Wedding Catering Guide

St. Norbert College

Reservations and Event Services
St. Norbert College • 100 Grant Street • De Pere, WI 54115-2099
920-403-4000 • events@snc.edu • www.snc.edu/conference
Special Information and Policies

To ensure the success of your event, we suggest the following:

• Make your room reservation at the earliest possible date by calling 920-403-4000. The Office of Conference and Event Services is open Monday through Friday, 8 a.m. to 4:30 p.m.

• Event and room setup specifics, including types of tables, table arrangements, audio-visual equipment, estimated attendance, date, times, etc., can be established at this time. After these details are set, reservation information will be sent for confirmation.

• At your convenience, you can plan your specific food service arrangements with Conference and Event Services at 920-403-4000. These arrangements include menu selection, special requirements, and confirmation of previous specifics.

• Please discuss specific room capacities with our event coordinators.

• A minimum food and beverage requirement is assigned per size of space held.

• Confirmation of the guaranteed number of guests for attendance must be made three business days in advance of the scheduled function and, once quoted, may not be reduced. To notify us of the guarantee, call Conference and Event Services at 920-403-4000. It is the customer's responsibility to call with a guaranteed count. If no guarantee is received, the estimated attendance for the event will be considered the guarantee.

• We will be prepared to serve five percent over your guarantee. Charges will be based upon the guaranteed count or the number of guests served, whichever is greater.

• A 19 percent service fee will be added to your food and beverage bill.

• You will be invoiced following your event, payable upon receipt. For your convenience, we accept MasterCard and Visa. A 5.5 percent sales tax will be added to your final bill. Groups requesting tax exemption must submit a tax exemption certificate at least five business days prior to the event to be approved for exemption status.

• If a scheduled meeting or event is cancelled within three business days of the date, the contracted rental fee and/or anticipated meal charge will be incurred.

• We are aware that certain situations may arise that force cancellation of a scheduled event. You will not be charged for cancellation of an event due to inclement weather.

Service Policy

• Only food purchased and prepared by the dining services staff of St. Norbert College will be served to our guests. The only exception to the rule is wedding cakes.

• Only licensed bakeries are permitted to bring cakes into St. Norbert College buildings for your catered event.

• State liquor code requires all alcoholic beverages be purchased and dispensed by licensed personnel of St. Norbert College catering staff. At no time may liquor, beer, wine or champagne purchased elsewhere be brought into our facilities.

• For all catered meals, it is our standard to use the following: china, glassware, stainless flatware, linen tablecloths and napkins. Candles are provided for all formal dinners.

• For your consideration, a no-smoking policy is in effect at St. Norbert College.

• Due to fluctuation of prices, we will not make a firm price commitment until 60 days prior to a function. It is the responsibility of the customer to confirm prices at this time.

• Floral vases (27” tall) are available for rental at $5 per vase. It is the responsibility of the party host to ensure that guests do not take the vases off the premises after the event. Should this occur, a replacement fee of $30 per vase will be charged.

• All decorations must be approved by the Office of Conference and Event Services. Use of confetti is not permitted. If confetti is used there will be a fee assessed for clean-up. By fire ordinance, no open-flame candles are permitted in the facility. Floating candles, and candles contained in a glass globe, hurricane or votive, are acceptable.

• A $499 wedding package will be charged, which includes some or all of the following:
  - dance floor set-up;
  - romance package at the Kress Inn ($199 value) based on availability;
  - cake cutting;
  - tray passing of hors d’oeuvres;
  - mirror tiles;
  - votive candleholders and candles;
  - hurricane lamps and white taper candles;
  - linens;
  - on-campus security;
  - decorating assistance;
  - complimentary bartenders;
  - complimentary AV equipment with assistance;
  - room rental.
# Hors d’Oeuvres

## Cold Hors d’Oeuvres

$1.25 each
- Assorted canapés
- Salami coronets
- Pico de gallo in cucumber cups
- Chevre and olive crostini
- Caprese bites
- Grilled zucchini canapés
- Sweet corn tamale cake with avocado and pico de gallo
- Apples wrapped in prosciutto

