



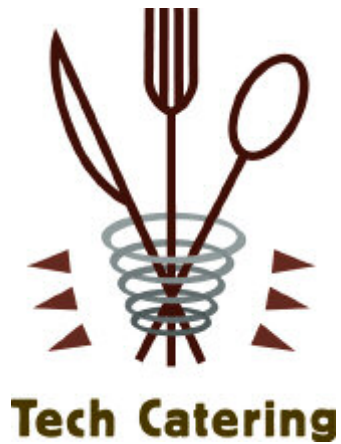
T E C H C A T E R I N G



AT MIT



Our Menu



Tech Catering

WELCOME LETTER

MENU CHAPTERS:

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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

Let Tech Catering at MIT assist you with your next event. 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.



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 guest with an unforgettable experience.



We look forward to the opportunity to work with you!

Please contact our catering office with any questions at 617-253-2735.



A GREAT START

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, decaf and hot tea.

EARLY RISER

An assorted pastry basket of Danish, bagels and muffins, served with assorted bottled juice to include orange, apple and cranberry

EYE OPENER

An assorted pastry basket of Danish, bagels and muffins, served with assorted bottled juice to include orange, apple and cranberry. With an assortment of fresh, seasonal sliced fruit

SUNRISE START

An assortment of bagels and scones with accompaniments of fruit yogurt and granola, a bottled juice assortment of orange, apple and cranberry. And an assortment of fresh, seasonal sliced fruit

MORNING BREAKS A LA CARTE

Cereal with milk
Seasonal whole fresh fruit
Seasonal fresh sliced fruit

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



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

- Assorted quiche (serves 6)
- Seasonal frittata (serves 12)
- Cereal with milk
- Yogurt with granola
- Scrambled eggs
- Bacon
- Sausage links
- Lox and condiments (serves 25)
- French toast
- Waffles
- Pancakes
- Home fried potatoes

BEVERAGES

- Bottled iced tea
- Bottled lemonade
- Assorted soft drinks
- Assorted bottled juices
- Bottled water
- Fresh brewed Starbuck's coffee
- Fresh brewed decaffeinated coffee
- Hot water for tea (includes decaffeinated)
- Hot chocolate
- Tazo® teas
- Hot or cold cider
(seasonal; one gallon minimum)

BAKERY A LA CARTE, PER PERSON

- Assorted bagels with condiments
- Croissants
- Danish
- Cinnamon rolls
- Assorted scones
- Tea breads
- Assorted muffins

A CUSTOMER FAVORITE

COFFEE CAKES (SERVES 16 GUESTS)

- Lemon poppy
- Cinnamon
- Blueberry

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHES: (10 GUESTS MINIMUM)

Our signature gourmet sandwiches can be prepared to suit your event. We package these to go with you. They can be preset along with beverages and dessert to keep your program on time or they can be served buffet style.

ARUGULA CHICKEN SANDWICH

Grilled marinated chicken breast served with arugula on a baguette with an olive mayonnaise. Served with side salad of the day, condiments, potato chips, cookies or brownies and a soda or bottled water

FLANK STEAK ON A BAGUETTE

Balsamic grilled flank steak on a baguette with watercress, plum tomato and tarragon tomato aioli. Served with side salad of the day, condiments, potato chips, cookies or brownies and a soda or bottled water

BLT CHICKEN SANDWICH

Crisp bacon, lettuce, tomato and pesto chicken breast on ciabatta bread with side salad of the day, condiments, potato chips, cookies or brownies and a soda or bottled water

TRIPLE DECKER COBB

Turkey club on sour dough with crisp bacon, Swiss cheese, avacodo and a gorgonzola mayo, served with side salad of the day, condiments, potato chips, cookies or brownies and a soda or bottled water

ROASTED VEGGIE CLUB SANDWICH

Roasted eggplant, zucchini and red pepper with fresh mozzarella and artichoke tapenade on ciabatta, with side salad of the day, condiments, potato chips, cookies or brownies and a soda or bottled water

TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream on a flour tortilla, served with side salad of the day, condiments, potato chips, cookies or brownies and a soda or bottled water

GRILLED PORTABELLO ON FOCACCIA

Grilled portabello mushroom sandwich with provolone cheese served with side salad of the day, condiments, potato chips, cookies or brownies and a soda or bottled water

PICNIC LUNCH

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

EXPRESS LUNCHES



LUNCHEON SALADS

LUNCHEON SALADS: (10 GUESTS MINIMUM)

Our signature specialty salads can be prepared to suit your event. We can package these to go with you. 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 with butter, cookie or a brownie, choice of a soda or water.

