



Catering Bites

Lamar County School Nutrition
Department



We Are Glad To Help You Plan Your Special Event...

Food and Nutrition Services will provide catering to any School, for any event at reasonable rates. Here are some of the options and information you will need to complete your request with us.

- ❖ Work within your budget to create a customized menu.
- ❖ We will be glad to discuss options with you.
- ❖ Furnish the professionals to help your event run smoothly.
- ❖ Provide the equipment, linens, flowers, balloons, etc.
- ❖ Arrange for delivery at the time and place of your choice.

Terms and Policies



- ❖ Minimum orders must be for ten guests or \$100.
 - ❖ Fifteen day's notice is required.
- ❖ Guest count guarantee is required three working days prior to event or two weeks if it involves students and high numbers.
- ❖ Menu prices may vary due to market prices and availability.
- ❖ You must use our order form and menus provided for you on line and contact your site Manager; they will gladly work with you in making your event one to remember!

GENERAL INFORMATION

Service Contact for Buffet or Formal Sit-down

All requests for catering should be made at least *three weeks* prior to the actual date of the event. During the initial contact a special function request form should be completed.

See sample form in back.

Guarantee

An estimated number of meals should be provided *two weeks* (minimum ten working days) prior to the function. A guaranteed number of meals is required *three working days* before the function. The organization will be billed for the guaranteed number of meals plus any additional meals served.

Deposit

Outside agencies or groups are required to submit a deposit of \$100 or 10 % of the estimated gross, whichever is greater. A deposit is due *ten days* prior to the function. This deposit will be credited to the bill or refunded if the established cancellation procedure is followed.

Cancellation

Cancellations made *five days* or more prior to the function will not incur any charges and a full refund given if applicable. Cancellations made less than *five days* prior to a function will be charged for any cost incurred.

PRICING

Cost

Meal prices include costs for stainless steel flatware and disposable service (plates, cups, napkins, bowls, and paper tablecloths for the buffets and guest tables). Labor costs for food preparation, buffet line or cafeteria line service, and clean-up are included in the price of each menu. If service occurs during regular work hours any after hour work is at time and a half.

Labor Only Cost

It is permissible for a group to contract only for the labor of a School Nutrition employee; however, an employee is not to work without proper compensation.

Transportation

A cost of **\$.55** per mile plus driver cost (minimum 1 hour), will be added if transportation of food and equipment is required.

Billing

The customer will be billed within three days after service. Payment is due within 5 days from receipt of the bill. Checks are made payable to Lamar County Child Nutrition.

Equipment

The sponsoring organization assumes the responsibility for returning all equipment provided with the service. Organizations will be charged for all lost equipment at the current replacement cost.

China Service

Only available for service of 100 and only then on special occasions.

Specialty Items

Flowers, favors, table decorations, linen napkins, and other special items are not included in the price of the meal and are the responsibility of the contracting organization.

Commodity Foods

CANNOT be used for catering purposes.

Sales Tax

Must be charged for all outside functions except those not issuing a P.O.

Special Function Request Forms

Must be filled out and returned 15 days in advance with a purchase order or it will not be processed.

Menus

Menus are grouped into breaks/snacks/receptions, breakfast, lunches, boxed lunches, specialty meals, and pre-game/fund raisers. Each section includes suggested menus and guidance on pricing customized menus. A special function request form is located in the back.

Breaks/Snacks/Receptions

Customer will choose the items to be served. Service includes your choice of items, appropriate accompaniments, and service table set-up.

Extra tablecloths are available at \$3.50 each.

Decorations, centerpieces and beverage servers are the responsibility of the contracting organization unless otherwise requested from the Child Nutrition Department for an additional fee. If an attendant is required, and/or transportation to a different location is needed, a fee will be added.