## Hot Hors d’Oeuvres

$1.25 each
- Water chestnuts wrapped in bacon
- Meatballs: BBQ, Swedish or Madeira
- Wisconsin cheese fritter with ancho dip
- Crab wontons with sweet red chili sauce
- Artichoke crostini
- Baked tomato, basil and olive tartlet
- Reuben puff
- Florentine fontina wonton

$1.75 each
- Stuffed mushroom caps (seafood, sausage or Montrachet and spinach)
- Brie and cashew en croute with raspberry sauce
- Potato and caramelized onion tartlet
- Crispy asparagus spears
- Crab dabs
- Chicken Cordon Bleu pinwheels

## Additional Hors d’Oeuvres

$18.95/pound
- Assorted Wisconsin cheese wedge display. Sharp Wisconsin Cheddar, baby Swiss, Asiago, Gorgonzola

$18.95/pound
- Assorted sliced Wisconsin cheese platter. Cheddar, Swiss and Co-Jack served with crackers

$18.95/pound
- Combination Wisconsin cheese and sausage platter. Cheddar, Swiss and Co-Jack accompanied by Hillshire Farm summer sausage served with crackers

$14.95/pound
- Fresh vegetable crudité with dip

$18.95/pound
- Assorted fresh fruit display. Cubed pineapple, melons, strawberries and grapes

$19.95/pound
- Assorted cubed cheese and fresh fruit display

$19.95/pound
- (Minimum of 7 pounds)
- Decorated whole smoked salmon with La Brea bâtard

$16.95/pound
- Gourmet mixed nuts

$11.95/pound
- Elegant snack mix

$11.95/pound
- Gardetto’s mix

### Other items $2.50/piece
- Chilled jumbo shrimp display with cocktail sauce and lemons
- Roast filet of beef crostini with Mediterranean relish
- Rosemary Dijon chicken skewers
- Andouille and scallop skewers with Creole mustard sauce
- Korean beef bul go gi skewers

## Hors d’Oeuvres Receptions

### (Minimum of 30 people)

### Hors d’Oeuvres Buffet #1

$16.95/person
- Select three hot hors d’oeuvres
- Select two cold hors d’oeuvres
- Assorted cubed cheese and fruit display with crackers
- Fresh vegetable crudité with dip

### Hors d’Oeuvres Buffet #2

$25.95/person
- Select three hot hors d’oeuvres
- Select three cold hors d’oeuvres
- Assorted cubed cheese and fruit display with crackers
- Fresh vegetable crudité with dip
- Chef-carved tenderloin, turkey, pork loin or ham with silver-dollar rolls and condiments

### Hors d’Oeuvres Buffet #3

$29.95/person
- Select three hot hors d’oeuvres
- Select three cold hors d’oeuvres
- Assorted cubed cheese and fruit display with crackers
- Smoked salmon display or jumbo shrimp with cocktail sauce and lemon
- Chef-carved tenderloin, turkey, pork loin or ham with silver-dollar rolls and condiments
- Pasta station choice of: tri-color cheese tortellini tossed with sun-dried tomatoes, artichokes and pesto sauce, or fettuccini tossed with marinara or Alfredo sauce.

Hors d’oeuvres may be served or displayed for a maximum of two hours.

