



C A T E R I N G



AT EASTERN
NEW MEXICO
UNIVERSITY



Our Menu

WELCOME LETTER

MENU CHAPTERS:



BEVERAGES

A GREAT START



LUNCHEON SALADS

MOVABLE FEASTS

LUNCH TIME

TRAYS AND DISPLAYS

HORS D'OEUVRES



THEME BUFFETS

CULINARY CLASSICS

DINNER ACCOMPANIMENTS

PLANNING YOUR EVENT

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.



Welcome

From basic coffee services to outdoor events of unlimited numbers, our goal is to provide you with a full range of quality and innovative catering services backed by a diverse, service-oriented staff and a wide range of resources available from our international network.



As a catering service, our main function is Food! Our trained, professional staff is dedicated to providing the highest level of catering services. The quality of your food, however, does not rest upon the chefs alone. Every member of the Catering Department receives monthly training on food and beverage services, as well as day-to-day experience on the job.



This brochure provides you with fresh, contemporary menus. However, this represents only a starting point. Our commitment is to customize and create whatever is required to provide your guests with an unforgettable experience.



We look forward to the opportunity to work with you!



BEVERAGES

BEVERAGES

- Coffee (Regular and Decaffeinated)
- Hot Chocolate
- Tea Bags
- Spiced Apple Cider
- Lemonade
- Fruit Juice/gal
- Fruit Juice/bottled
- Ice Tea
- Sparkling Punch
- Sherbet Punch
- Mock Champagne
- Soda, Coke Products/can
- Bottled Water, Dasini
- Milk Chug

HOT BEVERAGES

Served approximately 16 persons per gallon

COLD BEVERAGES

Served approximately 12 persons per gallon

SWEET TEMPTATIONS

All of our delectable bakery treats are priced by the dozen.

- Donuts
- Danish Pastries
- Gourmet Cookies
- Brownies
- Muffins
- Bagels and Cream Cheese
- Cinnamon Rolls
- Sour Cream Coffee Cake
- Specialty Breads
- Biscotti's
- Rice Krispie Treats
- Magic Dream Bars
- Lemon Bars

CAKES

Freshly baked-to-order

- Two-layer full sheet (serves 140)
- Single-layer full sheet (serves 70)
- Two-layer half sheet (serves 70)
- Single-layer half sheet (serves 35)
- 9 Inch round (serves 16)

SPECIAL OCCASION CAKES

Special occasion cakes are available in a variety of flavors, fillings and icings.

S W E E T T E M P T A T I O N S
B E V E R A G E S



A GREAT START

SUNRISE BREAKFAST (20 PERSON MINIMUM)

All breakfast buffets include coffee (regular and decaffeinated), hot tea, your choice of (1) juice: Apple, Orange, Cranberry or Tomato, Seasonal Fruit Tray

THE EASTERN CONTINENTAL

Perfect for your early morning meetings.

Freshly Brewed Coffee
(regular and decaffeinated),
Assorted Hot Teas
Seasonal Fresh Fruit Tray
Choice of (1) Juice: Apple, Orange, Cranberry or
Tomato
Choice of (2) Pastries: Muffin, Donut, Banana Nut
Bread, Coffee Cake or Scones.

THE AMBASSADOR FRITTATA

Spinach, Artichoke Heart,
with Parmesan Cheese Egg Strata
Muffin, Bacon, Ham or Sausage

THE TRADITIONAL SCRAMBLE

Muffins
Scrambled Eggs
Pancakes or French Toast w/ syrup
Bacon, Ham or Sausage

THE SOUTHWEST SUNRISE

Flour Tortillas
Scrambled Eggs w/ green chile,
onions and cheddar cheese
Salsa Fresca
Oven Roasted Potatoes
Bacon, Ham or Sausage

Please see your Catering Director about our Famous
Cooked to Order Omelet Bar or Create a Breakfast Buffet

B R E A K F A S T



LUNCHEON SALADS

These served luncheon salads include coffee (regular and decaffeinated), tea and luncheon dessert.

WALNUT CHICKEN SALAD

Chicken salad served on a bed of baby spinach greens. Garnished with candied walnuts. Served with chocolate chip half dip cookies for dessert

LA SCALA

Also known as the Italian Cobb. Chopped lettuce tossed with turkey breast, ham, swiss cheese, bacon, avocado, tomato and hard-boiled eggs. Your choice of dressing on the side. Served with herbed breadsticks. Frosted brownies for dessert.

ENSALADA GRANDE

A crisp golden brown flour tortilla bowl filled with chopped lettuce, seasoned ground beef, grated cheddar cheese and diced tomatoes. Topped with sour cream, guacamole, and fresh salsa. Biscochitos for dessert.

FRESH FRUIT PLATE

On the lighter side! Seasonal fresh fruit served on a bed of lettuce. Served with a banana nut muffin and butter. Almond sugar cookies round out this lighter fare for dessert.