**REQUEST FOR CATERING SERVICES FORM for
SNACKS/BREAKS/RECEPTIONS**

<u>Item</u>	<u>Cost</u>	<u>Number</u>	<u>Total</u>
<u>BEVERAGES</u>			
Coffee (30 cups) sugar, creamer, 6 oz. cups, stirrers, sweeteners	\$12.00	_____	_____
Ice Tea (30 servings) includes 14 oz. cups	\$12.00	_____	_____
Fruit Juices, assorted (25)	\$9.00	_____	_____
Fruit Punch (25)	\$9.00	_____	_____
Punch (25 servings) red or golden	\$12.00	_____	_____
Bottled Water	\$1.00 ea	_____	_____
Soft Drinks:			
Coke	\$1.00 ea.	_____	_____
Diet Coke	\$1.00 ea.	_____	_____
Caffeine Free Coke	\$1.00 ea.	_____	_____
Sprite	\$1.00 ea.	_____	_____
<u>FINGER FOODS</u>			
Crackers (2 lbs.)	\$5.00	_____	_____
Cookies (50) made from scratch (chocolate chip/white chocolate macadamia nut)	\$15.00	_____	_____
Fudge Brownie (25 servings)	\$15.00	_____	_____
Ice Cream Sandwich (25 SERVINGS)	\$10.00	_____	_____
Cinnamon Rolls * (50 servings) 6 oz. ea	\$40.00	_____	_____
Honey Buns (25 servings) Large	\$15.00	_____	_____
Mini	\$7.50	_____	_____
Do-nuts (1 doz. large)	\$8.00	_____	_____
Muffins (25 servings) blueberry, banana nut	\$20.00	_____	_____
Biscuits w/Jelly & Butter (25 servings)	\$20.00	_____	_____
Biscuits w/Sausage (25 servings)	\$35.00	_____	_____
Breakfast Casserole (25 servings)	\$50.00	_____	_____
Pizza (Personal Pan) Cheese	\$2.00	_____	_____
Pepperoni	\$2.00	_____	_____

Cheese Sticks w/Marinara (2 small)	\$0.25	_____	_____
Veggie Wraps	\$0.75	_____	_____
Mini Carrots w/Dip	\$0.75	_____	_____
Cucumbers w/Dip	\$0.75	_____	_____
Raw Vegetables & Dip Tray (25 servings)	\$45.00	_____	_____
Yogurt Cup (assorted)	\$0.75	_____	_____
Fresh Grapes for Test Snack	\$0.50	_____	_____
Fruit Tray (25 servings)	\$55.00	_____	_____
Chips 'n Dips (25) servings	\$12.50	_____	_____
Fruit/Cheese Tray (25 servings)	\$55.00	_____	_____
1/2 Sheet Cake 18"x 13" (25 servings)	\$20.00	_____	_____
Sheet Cake 18"x 26" (60 servings) (Vanilla or chocolate icing)	\$40.00	_____	_____
King Cake (25 servings)	\$25.00	_____	_____
<u>SUPPLIES</u>			
Napkins (50)	\$1.00	_____	_____
Cups (25)	\$1.25	_____	_____
Tablecloths (ea) white	\$3.50	_____	_____
Plates 6" (25)	\$1.25	_____	_____
School Lunch Divided 12" Tray (25)	\$2.00	_____	_____

*This item is made from scratch and must be a minimum of 50 servings.

**NOTE: The above items are special ordered and must be ordered in advance from the vendors.

SANDWICH TRAYS 25 servings \$45.00 _____

(Circle your choices) Ham'n Cheese,
Pimento Cheese, Tuna Salad, Chicken Salad,
 Roast Beef or Turkey \$50.00 _____

All sandwich trays include lettuce, tomatoes, pickles and condiments and are served on white or whole wheat bread.

TOTAL COST: _____

Lamar County Special Function Request Form

P.O. # _____

School _____ Date _____

Section I – To be completed during the initial contact about the function

Group: _____

Name of Function: _____

Set-up Time: _____

Contact Person: _____

Date of function: _____

Person to Receive Bill: _____

Location of Function: _____

Billing Address: _____

Time of service: _____

Estimated Number: _____

Phone Number: _____

Guaranteed Number: _____

Guarantee Required by: _____

(date)

Menu and Special Notes :

Estimated Per Person Cost: _____ for a total of: _____

Principal's Authorization _____

Signature indicates you understand that your organization will be billed for guaranteed number of meals plus any extra meals served, and that you also understand the cancellation and lost equipment policies.

Standard Breakfast Choices

Please circle where indicated to determine the breakfast to be served.

Choice of one:

Fruit Juice	4oz
or	
Chilled Fruit	1/2 cup

Choice of one Meat:

Country Sausage Patties	3oz
or	
Grilled Ham	3oz
or	
Crisp Bacon	3 strips

Choice of One:

Fluffy Scrambled Eggs	2 eggs
Breakfast Casserole	5 oz.

Choice of one:

Buttered Grits	1/2 cup
or	
Hashbrowns	1/2 cup

Choice of one:

Mini Honey Buns	2 oz
or	
Cinnamon Roll	2 oz
or	
Homemade Biscuits, Butter and Jelly	2 ea

All Breakfasts Includes:

Coffee and Milk (allow for refill)

Price per person \$5.00

Total Cost: _____

Muffins for Mom

GOURMENT MUFFINS

(Assorted 4 oz)

FRESH FRUIT BOWL

COFFEE

MILK

ORANGE JUICE

COST: \$3.00

This menu includes:

Disposable 8" plate

School color napkins

Heavy duty fork (clear),

Baskets for sugar, creamer, and stir.

