of cuisines and culinary practices. We look forward to customizing a menu to fit your needs and tastes. From specialized ethnic cuisine and special requests, to food allergies and themed menus, we look forward to working with you to create the perfect menu!
Food Waiver Information

By contractual agreement between AQ Dining Services and Aquinas College, all food and beverages to be served to the public on the Aquinas College campus must be purchased through Dining Services. This ensures safety and compliance with state and local health regulations.

Food waivers are submitted for approval to Dining Services for events that will serve the public on campus.

Food waivers are NOT permitted in the following buildings:

*Wege Student Center   *Donnelly Center

*Holmdene

Dining Services will not be held legally liable for any and all happenings at or related to an event that has an approved food waiver.

Food waivers are permitted at the discretion of Dining Services.

A food waiver request must be completed and returned a minimum of 14 business days prior to the event.

Once the event is approved, the host of the event is solely responsible for clean-up of the room, composting/recycling/trash removal.

aquinas.edu/food/menu.html
Deadlines

1 month prior to reception - Menu finalized and food deposit of $1,000 is due. Payment is accepted in the form of checks made payable to “Creative Dining Services,” MasterCard, Visa or Discover.

1 week prior to reception - Final headcount is due, after which the final bill will be issued.

1 day prior to reception - Remaining balance of catering invoice is due in full.

Any additional charges on the day of the reception will be billed to client. Payment due upon receipt.
What’s included in the price?

- Plated salad, rolls, entrée with 2 sides
- Water plus one N/A beverage
- Cake cutting
- Standard linen from Valley City
- Service staff
## Hors d’oeuvres (Cold)

*Please Note: These prices are per person. A final price will be determined given your final appetizer selections and scales of economy. Thank you for your understanding.*

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegetable crudité with hummus and ranch</td>
<td>$2.25</td>
</tr>
<tr>
<td>Fruit salsa, cinnamon pita chips</td>
<td>$2.50</td>
</tr>
<tr>
<td>Bruschetta - traditional tomato/basil</td>
<td>$2.50</td>
</tr>
<tr>
<td>Fresh fruit display</td>
<td>$3.25</td>
</tr>
<tr>
<td>Local and imported cheese display, crackers</td>
<td>$3.00</td>
</tr>
<tr>
<td>Prosciutto wrapped asparagus, honey-balsamic glaze</td>
<td>$2.50</td>
</tr>
<tr>
<td>Smoked salmon tray, traditional accompaniments</td>
<td>$4.00</td>
</tr>
<tr>
<td>Turkey Pinwheels</td>
<td>$2.00</td>
</tr>
<tr>
<td>Beef tenderloin crostini, horseradish cream, red pepper</td>
<td>$2.75</td>
</tr>
<tr>
<td>Antipasto platter</td>
<td>$3.00</td>
</tr>
<tr>
<td>Shrimp cocktail</td>
<td>$3.50</td>
</tr>
<tr>
<td>Pepperoni - Caprese skewers</td>
<td>$2.50</td>
</tr>
</tbody>
</table>
Hors d’oeuvres (Hot)

*Please Note: These prices are per person. A final price will be determined given your final appetizer selections and scales of economy. Thank you for your understanding.

- Mini mac ’n’ cheese bites $1.50
- Salmon purses with rich Chardonnay cream sauce $3.00
- Spanakopita $2.00
- Crab cakes, house-made remoulade $3.00
  *Great option to add to entrée! Ask for details

- Meatballs (choose: BBQ, Swedish or Marinara) $2.00
- Stuffed mushrooms (choose: spinach or sausage) $2.50
- Pistachio Chicken with Thai Peanut Sauce $2.50

- Maple-Bourbon Glazed Pork Belly with fresh pineapple $2.75
- Prosciutto wrapped shrimp with Grand Marnier caramel $3.50

- Mini assorted quiche $1.75
- Coconut Chicken Bites with Pineapple-Mango chutney $2.75
Buffet vs. Plated

Each food presentation has its own benefits. Please choose your service by the look and feel you want for your wedding day. Please note: in some cases, the option of food service might be decided for you given number of guest in the reception space. Starting with all 2018 wedding receptions, there will be a $2 upcharge per person for plated service. Thank you for your understanding.