LUNCHEON SALADS

A close-up photograph of a white ceramic teacup and saucer with a yellow teabag tag, set against a light blue background.

MOVEABLE FEAST

GREYHOUND BOX LUNCHES

Box lunches include one canned soda and potato chips. All box lunches include lettuce, tomato, pickle, mayonnaise and mustard packets, plastic silverware and napkin.

SELECT ONE BREAD:

- White
- Wheat
- Kaiser Bun
- Hoagie Bun

SELECT ONE MEAT:

- Sliced Roast Turkey
- Sliced Roast Beef
- Sliced Ham
- Chicken Salad
- Tuna Salad

SELECT ONE CHEESE:

- Cheddar
- Swiss
- American
- Provolone

SELECT ONE SALAD:

- Potato Salad
- Fresh Fruit Salad
- Pasta Salad
- Coleslaw

SELECT ONE DESSERT:

- Frosted Brownie
- Magic Seven Layer Bar
- Assorted Gourmet Cookies (2)

ZIA LUNCH BUFFET

Heavenly Healthy...Deevilly Delicious!
Buffet Only (Minimum of 20 Guests) Includes:
Gourmet Cookies or Brownies, Coffee
(regular and decaffeinated), Ice Tea.

SOUPS: CHOICE OF ONE (1)

- New England Clam Chowder
- New Mexico Green Chili Corn Chowder
- Vegetarian Vegetable
- Carrot Ginger
- Gazpacho (chilled soup)
- Champagne Melon (chilled soup)

SANDWICHES: CHOICE OF ONE (1)

- Chicken Salad on Croissant
- Sliced Roast Beef on Wheat Kaiser
- Ham and Swiss on Croissant

SALAD BAR INCLUDES:

- Iceberg and Romaine Lettuce,
- Six assorted toppings
- Two assorted dressings
- Toasted croutons

C L A S S I C S



LUNCH TIME

(20 PERSON MINIMUM)

Lunch meals include: Tossed Garden Salad w/ Cucumbers and Tomato, Choice of 2 Salad Dressings
Chef's choice fresh vegetable Hot Rolls w/ Butter
Dessert Choices: Fruit Cobbler, Chocolate Cake, Carrot Cake, Fruit Pie
Coffee (regular and decaffeinated), Ice Tea

CHICKEN TERIYAKI

A grilled chicken breast marinated in teriyaki and pineapple juices. Served over seasoned rice. Garnished with grilled pineapple rings.

TRADITIONAL OR VEGETABLE LASAGNA

Traditional beef lasagna or vegetable lasagna with creamy alfredo sauce. Served with garlic buttered bread sticks.

GRILLED PORK CHOP

A 6 ounce chop grilled and topped with black-eyed pea relish. Served with oven roasted potatoes.

ENMU STROGANOFF

Seasoned beef tips, lightly floured and pan seared, simmered with onions and mushrooms in a stroganoff sauce. Served with buttered noodles.

CHICKEN FRIED STEAK

A tenderized cutlet of top round steak battered and deep fried to golden brown. Served with mashed potatoes and cream gravy.

CHICKEN SATAYS

Strips of marinated chicken served on a skewer w/Asian peanut sauce. Served on a bed of sticky rice. Asian vegetables to accompany this taste of the Far East.

CHICKEN ENCHILLADAS

Chicken enchiladas with either green or red sauce. Served with rice and beans.

LUNCHEON SALAD



TRAYS AND DISPLAYS

PLATTERS

Large (Serves 30-40 guests)

Small (Serves 15-20 guests)

FRESH VEGETABLE CRUDITE

An assortment of seasonal vegetables. Includes herbed dip.

FRESH FRUIT PLATTER

An assortment of fresh fruit items. Includes yogurt dip.

CUBED CHEESE PLATTER

Three cheeses served with assorted crackers.

FINGER SANDWICH PLATTER

Tuna pimento and chicken salad on white and wheat bread.

THE AMBASSADOR

A full platter of shaved roast beef, shaved turkey breast, Swiss and American cheeses, lettuce and tomato, and an assorted variety of breads. Includes gourmet mustard and mayonnaise.

WATERMELON BOAT

Carved Watermelon with fruit serves 15-20

ITALIAN ANTIPASTO PLATTER

A variety of marinated vegetables, and peppers and olives.

PARTY SELECTIONS

- Assorted Package of Crackers (serves 15)
- Chex Party Mix
- Potato, Corn, or Nacho Chips
- Pretzels
- Mixed Nuts w/Peanuts
- Butter Mints
- Whole Fruit (seasonal variety)

DIPS

- Chile con Queso
- French Onion
- Ranch
- Guacamole
- Green Chile Sour Cream
- Spinach Artichoke in Bread Bowl
- Herbed Sour Cream
- Salsa Fresca
- Marinated Mushrooms

GOURMET DIPS
TRAYS AND DISPLAYS



H O R S D ' O E U V R E S

A pound of chips will serve 10-12 guests.

