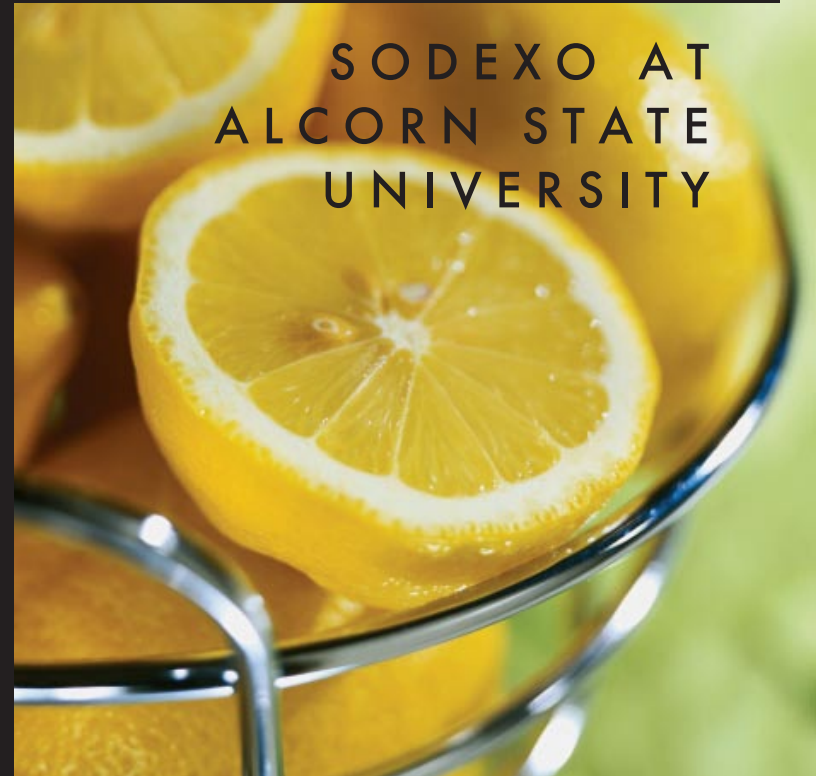




C A T E R I N G



SODEXO AT
ALCORN STATE
UNIVERSITY



OUR MENU



WELCOME LETTER

MENU CHAPTERS:

BREAKFAST BREAKS

A GREAT START

LUNCH TIME

LUNCHEON SALADS

SANDWICHES

CASUAL BUFFETS

SIGNATURE ENTREES

SIGNATURE ACCOMPANIMENTS

RECEPTIONS

HORS D'OEUVRES

BEVERAGES

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!

Alcorn State Catering provides the community with exquisite cuisine; unparalleled atmosphere, and an experienced, committed staff that can match any of your catering needs.



Whether an intimate dinner party, lavish buffet, elegant wedding or large reception, our seasoned event specialists will assist you in making your event seamless and memorable for you and your guest.

We look forward to serving you!





B R E A K F A S T B R E A K S

SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. All set ups include freshly brewed coffee, and bottled juice.

THE BRAVE'S CONTINENTAL

Assortment of mini pastries, croissants, mini muffins and fresh cut fruit.

HEALTHY START

Bagels, morning breads, yogurt and granola

BREAKFAST SANDWICH BREAK

Choose two sandwiches: sausage biscuit, ham and cheese croissant, turkey sausage biscuit, egg and cheese English muffin, bacon egg or cheese mini bagel

NEW ORLEANS BREAKFAST

Beignets with powdered sugar, smoked sausage, cheese grits, and Cajun scrambled eggs and potatoes.

BEVERAGE REFRESHMENT

Regular and decaf coffee, hot tea, bottled juices and assorted Coke products.

COFFEE BAR

Regular coffee, decaf coffee, half and half creamers, flavored creamers and assorted sweeteners.

B R E A K F A S T



A GREAT START

SUNRISE BREAKFAST

The following items can be added on to any of the sunrise breakfast menus to create a custom menu for any occasion.