Coffee pots (1),

6 oz. cups,

Large clear salad bowl for fruit,

Tongs (3),

Spoons (2).

Place on carry out trays with dome lids.

****NOTE: Decorations not included**





Do-nuts with Dad

LARGE DONUTS

or

SAUSAGE and BISCUIT

FRESH FRUIT BOWL

COFFEE

MILK

ORANGE JUICE

COST: \$3.00

Service includes:

6" plates,
Forks,
Napkins
Coffee set-up

NOTE: Decorations not included.

Senior Breakfast

SAUSAGE
SCRAMBLED EGGS
BISCUIT
GRITS
MINI HONEYBUN (or large cut in half)
or
DONUT
FRESH FRUIT BOWL
COFFEE
MILK
ORANGE JUICE

Cost: \$4.75 per person





Select Breakfast Menus

Sausage
and
Biscuit

or

Scrambled Eggs and Biscuit
and
Mini Honey Buns

or

Do-nuts
and
Fresh Fruit Bowl

Any breakfast you choose is served with:
Coffee / Milk / Juice

Cost: \$3.75

NOTE: Decorations not included.



MICKEY / MINNIE

ELEMENTARY PANCAKE BREAKFAST

PANCAKES

SYRUP

FRUIT FACES

MILK

Cost: \$1.50

Total: _____

Includes paper supplies

SALAD or SANDWICH or WRAP BOXED LUNCH

You Pick It Up / On Site (circle one)

Sandwiches **Choose One:** Ham _____ Turkey _____
 Chicken Salad _____ Pimento Cheese _____
 Deluxe Sub Sandwich 4 oz. of meat
 Chips 1 oz. bag
 Lettuce, Tomato, and Pickles
 Fruit Salad 1/2 cup
 Coleslaw **or** Macaroni Salad 1/2 cup
(Choose one)
 Cookies 2 each

Cost Per Person \$7.00 (Off Site \$7.50)

Total: _____

Sandwich box lunch includes mayonnaise, mustard, salt and pepper, napkin, fork (if needed) and knife.

Signature Salad **Choose One:**
 Grilled Chicken Caesar Salad _____
 Mandarin Chicken Salad _____
 Spring Salad Mix with Chicken Salad _____
 Spring Salad Mix with Tuna Salad _____
 Fruit Salad with Yogurt _____

Cost Per Person \$7.00 (Off-site \$7.50)

Total: _____

Salad lunch includes crackers, fresh fruit, cookie, and Ranch, Thousand Island, Italian, or French dressing, napkin, fork, and knife

Signature Wrap **Choose One:**
 Ham and Cheese _____
 Veggie Wrap _____

Cost Per Person \$7.00 (Off-site \$7.50)

Total: _____

Wrap box lunch includes fresh fruit, chips, cookie, mayonnaise, mustard, salt and pepper, napkin, fork (if needed) and knife.

Salad Buffet

You pick up / On-Site (Circle one)

Tossed Spring Mix Greens 2 cups

Choose One: 3 oz

Julienne Ham

Turkey

Grilled Chicken Strips

Assorted Raw Vegetables

Cherry Tomatoes

Green Peppers

Broccoli

Green Onions

Carrots

Dill Spears

Crackers

Chilled Fruit (canned or fresh)

Iced Tea or Water (include refills)

Dessert (circle your choice)

Gourmet Cookie (Chocolate Chip, Oatmeal Raisin, Peanut Butter,
Sugar, White Chocolate Macadamia)

Price Per Person: \$6.50 Add \$1.00 for 8 oz. of soup

Total: _____

- Croutons and bacon bits and a choice or two bulk dressings will be offered
- Soup choices – Chicken Noodle / Vegetable Beef

NOTE: Decorations are not included

Special Luncheon or Dinner Menu **You Pick Up / On-Site (choose one)**

Choice of one: Grilled Penne Pasta
 Chicken Breast Parmesan
 Island Baked Chicken
 Roast Beef Au Jus
 Oven Roasted Pork Loin

Choice of one: Wild Rice
 Oven Garlic Potatoes

Choice of one: Caesar Salad
 Garden Salad

Choice of one: French Bread
 Whole Wheat Rolls

Choice of one: Chocolate Layered Dessert
 Strawberry Delight
 Fudge Cake Brownie

All meals include: Iced Tea or Water
 Water Pitchers

Price Per Person: \$8.00 On-Site
\$8.50 Off Site

Total: _____

NOTE: Add \$50.00 fee if you need function decorated

**Extra vegetables \$0.25 per serving – Steamed Green Beans or Mixed Vegetables

**Coffee set-up \$0.50 per person

**Includes all disposable items

Loaded Potato Bar

You Pick Up / On- Site (circle one)