A quart of dip will serve 18 guests.

Our prices are per dozen, minimum 4 dozen purchase required.

MINI QUICHE LORRAINE OR BAJA BITES MEATBALLS:

Sweet n Sour, Sausage, Swedish

SAUSAGE STUFFED MUSHROOMS

MINI TAQUITOS: BEEF OR CHICKEN

Served with salsa

WINGS: BUFFALO, BBQ, TERIYAKI

Served with your choice of 1 dipping sauce

BARBEQUED SMOKIES

FRIED STUFFED JALAPENOS

SPANAKOPITA

Spinach, Feta Cheese in Phyllo Dough

BRUSCHETTA

Sliced Baguette with Tomato, Basil Concasse

MOZZARELLA CHEESE STICKS

Served with marinara sauce

JUMBO SHRIMP COCKTAIL

Served with cocktail sauce

SMOKED SALMON

H O R S D ' O E U V R E S

A close-up photograph of a white ceramic teacup and saucer on a light blue surface. A yellow tea tag is attached to the string of the tea bag.

THEME BUFFETS

(40 GUEST MINIMUM)

Dessert, Coffee (regular and decaffeinated), Ice Tea served with all Theme Buffets

THE BIG SOMBRERO

- Beef or Chicken Fajitas
- Green Chile Cheese Enchiladas
- Spanish Rice
- Flour Tortillas
- Refried Beans
- Diced Tomatoes
- Shredded Lettuce
- Sour Cream
- Pico de Gallo
- Guacamole
- Queso and Tostada Chips
- Mexican Corn Salad
- Biscochitos

LITTLE ITALY

- Green Salad with tomato & cucumber
- Choice of 2 Dressings
- Meat or Vegetarian Lasagna
- Linguini
- Meat Sauce
- Alfredo Sauce
- Marinara Sauce
- Fresh Sautéed Squash
- Garlic Bread
- Italian Cream Cake

WESTERN ROUNDUP

- BBQ Brisket
- Smoked Pork Butt
- Mustard Potato Salad
- Creamy Coleslaw
- Pinto Beans
- Grilled Corn Cobbets
- Cornbread with Butter or
- Buttermilk Biscuits with Butter
- Assorted Cookies and Brownies

ASIAN FLAIR

- Sweet & Sour Pork
- Beef and Broccoli
- Stir Fried Rice
- Vegan LoMein
- Steamed Rice
- Compote of Tropical Fruit
- Sesame Cabbage Slaw
- Almond Sugar Cookies

BYOB (BUILD YOUR OWN BUFFET)

Let Sodexo prepare a special buffet for you. Talk with a Catering Sales Representative for ideas, suggestions and pricing.

FINISHING TOUCHES



CULINARY CLASSICS

PLATED AND SERVED DINNERS (20 GUEST MINIMUM)

Dinner selections are served with a Garden Salad, chef's choice dressing, yeast rolls and butter. Choice of fresh vegetable, potato or rice, dessert. Coffee (regular & decaffeinated) and Tea.

BEEF	BROILED NY STRIP STEAK (10 oz.)	VEGETARIAN	FRESH GRILLED VEGETABLE MEDLEY
	RIBEYE STEAK (10 oz.)		FETTUCCINI ALFREDO OR MARINARA
	FILET MIGNON (8 oz.)		MANICOTTI W/RED PEPPER PESTO
	PRIME RIB AU JUS (9 oz.)		STUFFED PEPPERS W/WILD RICE AND DRIED FRUIT
	ROAST SIRLOIN (8 oz.)		

POULTRY	FRIED CHICKEN FRICASSE W/HONEY WALNUT GLAZE
	CHICKEN CORDON BLEU
	CHICKEN KIEV
	MEDITERRANEAN GRILLED CHICKEN
	CHICKEN PICCATA

SEAFOOD	SCALLION STUDED SEABASS
	HALIBUT W/PRESERVED LEMON BUTTER

EARTH AND OCEAN

You may select one beef, poultry or pork entrée and one seafood entrée to create your own custom dining combination.