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St. Norbert College Wedding Catering Guide  •  www.snc.edu/conference
**Dinner Entrées**

In order to serve our guests in the best possible manner, we recommend the selection of only one entrée for your group. Each entrée includes bistro rolls, coffee, tea or milk, and your choice of one from each of the following:

<table>
<thead>
<tr>
<th>Starch</th>
<th>Vegetable</th>
<th>Salad</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Rice pilaf</td>
<td>• Zucchini blend</td>
<td>• Balsamic mixed greens</td>
</tr>
<tr>
<td>• Duchess potato</td>
<td>• Green bean blend</td>
<td>• House tossed salad served with raspberry vinaigrette or ranch dressing</td>
</tr>
<tr>
<td>• Oven-roasted red potatoes</td>
<td>• Marsala-glazed carrots</td>
<td>• Caesar salad</td>
</tr>
<tr>
<td>• Parsley-buttered new potatoes</td>
<td>• California blend</td>
<td>• Spinach salad with orange-poppy seed dressing</td>
</tr>
<tr>
<td>• Yukon and sweet potato mash</td>
<td>• Sugar snap peas with julienne carrots</td>
<td></td>
</tr>
</tbody>
</table>

### Poultry

<table>
<thead>
<tr>
<th>Entrée</th>
<th>Price</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pollo Norberto</td>
<td>$15.95</td>
<td>Breast of chicken dressed with sun-dried tomatoes and goat cheese, topped by a basil cream sauce and toasted pignoli nuts.**</td>
</tr>
<tr>
<td>Coq au Vin</td>
<td>$15.95</td>
<td>Red-wine-braised chicken breast with mushrooms, pearl onions and smoked bacon.</td>
</tr>
<tr>
<td>Stuffed Traditional Breast of Chicken</td>
<td>$15.95</td>
<td>Dressed with buttered seasoned crumbs.</td>
</tr>
<tr>
<td>Autumn Chicken</td>
<td>$15.95</td>
<td>Breast of chicken dressed with an apricot and cherry chutney, drizzled with an apple cider cinnamon sauce.</td>
</tr>
<tr>
<td>Chicken Roulade</td>
<td>$15.95</td>
<td>Asparagus-stuffed chicken served with a brandy cream sauce.</td>
</tr>
<tr>
<td>Chicken Valentino</td>
<td>$15.95</td>
<td>Breast of chicken filled with ham and Gouda cheese ladled with a roasted red pepper sauce.</td>
</tr>
</tbody>
</table>

### Seafood

<table>
<thead>
<tr>
<th>Entrée</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Salmon Filet</td>
<td>$19.75</td>
<td>Oven-roasted, served with a zucchini relish.</td>
</tr>
<tr>
<td>Pan-seared Whitefish</td>
<td>$19.75</td>
<td>Lightly breaded and served with a cherry-citrus salsa.</td>
</tr>
<tr>
<td>Orange Kissed Red Snapper</td>
<td>$19.75</td>
<td>Oven-baked filet served with an orange beurre blanc.</td>
</tr>
<tr>
<td>Shrimp DeJonghe</td>
<td>$19.75</td>
<td>Sauteed in a garlic-sherry sauce served atop Parmesan bread crumbs.</td>
</tr>
<tr>
<td>Bronzed Shrimp</td>
<td>$19.75</td>
<td>Cajun seasoned, sauteed in garlic wine sauce.</td>
</tr>
</tbody>
</table>

### Beef

<table>
<thead>
<tr>
<th>Entrée</th>
<th>Price</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filet Mignon</td>
<td>$24.95</td>
<td>Choice cut tenderloin served with Madeira sauce.</td>
</tr>
<tr>
<td>Roasted Sliced Tenderloin</td>
<td>$24.95</td>
<td>Beef tenderloin sliced and served with your choice of Bernaise, Bordelaise or Madeira sauce.</td>
</tr>
<tr>
<td>London Broil</td>
<td>$17.95</td>
<td>Sliced flank steak marinated in our special spice blend, drizzled with a Merlot demi-glace.</td>
</tr>
<tr>
<td>Braised Beef Short Rib</td>
<td>$19.95</td>
<td>With red wine braising sauce.</td>
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</tbody>
</table>