ENTRÉES (CHOOSE TWO)

- Mushroom cheese strata
- Bacon and egg strata
- Biscuits and gravy
- Cereal with milk
- Quiche Lorraine
- Vegetable Quiche
- Scrambled eggs
- French toast
- Waffles
- Pancakes
- Home fried potatoes
- Hash browns
- Grits

EARLY RISER (CHOOSE ONE)

- Assorted bagels with cream cheese
- Assorted muffins
- Biscuit
- Assorted pastries
- Cinnamon rolls
- Breakfast breads

FRESH START (CHOOSE ONE)

- Sliced melon
- Fresh fruit salad
- Yogurt cup

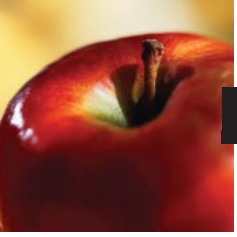
MEATS (CHOOSE ONE)

- Crisp bacon
- Grilled ham
- Sausage links
- Sausage patties
- Turkey sausage
- Smoked sausage

BEVERAGES, 16 SERVINGS PER GALLON

- Iced tea
- Assorted can soft drinks
- Assorted juice - by the gallon or bottle
- Assorted carafe juice
- Bottled water
- Fresh brewed coffee
- Fresh brewed decaffeinated coffee
- Hot water for tea
(Includes decaffeinated)
- Hot chocolate

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHES

Our signature specialty sandwiches can be prepared to suit your event. We package these to go with you. Limited time for a lunch? They can be pre-set along with beverages and dessert to keep your program on time.

ALBUQUERQUE CHICKEN

Chicken sandwich with a Southwest flair served with side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

BISTRO GRILL

Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on focaccia bread with the side salad of the day, condiments, potato chips, cookies or brownies and a soda.

GRILLED VEGETABLE BAGUETTE

Grilled vegetables with fontina cheese on a baguette with side salad of the day, condiments, potato chips, cookies or brownies and a soda.

GRILLED PORTOBELLO ON FOCACCIA

Grilled Portobello mushroom sandwich with provolone cheese served with side salad, condiments, potato chips, cookies or brownies and a soda.

SWEET BEEF

Roast beef with caramelized onion and Dijon mayonnaise on a baguette served with side salad of the day, condiments, potato chips, cookies or brownies and a soda.

ITALIAN PANINI

Salami, ham, provolone, roasted red peppers on a French roll with garlic mayonnaise, condiments, potato chips, cookies or brownies, a soda.

TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream cheese on a flour tortilla, condiments, potato chips, cookies or brownies, a soda.

PICNIC LUNCH

Assorted deli sandwiches on a roll or choice of sliced bread, featuring tuna, roast turkey breast, ham & Swiss, condiments, potato chips, cookies or brownies and a soda.

EXPRESS LUNCH



LUNCHEON SALADS

LUNCHEON SALADS

Our signature specialty salads can be prepared to suit your event. We can package these to go with you. Limited time for a luncheon? They can be pre-set along with beverages and dessert to keep your program on time. If you're planning a more formal luncheon, let us serve you in style. All luncheon salads include a dinner roll and butter, cookies or a brownie, a choice of a 20oz. bottled Soda or water.

CAESAR

Crisp romaine lettuce, homemade garlic croutons, shredded parmesan cheese, tossed with Caesar dressing
Add grilled shrimp

COBB SALAD

A bed of mixed greens with smoked turkey, avocado, egg, bacon and crumbled blue cheese served with blue cheese dressing.

SOUTHWEST CHICKEN SALAD

Tender chicken breast on a bed of mesculin spring mix, with cheddar cheese, tomato wedges, black bean and corn salsa served with southwest ranch dressing.

SPINACH SALAD

Fresh baby spinach with warm bacon and red onion vinaigrette diced tomatoes and sliced mushrooms.

MANDARIN SALAD

Mixed greens, orange sections, matchsticks peppers and Citrus sesame vinaigrette served with your choice of marinated flank steak or marinated grilled chicken.

MAGNOLIA CHICKEN SALAD

Fried chicken tenders, romaine lettuce, bacon bits, cheddar cheese served with honey mustard dressing.

DIJON CHICKEN SALAD

Grilled chicken breast, mixed greens, cherry tomatoes, steamed asparagus, drizzled with sweet Dijon vinaigrette.

LUNCHEON SALADS



SANDWICHES

SANDWICHES

These can be boxed "to go", served china cold plate, or prepared as a sandwich buffet. "To Go" meals are provided in individual containers with appropriate condiments. Sandwiches include one side (chips or pasta salad), cookies or brownie.