Choose one:

- Julienne Ham 3 oz
- Turkey 3 oz
- Grilled Chicken Strips 3 oz
- Taco Meat 3 oz
- Chili 3 oz

Served with:

- Shredded Cheese
- Sour Cream
- Butter
- Green Onions
- Bacon Bits
- Salsa
- Fresh Fruit or Canned 1/2 cup
- Roll
- Tea or Water

Dessert (circle your choice)

Gourmet Cookie (Chocolate Chip, Oatmeal Raisin, Peanut Butter, Sugar, White Chocolate Macadamia)

**Price Per Person \$6.50 On-Site
\$8.50 Off-Site**

Total: _____

*Oversized potatoes are used (12 oz.).

*Fruit selection is seasonal.

NOTE: Decorations are not included.

Pasta Buffet

You Pick Up / On-Site (circle one)

Establish your set menu by making choices where indicated (circle please).

Choice of one:

Italian Spaghetti and Meat Sauce	2 cups
or	
Homemade Lasagna	5" x 3"

All meals include:

Crisp Tossed Salad
Choice of Dressing (2)
Garlic Bread
Chilled Fruit

Choice of one:

School Baked Cookies
or
Frosted Cake Squares

All meals include: Iced Tea and Milk (Allow for refills)

**Cost Per Person: \$7.50 On-Site
\$8.50 Off-Site**

Total: _____

NOTE: Decorations are not included.

Specialty Buffet

You Pick Up / On-Site (circle one)

Have customer make choice where indicated on menu (Please circle)

Choice of one:

Ribeye Steak	10 oz
Chicken Parmesan	7 oz

Choice of two:

Green Beans Almandine	1/2 cup
Steamed Carrots	1/2 cup
Cheese Potatoes	1/2 cup
Seasoned Broccoli	1/2 cup
Seasoned Rice	1/2 cup
Baked Potato	1 each

Choice of one:

Crisp Tossed Salad	1 cup
or	
Fresh Spinach Salad	1 cup
Assorted Dressings	

Choice of one:

Strawberry Delight	1/2 cup
Banana Pudding	1/2 cup
Hot Fruit Crisp	1/2 cup

All meals include:

Hot Rolls with Butter	2 each
Iced Tea and Milk (allow for Refills)	

Price Per Person **\$12.50 onsite**
\$13.50 offsite

Total: _____

Specialty Buffet

Please circle your selections

Choice of one:

Baked Chicken	1 breast
Chicken Spaghetti	8 oz

All meals include:

Choose one:

Wild rice	1/2 cup
Mashed Potatoes	1/2 cup
Baked Potato with Butter	1 each med.

Green Beans	1/2 cup
Tossed salad w/ Dressing	3/4/ 4 cup
Rolls and Butter	2 each
Iced Tea and Water	1 beverage

Strawberry Delight	1/2 cup
Apple Crisp	1/2 cup

(Choose one)

Price Per Person	\$7.50 onsite
	\$8.50 offsite

Total: _____

If choice menus are requested, additional fees will be added.

Meal will be served cafeteria style.

NOTE: Decorations are not included

ITEMS or SERVICES YOUR C N DEPARTMENT OFFERS . . .



AWARDS BREAKFAST

Healthy Choice Donut and Milk (full service) \$1.00

Healthy Choice Donut and Milk (you pick up) \$.80

or

Cinnamon Bun and Milk (full service) \$1.10

Cinnamon Bun and Milk (you pick up) \$.90



AWARDS LUNCH

Personal Pizza, fruit, and milk (full service) \$2.25

Personal Pizza only (you pick up) \$1.50

We also offer Specialty Breakfast Menus to include:

MUFFINS for MOM

4 oz. Gourmet Muffin (assorted)

Fresh Fruit Bowl

Coffee/Milk/Orange Juice

Cost: \$3.00

DO-NUTS for DAD

Large Do-nut or Sausage Biscuit

Fresh Fruit Bowl

Coffee/Milk/Orange Juice

Cost \$3.00

MICKEY/MINNIE PANCAKES

Pancakes w/Syrup

Fruit Faces

Milk

Cost \$1.75

Contact the Cafeteria Manager or the Child Nutrition Office at 601-794-8994 for details.