*All beef entrées are prepared to medium doneness.*

### Other Fare

<table>
<thead>
<tr>
<th>Entrée</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotolo of Pork Florentine</td>
<td>$16.95</td>
<td>Roasted pork tenderloin dressed with crushed pistachios, dried cranberries, Italian sausage and spinach, topped with a balsamic demi-glace.**</td>
</tr>
<tr>
<td>French Pork Chop</td>
<td>$16.95</td>
<td>Grilled, topped with caramelized apples and brandy sauce.</td>
</tr>
<tr>
<td>Artichoke Penne</td>
<td>$15.95</td>
<td>Penne pasta tossed with artichoke hearts, grape tomatoes, Parmesan cheese, olive oil and white wine sauce.</td>
</tr>
<tr>
<td>Mediterranean Stuffed Portabello Mushroom</td>
<td>$15.95</td>
<td>Portobello mushroom stuffed with spinach, sun-dried tomatoes and pine nuts, baked and served atop pearl couscous pilaf.</td>
</tr>
<tr>
<td>Children’s Entree</td>
<td>$9.95</td>
<td>Breaded chicken tenders served with chips, corn and mandarin oranges.</td>
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</tbody>
</table>

**Contains nut products.**
## Themed Buffets

*All buffets include coffee, tea and milk. For all buffets, 30 guest minimum, please.*

<table>
<thead>
<tr>
<th>Buffet</th>
<th>Price/Person</th>
<th>Menu Options</th>
</tr>
</thead>
</table>
| **Tailgater**                  | $15.95       | • Potato chips  
• Condiment platter to include American cheese, lettuce, tomatoes, onions and pickle slices  
• Assorted gourmet dessert bars  

**CHOOSE TWO:**  
• Hamburgers  
• Hot dogs  
• Bratwurst  
• Grilled chicken breast  

| **South of the Border**       | $15.95       | • Tri-color tortilla chips with fresh salsa  
• Jicama and cabbage salad with cilantro-lime dressing  
• Southwest seasoned black beans  
• Chicken enchiladas  
• Spicy ground beef with flour tortillas  
• Yellow rice  
• Shredded lettuce and cheese, black olives and sour cream  
• Sopapillas served with honey, crème fraîche and cinnamon sugar  

| **Gourmet BBQ**               | $18.95       | • BBQ pork ribs  
• Broasted chicken  
• Baked beans  
• Corn cobbettes  
• Oven-roasted red potatoes  
• Choice of house tossed salad or Caesar salad bowl  
• Corn muffins and bistro rolls with butter  
• Apple cobbler  

| **Sicilian Experience**       | $18.95       | • Italian salad bowl  
• Antipasto platter  
• Chicken Florentine  
• Sweet sausage and peppers  
• Baked four-cheese ziti  
• Mediterranean rice  
• Bread sticks and foccacia with butter  

**CHOOSE ONE:**  
• Lemon pepper tilapia  
• Baked cod Florentine  

**CHOOSE ONE:**  
• Chicken Cordon Bleu with Gouda cheese  
• Chicken Dijonnaise  
• Chicken Marsala  

**CHOOSE ONE:**  
• California-blend vegetables  
• Green bean blend  

**CHOOSE ONE:**  
• Rice pilaf  
• Parsley-buttered new potatoes  

Buffet includes your choice of Caesar salad or house salad with ranch dressing, bistro rolls with butter, assorted gourmet dessert bars and coffee, tea and milk.

| **Culinary Classic Dinner**   | $22.95       | **CHOOSE ONE:**  
• Lemon pepper tilapia  
• Baked cod Florentine  

**CHOOSE ONE:**  
• Chicken Cordon Bleu with Gouda cheese  
• Chicken Dijonnaise  
• Chicken Marsala  

**CHOOSE ONE:**  
• California-blend vegetables  
• Green bean blend  

**CHOOSE ONE:**  
• Rice pilaf  
• Parsley-buttered new potatoes  

| **Substitute Roasted Sliced Tenderloin for Chicken or Fish** | $26.95/Person |
Desserts