<table>
<thead>
<tr>
<th>Buffet</th>
<th>Plated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pro’s</strong></td>
<td><strong>Con’s</strong></td>
</tr>
<tr>
<td>Efficient way to feed a large group.</td>
<td>Every guest will need to stand up and physically go through a line. Catering Staff are happy to assist those with motion limitations by making a plate for the guest or assisting in the buffet line.</td>
</tr>
<tr>
<td>Portion Control: Guests can pick and choose what they would like from the buffet and how much of each item.</td>
<td>The buffet is placed on dance floor, it will need to be broken down. This takes less than 2 minutes.</td>
</tr>
<tr>
<td>One word: Seconds!</td>
<td>Requires time for the Catering Manager to dismiss table by table. But with a couple of tricks, the wait can be reduced and your guests’ enjoyment elevated.</td>
</tr>
<tr>
<td>Creates a more casual atmosphere.</td>
<td></td>
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</tbody>
</table>
Menu Options

*Prices subject to change. Menu Items listed are the popular items for wedding receptions. We look forward to customizing to your taste!

Center of the Plate

Chicken - All options are $19:
- Signature Chicken: Bone-in Chicken breast stuffed with ricotta, fresh basil, spinach, sundried and bacon (bacon optional)
- Grilled Herb Chicken: Marinated in EVOO and herbs and grilled, served with a chicken au jus
- Smothered Chicken: Topped with a mixture of artichokes, oregano, and goat cheese served with a lemon sauce
- Chicken Marsala: Lightly breaded boneless chicken breast, pan seared, served with a mushroom wine
- Chicken Chardonnay: Lightly breaded boneless chicken breast, pan seared, served with a rich white wine sauce

Seafood:
- Mahi-Mahi $21: Herb and Parmesan crusted served with a lemon wedge
- Atlantic Salmon $22: Can be served many ways, including Florentine, broiled, grilled, or BBQ glazed. Suggest to be served with beurre blanc sauce
- Crab-stuffed Atlantic Salmon $25: Served with a coconut gastric
Menu Options (Continued)

Beef:
- Grilled Top Sirloin $25: Marinated in spices and EVOO, grilled to medium served with cabernet demi sauce
- Grilled Filet $29: 5 oz., Marinated in spices and EVOO, grilled to medium served with cabernet demi sauce

Pork - All options $19:
- Apple-Stuffed: Boneless pork chop served with a gorgonzola cream sauce
- Roast Pork Tenderloin: Sliced and served with a MI cherry chutney sauce
- Grilled Boneless Pork Chop: Marinated in herbs and EVOO, served with an au jus
- Schnitzel: hand-breaded slices topped with a tangy mushroom cream sauce

Vegetarian/*Vegan - all options $19
- Quinoa Stuffed Zucchini with Balsamic Reduction
- Sweet Potato-Quinoa Cakes with caramelized onion jam
- Pesto Quinoa Cakes topped with a Romesco sauce
Menu Options - Sides

Vegetables:
• Roasted vegetable medley: colorful blend of seasonal vegetables
• Roasted broccoli
• Green beans
• Asparagus (please add $1 per person)
• Fresh California blend (carrots, cauliflower and broccoli)
• Maple-glazed baby carrots

Starches:
• Yukon Gold Garlic mashed potatoes
• Roasted red-skin potatoes
• Wild rice pilaf
• Traditional rice pilaf
• Classic Parmesan risotto or risotto cakes (other flavors available)
• Gnocchi or Pierogi
Cake & Sweets

You are permitted to bring in your wedding cake or dessert of choice.