<u>SITE</u>	<u>MANAGER</u>	<u>EXT.</u>
BAX	Susan Saucier	2121
PLES	Carol Colby	3011
PU/M/H	Dale McVeay	3940
OGPS	Beth Berry	4157
OGES	Debbie Yawn	4869
OGMS	Linda Hayes	5018
OGHS	Amanda Smith	6186
SES	Helen Watts	7559
SM/H	Barbara Clinton	7809

Fund Raiser Menus/School Affiliated Student Club

- These meals are specially priced and should only be offered to school affiliated clubs. Pricing includes all paper supplies, except tablecloths. Tablecloths are \$2.25 each.
- Club must provide servers and clean up.

Menu

Have customers make choices where indicated on menu. (**Choose One Entrée**)

<u>All meals include:</u>	Loaded Potato	oversized
	Red Beans & Rice	2 cups
	Gumbo & Rice	2 cups
	Spaghetti w/ Meat Sauce	2 cups
	Tossed Salad w/ Dressing	1 cup
	French Bread, Butter	2 pieces

Choice of one:

Cake or Cookies 2 Medium

All meals include: Iced Tea and Water 1 Beverage

Price Per Person \$5.50

Total: _____

*** Food is prepared by CN staff and must be served by Club members/parents.**

Note: Decorations are not included.

Meals For Athletes

\$7.25 Per Meal

Additional Power Aid \$1.00

Please Submit Purchase Order Number: _____

Dates To Serve: _____

Baked Chicken Breast (6-8 Oz.)

Rice & Gravy **or** Potatoes & Gravy (3/4 C.) **(Circle Your Choice)**

Green Beans (3/4 C.)

Rolls (2)

Banana, Apple **or** Orange **(Circle Your Choice)**

Bottled Water

Power Aid (20 Oz.)

Dates To Serve: _____

Hamburger Steak (8 Oz.)

Potatoes & Gravy **or** Rice & Gravy (3/4 C.) **(Circle Your Choice)**

Green Beans (3/4 C.)

Rolls (2)

Juice Bar, Banana, Apple **or** Orange **(Circle Your Choice)**

Bottled Water

Power Aid (20 Oz.)

Dates To Serve: _____

Hamburger (1/4 Lb.)

French Fries (1 C.)

Trimnings

Apple, Orange Or Banana (Circle Your Choice)

Cookies (2 Large)

Bottled Water

Power Aid (20 Oz.)

Number To Prepare For: _____ Time To Serve: _____

Cost Correction On April, 2008

CHILD NUTRITION USE OF FACILITIES FORM

You have requested the use of the Child Nutrition facilities at _____ on _____ . You must follow these guidelines:

Date

- Provide an outline of who is using the facility and name of the function.
- Food should not be prepared and brought into the cafeteria from home. Instead, it should be prepared on site under the direction of a Child Nutrition manager as recommended by the Health Department, or a licensed caterer, or a restaurant.
- No use of home canned goods in preparing foods. (Health Department statute)
- You must sign a release form and have a sample of every food item sold. This is a process done daily by all of our departments, in case of an outbreak of food poisoning. The manager or a child nutrition employee will help you with this. (Health Department statute)
- Food brought in to be prepared will be accepted after 1:00 on the day of the event. Any refrigerated items can be placed in the pass throughs. (New Health Department standards prevent us from storing in our permanent cooler /freezer area.)
- No sick person will be allowed in the food preparation area.
- All tables and chairs moved must be returned to original location.
- Entire floor must be swept. If there are any spills, it must be mopped.
- All brooms, mops and mop buckets are to be cleaned and returned to original places.
- All tables and chairs are to be wiped down if food is served.
- All serving line equipment is to be cleaned thoroughly if used.
- Ice is available if needed for the function.
- If any bun pans, pots, etc. are used, they must be washed, dried, and put back.
- All parties are responsible for their own garbage. Do Not Leave It!
- Please do not allow students to sit on tables or child nutrition equipment.
- NO students/children are allowed in the serving line area, or the kitchen area, at any time.
- All keys are to be returned to the child nutrition department or the Principal’s office the next morning unless other arrangements are made.
- NO one is to move or touch computer equipment.
- All parties will be billed for any missing items.

Name of Function: _____

We _____ are solely responsible for the preparation

Responsibility Party

of _____ served on _____ . If there is

Meal Served

Date

An outbreak of food borne illness, the Lamar County School District shall not be held responsible in any manner. We will be responsible for any broken or damaged equipment and for the total facility clean-up.

Signature of person(s) making request

Date

Signature of Principal

Date

Return to the Child Nutrition Manager ten (10) days prior to the function.