CHEF SALAD

A bed of mixed greens with julienne ham, turkey, cheddar cheese, hard boiled egg and honey mustard dressing

CAESAR SALAD

Fresh cut romaine lettuce with shredded parmesan cheese, focaccia croutons and Caesar dressing

- Add grilled balsamic chicken breast
- Add beef strips

COBB SALAD

Mixed greens tossed with smoked turkey, avocado, egg, bacon and blue cheese dressing

CHICKEN FAJITA SALAD

Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded cheddar cheese and tri-colored tortilla chips served with ranch dressing

ANTIPASTO SALAD

Salami, ham, sliced olives diced tomatoes, cubed provolone cheese, tossed with fresh greens, spices and a red wine vinaigrette dressing

THAI BEEF AND NOODLE JAZZ SALAD

Lime marinated beef tossed with lo mein noodles, Chinese cabbage, fresh spinach, basil, mint and peanuts served over a bed of baby greens with Thai dressing

VEGETARIAN HUMMUS PLATE

A traditional hummus served with black olives, carrot and celery sticks and pita wedges

BIG GREEK SALAD

Crisp mixed greens with tabbouleh, roasted red pepper, crumbled feta cheese black olives, tomatoes and fresh pita

LUNCHEON SALADS



B O U N T I F U L B U F F E T S

SPECIALTY BUFFETS: (10 GUESTS MINIMUM)

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

SLICERS DELI BUFFET

Sliced roast beef, ham, turkey, American, Swiss and provolone accompanied by pasta salad, assorted breads and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, potato chips, cookies, brownies and soda or bottled water

OPTIONS

- Add pasta salad
- Add potato salad
- Add garden salad
- Add Caesar salad

SALAD BUFFET

Seafood salad, chicken salad, tuna salad, egg salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings all accompanied by assorted breads and rolls, relish tray with lettuce, tomato, pickles and onion, potato chips, cookies, brownies and a soda or bottled water

BASIC BBQ

Hamburgers, hot dogs, BBQ chicken, veggie burgers, sliced cheese, potato salad, macaroni salad, corn on the cob, relish tray with lettuce, tomato, pickles and onions, condiments, potato chips, cookies, brownies, and assorted beverages

OPTIONS:

- Add BBQ pulled pork
- Add teriyaki sirloin tips
- Add grilled garlic and cilantro shrimp

ROMA ITALIAN

Choice of two; penne, tri color rotini or rigatoni with marinara sauce. Served with breadsticks, butter, shredded parmesan cheese, Italian cookies and soda or bottled water

OPTIONS:

- Add alfredo, meat or pesto sauce
- Add eggplant parmesan, cheese ravioli, chicken parmesan or lasagna

B U F F E T S



CULINARY CLASSICS

(50 GUESTS MINIMUM IS REQUIRED FOR EVENTS OUTSIDE OF THE STATA CENTER OR MORSS HALL)
For an event that requires a more formal atmosphere we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments based on our chefs recommendation, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, hot tea and choice of dessert

BEEF

CARVED TENDERLOIN

Beef tenderloin filet with your choice of sauce

STEAK AU POIVRE

Delicious carved sirloin served with a classic brandy sauce with green peppercorns

POULTRY

CHICKEN PICCATA

Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers

CHICKEN TUSCANY

Statler breast of chicken stuffed with prosciutto and asiago cheese served with an herb a jus

CHICKEN MARSALA

Boneless breast of chicken lightly breaded and topped with mushrooms, served with our classic marsala sauce

BAKED STUFFED CHICKEN

Sundried tomatoes and goat cheese stuffed chicken breast with a fresh chive vin blanc sauce

SEAFOOD

GRILLED SWORD FISH

Lightly marinated and grilled sword fish steak topped with a mango relish

BROILED SALMON WITH DILL BUTTER

Salmon filet broiled to perfection served with dill butter

BOSTON BAKED SCROD

Fresh off the bank scrod topped with seasoned bread crumbs.