Mixed berry sorbet on a white-chocolate painted plate $3.00

Apple gateaux with rum cream sauce $4.00

New York cheesecake with tri-berry sauce $4.50

Raspberry panna cotta $5.00

Mango custard tart with Melba sauce $4.50

Carrot cake bundtlet with cream cheese frosting $4.00

Apple pie $3.00

A la mode $1.00

White chocolate raspberry swirl cheesecake $6.00

Dessert Receptions

(Minimum of 30 guests)

Sweets Please
- Gourmet dessert bars
- Assorted tartlets
- Cream puffs
- Chocolate-dipped strawberries
- Coffee table $7.95 per person

Patisseries Extravaganza
- Gourmet dessert bars
- Lemon curd tartlets
- Cake truffles: chocolate, cherry, vanilla
- Raspberry-filled chocolate mousse cups
- Tuxedo strawberries
- Coffee table $12.95 per person

Chocolate-dipped strawberries $1.50 each

Assorted miniature cheesecakes $1.50 each

Assorted gourmet dessert bars $18.00 per dozen

Assorted tartlets $1.50 each

Cake truffles dipped in chocolate:
  chocolate, vanilla or cherry $1.50 each

(both variety or by the flavor)
# Cocktails/Beverages

## Hosted Bar

**Rail Brand Liquors**
- **Highball** .......................................................... $3.50 per drink
- **Cocktail** .......................................................... $4.50 per drink

**Call Brand Liquors**
- **Highball** .......................................................... $4.50 per drink
- **Cocktail** .......................................................... $5.50 per drink

**Top Shelf**
- **Highball** .......................................................... $5.50 per drink
- **Cocktail** .......................................................... $6.50 per drink
- **Cordials** .......................................................... $7.50

**Beer**
- Bud, Bud Lite, Miller Lite, O’Doul’s .......................... $3.00 each
- Leffe Blond .......................................................... $4.00 each
- Leinenkugel’s Honey Weiss ...................................... $4.00 each

## Tap Beer

- Bud, Bud Lite, Miller, Miller Lite .............................. $300.00 half barrel

## Non-Alcoholic Beverages

- **Assorted soda** .................................................... $1.50 per glass
- **Assorted fruit juice** .............................................. $1.50 per glass
- **Assorted mineral water** ....................................... $1.50 per glass
- **Non-alcoholic punch** .......................................... $15.00 per gallon

## House Wine

- Chardonnay, Merlot, Cabernet, Pinot Grigio, White Zinfandel .................................................. $5.00 per glass
  .................................................................................. $18.00 per bottle

## Champagne/Punch

- **Champagne** ....................................................... $18.00 per bottle
- **Champagne punch** .............................................. $50.00 per gallon
- **Alcoholic punch** ................................................. $50.00 per gallon
- **Non-alcoholic punch** ......................................... $15.00 per gallon
Tips and Timelines for Planning Your Wedding Reception at St. Norbert College

• Confirm your date as early as possible by returning your contract and deposit.

• If you are offering menu choices to your guests, make sure to confirm choices with your event coordinator prior to having invitations made.

• Meet with your event coordinator no less than three months in advance of your wedding date to go over all details. These will include, but are not limited to, the following:
  – Ceremony time and location
  – Receiving line location
  – Pre-dinner reception time
  – Hors d’oeuvres selection (tray-passed or displayed)
  – Bar information (hosted bar, cash bar, etc.)
  – Dinner time
  – Menu (including side dishes)
  – Cake (provide vendor name and phone number). Please confirm if cake is being served for dessert or later in the evening.

• Provide an updated count approximately two weeks in advance of your wedding date.

• Provide a guaranteed count three working days in advance of your wedding date.

• Schedule an appointment with your event coordinator for two to three days in advance of your wedding date to drop off any items (guest book, place cards, etc.) and go over last-minute details.

• Florist (provide name and phone number)

• Linen color (tablecloths can be white or ivory; there are a variety of color choices for linen napkins)

• DJ, band and/or photo booth (provide name and phone number)

• Number of guests seated at head table

• Assigned seating/place cards

• Wine or champagne with dinner

• Decorations (if any)