THE FRESHMAN

Your choices of turkey, baked ham, roast beef, or veggie with cheese on a Kaiser roll.

POBOY

Fried oysters, shrimp, or catfish, dresses with lettuce, tomato and remolaude sauce in a French baguette.

SILVER DOLLAR SANDWICHES

A trio of soft rolls filled with chicken salad, seafood salad, and ham and cheese.

CHICKEN SALAD KAISER

Traditional chicken salad tucked inside a fluffy Kaiser roll with lettuce and sliced tomatoes.

VEGETARIAN

Grilled vegetables, provolone cheese, and sundried tomato tapenade and romaine lettuce.

CAESAR CHICKEN SALAD

Grilled chicken, romaine lettuce, Caesar dressing, parmesan cheese.

MUFFALETTA

Shaved ham, salami, provolone cheese, and olive salad stuffed inside French bread.

CROISSANT CLUB

Turkey, ham, and bacon with Swiss cheese, lettuce, tomato, and mayonnaise on a croissant.



CASUAL BUFFETS

Prices based on a minimum of 15 guests. All menus include ice water and iced tea.

TUSCAN FARE

Chicken parmesan, pasta with meatball marinara and garden vegetable marinara, Italian blend vegetables, garlic bread, breadsticks, and tossed garden salad.

SOUTHERN BBQ

BBQ chicken, tender pulled pork savory baked beans, creamy potato salad, coleslaw, corn on the cob and fresh buttermilk biscuits.

MISSISSIPPI HOME

Oven fried chicken, fried catfish, southern green beans, slow cooked butter beans, tender greens, and buttermilk cornbread.

FIESTA FAJITA

Grilled chicken and grilled steak cut in to think tender strips and served with Pico del gallon salsa, shredded blend of cheeses, fresh tomatoes, crisp lettuce, sour cream, grilled onion and bell peppers. Accompanied with flour tortillas.

BACKYARD GRILL

Build your own Hamburger, Hot dog, marinated chicken breast, tossed salads, one vegetable. Served with relish tray.

DELI BAR

Smoked turkey breast, honey glazed ham, roast beef, provolone cheese, cheddar cheese, Swiss cheese, assorted breads, lettuce, tomato red onion, Creole mustard, Cajun mayonnaise, pesto mayonnaise.

SOUTH OF THE BORDER FIESTA

Beef or Chicken Fajitas, enchiladas, nacho chips with chili and cheese, Spanish rice, and refried beans. Served with diced tomatoes, jalapenos, shredded lettuce, sour cream, cheddar cheese, plicate sauce.

WINGS AND THINGS

Buffalo wings, pepperoni and cheese pizza served with celery and carrot sticks, blue cheese and ranch.

SIMPLY SALADS

Creamy southern style chicken salad, seafood salad, melon fruit salad, spinach strawberry salad, pasta or potato salad, served with mini croissants and gourmet rolls.

B U F F E T S



SIGNATURE ENTREES

SIGNATURE ENTREES

Prices are based on a minimum of 15 guests. Each menu item includes tossed salad, your choice of signature Vegetable and signature starch, freshly baked banquet rolls with butter, iced tea, water, coffee service, and your choice of Signature Dessert.

FRIED CHICKEN

Southern fried chicken, double dipped hand breaded traditional style.

PECAN CHICKEN

Tenderized chicken dusted with flour and crushed pecans lightly fried and served with a creamy honey Dijon Sauce.

ROAST BEEF

Oven Seared and slow roasted beef top round rubbed with fresh garlic, kosher salt and black pepper, served with a jus. Served sliced or as a carving station.

BAKED HAM

Apricot and Creole mustard glazed ham, slow baked and served sliced or as a carving station.

ROASTED PORK LOIN

Trimmed Pork loin marinated with fresh rosemary, crushed garlic, kosher salt, olive oil, and black pepper. Served sliced or as a carving station.

ROASTED TURKEY

Tender turkey breast seasoned with sage rosemary and garlic, and roasted. Served sliced or as a carving station.

BAKED CHICKEN

Seasoned boneless chicken breaks served with your choice of teriyaki sauce, lemon pepper seasoning or roasted garlic rotisserie, blackened.

CATFISH

A southern classic dusted with seasoned cornmeal and fried golden brown served with remolaude and tartar sauce.