If the dessert will not be made in a licensed facility (i.e. Grandma’s kitchen), please fill out the food waiver and submit it to the Catering Manager.

Please note: We do have walk-in coolers in the Wege Center and would be happy to store the cake, if needed. Please advise if you/your cake vendor would be interested in this service.
Late-Night Snack

Please note: The amount provided for late-night snack will be based off of half of your final headcount.

- Hamburger Slider Bar, $3 per person: Mini slider buns, condiments and toppings
- BBQ Pulled Pork Sliders on mini pretzel buns $2.50 per person
- Assorted Pizzas, $2.50 per person: Your choice of toppings
- Trail Mix Bar, $2 per person: Make your own trail mix - peanuts, mixed nuts, M&M’s, pretzels, raisins, Chex mix, etc.
- Mac ‘n’ Cheese Bites, $1.50 per person
- Assorted Cookies, $ .50 per person
- Pretzels/Chex Mix/House-made Kettle Chips $1 per person
Beverages

Water (included)

Choice of N/A Beverage:
• Coffee Service (regular, decaf and hot tea upon request)
• Hot Chocolate
• Iced Tea
• Lemonade
• Local apple cider (seasonal availability)
Basic pricing for a large group

<table>
<thead>
<tr>
<th>Price per person</th>
<th>19.00</th>
<th>20.00</th>
<th>21.00</th>
<th>22.00</th>
<th>23.00</th>
<th>24.00</th>
<th>25.00</th>
<th>26.00</th>
<th>27.00</th>
<th>28.00</th>
<th>29.00</th>
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<tbody>
<tr>
<td>Guests</td>
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<td></td>
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<tr>
<td>25</td>
<td>$589</td>
<td>$620</td>
<td>$651</td>
<td>$682</td>
<td>$713</td>
<td>$744</td>
<td>$775</td>
<td>$806</td>
<td>$837</td>
<td>$868</td>
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<td>50</td>
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<td>$1,240</td>
<td>$1,302</td>
<td>$1,364</td>
<td>$1,426</td>
<td>$1,488</td>
<td>$1,550</td>
<td>$1,612</td>
<td>$1,674</td>
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<td>$1,798</td>
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<tr>
<td>75</td>
<td>$1,767</td>
<td>$1,860</td>
<td>$1,953</td>
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<td>$2,139</td>
<td>$2,232</td>
<td>$2,325</td>
<td>$2,418</td>
<td>$2,511</td>
<td>$2,604</td>
<td>$2,697</td>
<td>$2,790</td>
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<td>100</td>
<td>$2,356</td>
<td>$2,480</td>
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<td>125</td>
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<td>$3,255</td>
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<td>$3,875</td>
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<td>$4,340</td>
<td>$4,557</td>
<td>$4,774</td>
<td>$4,991</td>
<td>$5,208</td>
<td>$5,425</td>
<td>$5,642</td>
<td>$5,859</td>
<td>$6,076</td>
<td>$6,293</td>
<td>$6,510</td>
</tr>
</tbody>
</table>

Please note: This prices include the 6% sales tax and 18% service charge. *This does not include any appetizers or late night menu items.

Total pricing would include entrée and appetizers.
Checklist of To-do’s

- Secure room contract with Aquinas College Conferencing Department (P: 616-632-1047 & confer@aquinas.edu)
- Complete and submit Event Details Form with Aquinas College Conferencing Department (P: 616-632-1047 & confer@aquinas.edu)
- Finalize Menu one month prior to wedding
- $1,000 Food Deposit due one month prior to wedding
- Set up final details meeting for catering and conferencing within 2 weeks prior (confirm menu and floor plan)
- Submit final headcount due 1 week prior to Catering Manager
- If reception is plated: please submit final entrée choice counts per selection per table. This is due 1 week prior to Catering Manager
- Submit payment in full no later than 1 day prior to your event.