CLASSICS



DINNER ACCOMPANIMENTS

(CHOOSE ONE FROM EACH GROUP)

VEGETABLE:

- Vegetable Medley
- Glazed Baby Carrots
- Green Beans Almondine
- Broccoli w/ butter
- Grilled Fresh Seasonal
- Oven Roasted Corn

POTATO OR RICE:

- Garlic Whipped Potatoes
- Oven roasted Rosemary Potatoes
- Herbed or Steamed White Rice
- Wild Rice
- Buttered Egg Noodles
- Herbed Polenta

DESSERT:

- Carrot Cake
- Red Velvet Cake
- German Chocolate Cake
- Two Layer Chocolate Cake
- Fruit Cobbler

PREMIUM DESSERT:

These desserts are available for any meal at an additional charge

- New York Style Cheesecake w/ Fruit Sauce, Chocolate or Caramel Sauce
- Apple Enchilada w/ Caramel Sauce
- Tiramisu
- Fruit Tarts (Pastry Cream Filling topped with Berries)
- Two Layer Chocolate Cake (Chocolate Mousse Filling, Ganache Frosting)
- Three Layer Carrot Cake with Cream Cheese Frosting

DINNER
ACCOMPANIMENTS



Planning Your Special Event

This guide is designed to ensure your event is a success. The following steps will help you through the process of organizing each event.



Reserving a Room/Location

Whether you are making reservations on campus or off-site, the location needs to be confirmed before we deliver. On-Campus tables, chairs, trash cans, or any other equipment needs must be reserved with the Physical Plant except within the Campus Union Building. For Off-Campus events: Sodexo Catering does not have tables, chairs, trash cans or large equipment. You must procure these before Sodexo Catering can deliver your event.



Reservation Numbers:

Campus Union Building
Housing Office 575-562-2631
Physical Plant 575-562-2314

Contacting the Catering Department:

You should contact the catering office at least 10 working days prior to your event. Even if the date is tentative, please contact us as soon as possible to get your event scheduled. Please note that availability and pricing could change on events booked without proper notice. Although many arrangements can be made over the phone, some events may require an appointment with the Catering Manager.




Office Hours: Monday-Friday 8:00 am-5:00 pm
Telephone: 575-562-2809
Fax: 575-562-2173
Email: guerrero.sanchez@enmu.edu/guerrero.sanchez@sodexo.com



Planning Your Special Event

Signed Contract:




The Sodexo ENMU Request for Catering Services Sheet must be in the Catering Office before the event takes place. All three signatures must be filled in before the event can take place. The university has requested that this procedure be followed. If the request sheet is not in the catering office before your event date, your event may be cancelled. The request sheet is on the ENMU website under forms. When you receive the Catering Event Sheet, this must also be signed and faxed to the Catering Office. This ensures that the requested items are correct.

Catering arrangements and menu selections should be confirmed at least:

10 days in advance for groups under 100 guests


3 Weeks in advance for groups over 100 guests



While we can often accommodate your needs with less lead time, sufficient notice allows us to schedule production and staffing needs, eliminating any late charges to you.

Sodexo Catering does not have keys to all buildings and rooms. It is your responsibility to ensure the facilities are unlocked for delivery, set up, and or pickup. If the facility is unavailable when the catering staff arrives and if a return trip is required, an additional \$25.00 will be added to your bill.

Guarantee:



To ensure proper service, a final guarantee on the number of guests must be confirmed with the Catering Department 3 business days prior to the event by 12:00 noon. (not counting the event day). For all weekend functions, the final guarantee of guests is required by 12:00 noon on the Wednesday prior to the event.



Planning Your Special Event

Payment

On-Campus events with an ENMU Request for Catering Services: Your billing will be sent directly to the billing office after the event.

On-Campus events without an ENMU Request for Catering Services a deposit of 75% one month in advance. Balance due 1 week in advance.

Tax exempt organizations: Please provide a copy of your certificate before the event date.



Delivery Charges:

On Campus:

Any building except the Campus Union

\$10.00 per event.

Off Campus Charge:

Portales: \$25.00


Outside of Portales City Limit:

5% of total with a minimum of \$25.00.



China Charges:

China is included with all prices for Campus Union Building events only. China service is available for all other locations at a charge of \$1.25 per person. Disposable ware service is available for no extra charge for off campus events.





Planning Your Special Event

Linen Rental:

The cost of draping and skirting the buffet and dining tables, as well as napkins, are included in the price of the meal. If additional table linens (registration table, display tables, etc.) are needed, they may be ordered for the following prices:

Table Linens	\$4.09 each
Napkins	\$.69 each



Additional Staffing:

All events are priced on a two hour event time. Should your event last longer, you will be billed \$8.75 per hour per server. This is billed in full hour increments.



Catering Equipment Loss:

As the host of your event, you are responsible for the equipment we have provided for the service of the event. Any missing or damaged equipment by a guest may be charged to you at replacement cost.

Food Removal Policy:

Due to health regulations, it is the policy of Sodexo that left over food items from events cannot be removed from the event site. You may sign a waiver of liability and then remove food from the event. Sodexo doesn't provide pans for removal of food.



Pickup and Delivery Policies:

All pickup and delivery of food only must be paid for at the time of pickup and/or delivery. All equipment and rentals must be checked in with the Catering Office within 24 hours after the event, unless prior arrangements have been made with the Catering Office.