CHICKEN PICCATA

Tenderized chicken dusted with flour lightly fried and served with a lemon caper sauce.

SIGNATURE ENTREES



SIGNATURE ACCOMPANIMENTS

VEGETABLE SELECTION (CHOOSE ONE)

Southern Style Green Beans
Steamed Green Beans Amandine
Honey Glazed Carrots
Corn Casserole
Vegetable Medley
Seasoned Squash
Honey Glazed Carrots
Broccoli with Lemon Butter

STARCH SELECTION (CHOOSE ONE)

Garlic Mashed Potatoes
Roasted Red Potatoes
Garden Rice Pilaf
Cornbread Dressing
Macaroni & Cheese
Au Gratin Potatoes
Candied Sweet Potatoes
Pesto Red Potatoes

DESSERT SELECTION (CHOOSE ONE)

Peach, Apple or Cherry Cobbler
Cheesecake
Pecan Pie
Apple Pie
Bread Pudding with Vanilla Sauce
Lemon Ice Box Pie
Coconut Cream Pie
Carrot Cake
Chocolate Cake

S I G N A T U R E



RECEPTIONS

CRAB DIP

Creamy dip with lump crab meat and bay seasoning

PATÉ

Smooth and creamy French style served with toast points and French bread

ARTICHOKE DIP

Artichoke hearts, shredded parmesan cheese blended with cream cheese and served with toast points and French bread

GARDEN VEGETABLE DIP

Diced vegetables, sour cream, salt, and pepper and garlic with assorted breads.

SPICY SHRIMP DIP

Creamy dip with steamed baby shrimp and Creole seasoning

PINEAPPLE CREAM

Sweet and creamy with crushed pineapple served with toast points and crackers

SPINACH PARMESAN DIP

Spinach, shredded parmesan cheese blended with cream cheese and served with toast points and French bread.



RECEPTIONS

HORS D'OEUVRES

MINI MEATBALLS

Your choice of BBQ, Tangy Cranberry Glaze, Sweet and Spicy, or Marinara

CHICKEN TENDERS

Choose three sauces: BBQ, Ranch, Chipotle, Ranch, Honey Mustard, Creole Honey Mustard, and Teriyaki

FRIED CATFISH FINGERS

Served with remolaude, tartar sauce, and ketchup.

EGG ROLLS

Crisp egg rolls served with sweet and sour sauce

STUFFED MUSHROOMS

Sausage and Crab

FINGER SANDWICHES

Chicken Salad, Ham, Turkey, Tuna Salad

CHICKEN DRUMMETTES

Chicken Drummettes service, baked, fried, or BBQ

DEVEILED EGGS

Traditional southern style with mayonnaise, sweet relish and egg yolk.

SHRIMP COCKTAIL

Served with remolaude and cocktail sauces.

TOMATO BASIL CROSTINI

French bread crisps topped with marinated tomatoes, olive oil, roasted garlic and fresh basil.

MINI QUICHE

Assorted bite size quiche

CRAWFISH PIE

Spicy crawfish filling in mini pie

HORS D'OEUVRES



RECEPTIONS

DISPLAYS

DOMESTIC CHEESE DISPLAY

Swiss, cheddar and pepper jack cheese cubes, strawberries and red grapes served with assorted breads

DOMESTIC CRUDITES

Baby carrots, celery sticks, cherry tomatoes, sliced cucumbers, green peppers. Served with Ranch Dip

ANTIPASTO DISPLAY

Italian ham, Genoa salami, marinated artichoke hearts, provolone cheese, roasted peppers, grape tomatoes, grilled zucchini, grilled onions and olives.

STATIONS

BAKED POTATO STATION

Baked russet potatoes, accompanied with butter, sour cream, bacon bits, salsa, steamed broccoli, cheddar cheese, and chili

PASTA STATION

Our pasta chef will cook to order from your choice of 3 sauces tossed with your choice of 3 Pastas. Topped off with Cheese and Garlic Bread.

Sauces: Marinara, Meat, Pesto, Red Clam, White Clam, Cheese, Alfredo or Scampi.

Pastas: Shells, Spirals, Ziti, Rigatoni, Tortellini, Linguini, Fettuccini.