VEGETARIAN

ROASTED VEGETABLE NAPOLEON

Napoleon with portabello mushroom, eggplant, peppers, zucchini and yellow squash

CHÈVRE, ORZO AND BASIL STUFFED PORTABELLO

Portabello mushroom caps stuffed with chèvre cheese, tri-colored orzo and fresh basil

VEGETARIAN LASAGNA

Lasagna noodles layered with fresh ricotta, mozzarella, and parmesan cheese topped with a marinara sauce

C L A S S I C S



MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner, all meals included one salad and one dessert.

SALADS

TOSSED GARDEN SALAD

A fresh mix of lettuce with tomatoes, cucumbers, red onions and croutons and your choice of dressing.

CAESAR SALAD

Romaine lettuce with parmesan cheese, garlic croutons and creamy Caesar dressing

FRESH MESCLUN

Green vegetables with balsamic vinaigrette

BUFFALO MOZZARELLA

Tomato and fresh basil with garlic vinaigrette

SPINACH SALAD

Fresh baby spinach served with mushrooms and a raspberry dressing

PEAR AND SPRING SALAD

Boston bibb lettuce served with caramelized pears, and toasted walnuts

DESSERT OPTIONS

- German chocolate cake
- Individual decadent chocolate cakes with a warm center
- Angel food cake with seasonal berries
- Cheese cake with strawberries
- Carrot cake with cream cheese frosting
- Tiramisu
- Crème Brule

MENU ACCOMPANIMENTS



FINISHING TOUCHES / BREAKS

DESSERT BARS, PER PERSON

Have your dessert bars cut into triangles, and squares to create an attractive platter

- Chocolate brownies
 - Marble brownies
 - Lemon bars
 - Marshmallow krispies
 - Raspberry ribbon brownies
 - Carrot cake bar
-

COOKIES, PER PERSON

- Chocolate chunk Indulgence
 - Oatmeal raisin joy
 - Macadamia white chocolate wave
 - Triple chocolate slam
 - Toffee pecan crunch
-

SNACKS, PER PERSON

- Popcorn
 - Potato chips
 - Pretzels
 - Granola bars
-

ICE CREAM SUNDAE BAR, 25 GUESTS MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla, chocolate or strawberry
Served with hot fudge, walnuts, crushed oreos, cherries, whipped toppings, M&M's and granola

DISPLAYS

SEAFOOD MARTINI

Poached Calamari, Maine Crab Meat and Scallops Served in a Martini Glass dressed with Olive and Pepper Vodka, Shaken lightly with Lemon and Cocktail Sauce finished with a Shrimp and Olive Skewer

IMPORTED AND DOMESTIC CHEESE DISPLAY

A selection of fine cheeses and spreads accompanied by seasonal spicy nuts and assorted crackers and breads

SEASONAL CRUDITÉ

Slices and florets of fresh seasonal vegetables served with a peppercorn dip

BAKED BRIE EN CRÔTE

A large wheel of French brie with mango chutney wrapped in a puff pastry served with toasted baguettes

FRESH AND FABULOUS SALSA

Pineapple salsa, tomatillo salsa, black bean And mango salsa, pico de gallo and guacamole, served with crisp tri-colored tortilla chips



CHEF ATTENDED STATIONS / HORS D'OEUVRES

CHEF ATTENDED STATIONS, 25 GUESTS MINIMUM

All of our carving and sauté stations come with artisan rolls, olive oil and accompaniments that compliment your meal. Chef charges do apply, see our catering director for our seasonal and specialty stations

SAUTÉ STATIONS

- Shrimp scampi station served with angel hair pasta
- Spicy pan seared Cuban tuna served with black beans and white rice
- Butternut squash risotto station topped with fresh basil and parmesan cheese
- Pad Thai chicken served with chopped peanuts and lime
- Traditional pasta station

CARVING STATION, HERE ARE SOME OF OUR SIGNATURE CARVING STATIONS:

- Roast turkey with gravy
- Mustard and apricot glazed ham
- Roast pork loin with a pear chutney
- Seared NY sirloin with creamy horseradish sauce
- Roast tenderloin of beef with pearl onion relish
- Pesto rubbed leg of lamb with mint and tomato relish

HORS D' OEUVRES, PER 50 PIECES

The following hors d'oeuvres can be passed on trays on or set up as stationary buffets depending on the style of your event