TACO BAR

To build a perfect Taco Bar, choose from the following ingredients:

Diced Tomato, Salsa, Sour Cream, Black Olives, Hard Tacos, Refried Beans, Shredded Lettuce, Scallions, Soft Tacos, Shredded Cheese, Nacho Chips, Guacamole, Ground Beef, Diced Onion, Mexican Rice, Diced Fajita Chicken

TRAYS AND DISPLAYS



RECEPTIONS

ROASTED BEEF TENDERLOIN

Served medium and accompanied by Béarnaise, horseradish sauce, three peppercorn sauce, and zesty Creole mustard sauce.

ROASTED PORK LOIN

Oven seared boneless pork loin served with sweet BBQ sauce, honey Dijon, and sesame teriyaki glaze.

ROASTED SIRLOIN STRIP OF BEEF

Marinated strip loin seared on flat iron grill and oven finished served with horseradish sauce, three peppercorn sauce, and zesty Creole mustard sauce and au jus.

ROASTED TURKEY BREAST

Tender turkey breast accompanied by pesto mayo, cranberry cream and honey mustard.

BAKED HAM

Apricot and Creole mustard glazed ham, slow baked and served with an apricot glaze, honey mustard and Creole mustard.

CARVING STATIONS



BEVERAGES

HOT BEVERAGES

Coffee (Regular or Decaf)
Hot Chocolate
Hot Tea
Spiced Cider
Jazzman's Coffee

COLD BEVERAGES

Bottled Juices - Orange, Apple, Cranberry,
and Grapefruit
Canned Drinks- Coke, Sprite, Diet Coke
PowerAde in 20 oz Bottles
Ice tea-Sweetened or Unsweetened
Lemonade- Traditional or Pink

PUNCHES

WHITE WEDDING PUNCH

White grape juice, pineapple juice, and ginger ale

FRUIT PUNCH

Cranberry, pineapple juice, grape juice, and Sprite

SPARKLING LEMONADE

Traditional or pink lemonade with Sprite & nectar

SOUTHERN ICED TEA PUNCH

Sparkling iced tea with your choice of lemon or peach flavor

APPLE JULEP

Apple juice, pineapple juice, lemon juice, fresh mint, and ginger ale

GOLDEN GLOW PUNCH

Sweet tea, apple cider, maraschino cherries, lemonade, and Cherry Sprite



BREAKFAST BREAKS

| | |
|--------------------------|-----------|
| The Brave's Continental | \$4.25 pp |
| Healthy Start | \$3.29 pp |
| Breakfast Sandwich Break | \$5.29 pp |
| New Orleans Breakfast | \$8.25 pp |
| Coffee Bar | \$2.29 pp |
| Sunrise Breakfast | \$6.99 pp |



LUNCH TIME

| | |
|----------------------------|-----------|
| Albuquerque Chicken | \$7.59 pp |
| Bistro Grill | \$7.99 pp |
| Grilled Vegetable Baguette | \$6.99 pp |
| Grilled Portobello | \$7.59 pp |
| Sweet Beef | \$7.59 pp |
| Italian Panini | \$7.29 pp |
| Turkey Cheddar Wrap | \$7.29 pp |
| Picnic Lunch | \$7.29 pp |



LUNCHEON SALADS

| | |
|-------------------------|-----------|
| Caesar Salad | \$5.59 pp |
| Cobb Salad | \$7.99 pp |
| Southwest Chicken Salad | \$7.99 pp |
| Spinach Salad | \$7.99 pp |
| Mandarin Salad | \$7.99 pp |
| Magnolia Chicken Salad | \$7.99 pp |
| Dijon Chicken Salad | \$7.99 pp |



SANDWICHES

| | |
|--------------------------|-----------|
| The Freshman | \$6.99 pp |
| PoBoy | \$8.99 pp |
| Silver Dollar Sandwiches | \$6.99 pp |
| Chicken Salad Kaiser | \$6.99 pp |
| Vegetarian | \$7.99 pp |
| Caesar Chicken Salad | \$7.99 pp |
| Muffaletta | \$8.99 pp |
| Croissant Club | \$6.99 pp |

CASUAL BUFFETS

| | |
|----------------------|------------|
| Tuscan Fare | \$11.99 pp |
| Southern BBQ | \$13.99 pp |
| Mississippi Home | \$12.99 pp |
| Fiesta Fajita | \$9.99 pp |
| Backyard Grill | \$10.99 pp |
| Deli Bar | \$9.99 pp |
| South of the Boarder | \$10.99 pp |
| Wings and Things | \$9.99 pp |
| Simply Salads | \$9.99 pp |

SIGNATURE ENTREES

| | |
|-------------------|------------|
| Fried Chicken | \$9.99 pp |
| Pecan Chicken | \$12.99 pp |
| Roast Beef | \$12.99 pp |
| Baked Ham | \$11.99 pp |
| Roasted Pork Loin | \$10.99 pp |
| Roasted Turkey | \$12.99 pp |
| Baked Chicken | \$12.99 pp |
| Catfish | \$12.99 pp |
| Chicken Piccata | \$13.49 pp |

RECEPTIONS

Prices of dips reflect servings for a minimum of 40 guests

| | |
|------------------|---------|
| Crab | \$40.00 |
| Pate | \$30.00 |
| Artichoke | \$30.00 |
| Garden Vegetable | \$30.00 |
| Spicy Shrimp | \$40.00 |
| Pineapple Cream | \$20.00 |
| Spinach Parmesan | \$30.00 |



RECEPTIONS

HORS D' OEUVRES

| | |
|-----------------------|-------------|
| Mini Meatballs | \$4.50 doz |
| Chicken Tenders | \$6.50 doz |
| Fried Catfish Fingers | \$6.50 doz |
| Mini Crab Cakes | \$1.90 pp |
| Egg Rolls | \$1.99 pp |
| Stuffed Mushrooms | \$13.99 doz |
| Finger sandwiches | \$4.29 doz |
| Chicken Drumettes | \$6.59 doz |
| Deviled Eggs | \$6.59 doz |
| Shrimp Cocktail | \$1.89 pp |
| Tomato Basil Crostini | \$1.29 pp |
| Mini Quiche | \$1.29 pp |
| Crawfish Pie | \$12.99 doz |



DISPLAYS

| | |
|-------------------------|-----------|
| Domestic Cheese Display | \$1.99 pp |
| Domestic Crudités | \$1.99 pp |
| Antipasto Display | \$3.59 pp |



STATIONS

| | |
|----------------------|-----------|
| Baked Potato Station | \$3.99 pp |
| Pasta Station | \$7.29 pp |
| Taco | \$8.99 pp |

RECEPTION

CARVING STATIONS

| | |
|-------------------------|-----------|
| Roasted Beef Tenderloin | \$7.59 pp |
| Roasted Pork Loin | \$4.39 pp |
| Roasted Sirloin Strip | \$6.99 pp |
| Roasted Turkey Breast | \$4.29 pp |
| Baked Ham | \$4.69 pp |



BEVERAGES

Prices reflect per gallon

HOT

| | |
|---------------------------|---------|
| Coffee (Regular or Decaf) | \$10.19 |
| Hot Chocolate | \$9.59 |
| Hot Tea | \$9.09 |
| Spiced Cider | \$1.59 |

COLD

| | |
|----------------|--------|
| Bottled Juices | \$1.79 |
| Bottled Sodas | \$1.99 |
| Canned Sodas | \$1.09 |
| PowerAde 20oz | \$1.59 |
| Iced tea | \$1.99 |
| Lemonade | \$1.79 |

PUNCHES

Prices reflect per gallon

| | |
|-------------------------|---------|
| White Wedding Punch | \$11.99 |
| Fruit Punch | \$10.59 |
| Sparkling Lemonade | \$9.09 |
| Southern Iced Tea Punch | \$9.09 |
| Apple Julep | \$15.99 |
| Golden Glow Punch | \$13.29 |



PLANNING YOUR EVENT

I need help planning my event. Who do I contact?

Contact any of our Catering Representatives at 601.877.4060

Do you custom design menus?

Yes, we can custom design any menu to meet budgetary needs, dietary restrictions, themes and more.



What is your cancellation policy?

Cancellations within three business days are billed as ordered.

I need to make a change to my order. What is the time-frame and any additional fees?

Changes made three business days prior to your event incur no additional fees. Changes made within three business days of event will incur a late change fee of \$25.00 or 10% of the food total up to \$150.00.



Do I need to sign the contract and send it back?