COLD

- Japanese sushi
- Cucumber rounds with crab salad
- Shrimp cocktail
- Tomato, mozzarella and basil crostini
- Belgium endive with eggplant tapenade
- Tuscan bruschetta
- Assorted canapes

HOT

- Vegetable samosa
- Asparagus quiche
- Roasted eggplant phyllo flowers
- Smoked salmon phyllo flowers
- Florentine stuffed mushroom caps
- Fig and goat cheese flatbread
- Lobster empenada
- Coconut chicken tenders
- Mini beef Wellington
- Vietnamese spring rolls
- Scallops wrapped in bacon
- Mini lamb chops
- Chicken or beef satay
- Cozy shrimp
- Petit Maryland crab cakes

HORS D'OEUVRES
CHEF ATTENDED STATIONS



Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.



Reserving a Location

To reserve a space for your event on campus, please contact the Campus activities complex at 1-617-253-3913 or web.mit.edu/campus-activities/

Please contact one of our sales associates if you need further assistance with this process at 1-617-253-2735.



Arranging and reserving a date


Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information such as location, number of guests, time of the function and menu selection, need to be decided at least ten business days before the function. You may contact the catering department via phone 1-617-253-2735 or E-mail techcatering@mit.edu.





Planning Your Special Event


Contact the Catering Office



At least ten days before the event, contact the catering office at 1-617-253-2735 or email us at techcatering@mit.edu. Some arrangements can be made by phone or email; others require an appointment with a sales coordinator/event planner from our office. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services we offer best fit your needs. The office hours are Monday through Friday, 8:00A.M.-5:00P.M., closed on weekends and some holidays. After we have finalized all the details of your special event, you will receive a confirmation sheet. This needs to be signed and sent back by FAX # 1-617-253-7891. All cancellations, final changes, customer guaranteed count and payment must take place at least two business days prior to your function. Charges will be incurred if you make any cancellations or changes after this time frame.



Event Confirmation and Guarantees



A guarantee is required two business days before your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled you are responsible for contacting the catering department and canceling the event. You will be liable for 75% of your food bill for any event that is not cancelled within two business days and confirmed in writing by the customer. If MIT is closed due to inclement weather, or state of emergency all catering events will be automatically canceled.



Planning Your Special Event

Payment

All catered functions must have a secured payment before they occur. Methods of payment are all Major Credit Cards, MIT procurement cards, Requisitions created under the MIT's S.A.P. system (we are listed as SODEXHO Catering). Non – University related groups are required to make a deposit of 50% two weeks prior with the balance due prior to the start of the event. Tax exempt organizations are required to submit a copy of their exemption certificate.



Delivery Fees

Deliveries outside normal business hours (7:00A.M.-3:00P.M.) are subject to delivery/service fees. Delivery/service fees will be determined by your sales associate based on logistics of your event.



Alcohol Policy

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. Sodexho reserves the right to refuse service of alcoholic beverages to any person. All personnel have completed the tips training program for service. For MIT alcohol policies please refer to web.mit.edu/conferences/services/ or call 1-617-253-1700. The charges for a bartender \$28.00 per hour (minimum 4 hours for set-up service and breakdown).





Planning Your Special Event

Attendants

To ensure that your event is a success, we recommend that you have an attendant for all receptions and breaks. A service charge of \$125.00 per 4 hours per service staff apply.



Catering Equipment

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



China Charges

Our catering department provides high quality plastic products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge. Full meal service and silverware costs vary from event to event. Please ask your sales associate for details.



Floral Charges

We will be happy to order, receive and handle specific floral arrangements for you. For decorative requests an additional fee will be determined in accordance with your specific needs.



Planning Your Special Event

Linens

We will provide linens for food and beverage tables at no charge. If you would like linen to be placed on guests tables for receptions, breaks, registration tables, name tag tables and meeting tables there will be additional linen cost. Please consult our catering department for all specialty linens, skirting and napkins.



Late and Minimum Charges

A late charge of 25% will be assessed for any event booked with less than 48 hours notice. Any changes made once the event has been confirmed, less than 48 hours will also be charged a 25% administrative charge.



Delivery Charges

There will be a minimum charge of \$50.00 for on campus orders and \$100.00 for orders off campus, not including the delivery fees. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours.



Food Removal Policy

Due to health regulations, it is the policy of Tech Catering that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the event host.