Yes, we need a signed copy of the contract to confirm your order.

When do you need final guest counts?

Three business days prior to your event.

Can I increase my guest count the day prior to my event?

Yes, but there will be a late change fee. Alcorn State Catering will accommodate your requests as best as possible (substitutions may be made).



Do you deliver, set up and pick up?

Yes, we are a full service catering company.

Are linens included with my order?

Buffet linens are included with the food and beverage order. White tablecloths may be rented for guest tables for an additional \$5.00 per cloth. Specialty linens are available.



PLANNING YOUR EVENT

Do you provide tables?

We do not provide tables. You are responsible for contacting the facility manager and arranging for all food and beverage tables.



Do you have access to the building? What time do you need access to the building?

We do not have access to the buildings or rooms. We need access to buildings one hour prior to the start time of your event. If the event is a plated function, more time is needed. We only have access to the Gold Room located in the Clinton Bristow Dining Faculty upper level.

How many attendants do I need?

The usual ratio is (1) attendant for every 25 guests on a plated event, and (1) attendant for every 50 guests on a full china buffet. However, each event is unique and we plan according to the event.



Do I need a Chef?

We advise on a chef for any plated event over 25 guests to provide you with the best possible service and experience.

What do I receive with my order?

All events receive high quality disposables unless china has been requested. All events receive the appropriate condiments (coffee comes with creamer, sweeteners, stirrers, etc.).



What type of payment do you accept? When do you need payment?

Payment is due in full prior to the start of your event. We accept purchase orders cash, and checks.



ALCORN STATE CATERING ARRANGEMENTS

Questions concerning the menu or planning details can be directed to our sales office 601-877-4060. We welcome your requests for chef designed menus and special dietary needs. Please take note of the following guidelines. They are in place to insure the success of your event.



LET'S GET STARTED

First, let's book your Room Reservations. To book the room for your event, please contact us. It is your responsibility to arrange for tables, chairs, audio/visual equipment, registration tables, etc.

Next, let's book your Food and Beverage Selection. Contact us at 601-877-4060 to schedule catering and select a menu. Please give us 5 business days advance notice for catered events to insure that your selections are available.



Next, let's get your Attendance Guarantee. In order for the proper amount of food to be available and the proper number of servers to attend to your event, we must obtain a guaranteed guest count 3 business days prior to your event. After that date, the count may be increased up to 48 hours in advance, but may not be decreased. You are responsible for the guaranteed number or actual number served, whichever is greater. We will be prepared to serve 5% more than your guarantee. If a count is not turned in, the most current estimated count will become the guarantee.



**Service Time:**

It is our desire to serve your group promptly at the time you select. If your group starts the event more than 30 minutes later than scheduled, there may be a charge based on the number of food service personnel involved.

Payment:

We accept payment either by Alcorn State account number, check or cash. For all non-University sponsored events - full payment is expected prior to the event. All non-University events are subject to applicable taxes and service charge.

**Linens:**

A variety of linen colors are available if desired. Special arrangements for these colors need to be made with our office a minimum of fourteen working days in advance. Our charges include the linens for all dining service tables. Additional linen charges may be added for seating arrangements of less than eight persons per table. Additional linen can be furnished for special set-ups, registration tables, etc. at an additional charge. Due to the limited quantities of skirting available, we may not always be able to accommodate these requests.

**Sustainable Catering:**

All catered functions, coffee breaks, buffets, and receptions include our high quality disposable products. China may be used upon request. For all events outside the Bristow Building, a china fee of \$.75 per guest for breaks and receptions will apply. A china fee of \$1.75 per guest will apply for breakfast, lunch, or dinner buffets outside of Alcorn

**Set up and Delivery Fee:**

A set-up and Delivery fee will apply to cost. For on-campus events a fee of \$50.00 will apply. Off-campus delivery fees will be based on event location and magnitude.



Pricing:

Prices are subject to change. The Mississippi Sales tax of 7% is added to all non-university sponsored functions.

Liability:

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 Campus Dining Services. All deliveries are for immediate consumption and we assume no responsibility for handling.



Cancellations:

In the event your catered function is canceled, please notify us as soon as possible. We require at least 72 hours notice or there will be a charge based on expenses incurred on your behalf.



THANK YOU FOR USING
ALCORN STATE
SODEXO CATERING!



