

Sample Event Catering Budgets*

*As highlighted in Section 3, student organizations receive a 25% discount on their catering orders. The invoices on document do not reflect the dollar amount in the total, but will reflect it in a real invoice.

Budget Reception Example

Product Name	Comments	Qty	Price	Total
5:00 PM - 8:00 PM budget reception		40	\$13.00	\$520.00
	Cheese board, featuring brie, fresh mozzarella, and ch?vre served with crackers. Fresh and grilled vegetable platter served with ranch. Spinach and artichoke dip served with sliced baguettes. Goat cheese and fig jam flatbread served with balsamic reduction. Include fruit-infused water.			
Student Org Discount- 25% off		1	\$0.00	\$0.00
	Discount on on food and beverages order. Can not be used for linen and/or rentals orders. Taken After the Event.			
			Subtotal:	\$520.00
			Tax:	\$44.20
			Total:	\$564.20

Frommers' Reception Example

Product Name	Comments	Qty	Price	Total
5:15 PM - 7:30 PM the Fromm-ers reception		22	\$15.50	\$341.00
	cheese board, featuring brie, fresh mozzarella, and ch?vre served with sliced baguettes. Seasonal fruit platter, spinach and artichoke dip served with sliced baguettes, mini smoked turkey and grilled vegetable focaccia sandwiches, buffalo chicken wings served with blue cheese dipping sauce. Served buffet-style and include fruit-infused water.			
Student Org Discount- 25% off		1	\$0.00	\$0.00
	Discount on on food and beverages order. Can not be used for linen and/or beverage orders. Taken After the Event.			
			Subtotal:	\$341.00
			Tax:	\$28.99
			Total:	\$369.99

[Customized Catering Example on back]

Sample Event Catering Budgets*

Customized Catering Example

Food and Beverage				
Item	Qty	Amount	Total	
Finger Sandwiches	100	\$1.75	\$175.00	
assortment of cucumber/cream cheese, chicken curry, turkey with cranberry cream cheese				
budget reception	80	\$13.00	\$1,040.00	
*REVISED: goat cheese and fig jam flatbread served with balsamic reduction.				
fresh fruit platter	75	\$4.00	\$300.00	
traditional cookies	50	\$1.75	\$87.50	
traditional cookie				
assortment	50	\$0.00	\$0.00	
java & tea service	30	\$2.50	\$75.00	
Half coffee and Half tea				
china- coffee cup, saucer, teaspoon	30	\$0.00	\$0.00	
Gallons of Iced Water	7	\$0.00	\$0.00	
Linen Service – per linen	10	\$6.00	\$60.00	
white for rounds				
Specialty Linen (120" Round- Floor Length)	6	\$0.00	\$0.00	
White for high boys				
Custom Menu	100	\$1.00	\$100.00	
bamboo plates				
Wait Staff	6	\$40.00	\$240.00	
1 staff to bus and replenish buffet				
Bartender	1	\$165.00	\$165.00	
Bar Set Up Fee	1	\$75.00	\$75.00	
Alcohol from EMGS	1	\$0.00	\$0.00	
Student Org Discount- 25% off	1	\$0.00	\$0.00	
specialty cookies	50	\$2.25	\$112.50	
specialty cookies				
assortment	50	\$0.00	\$0.00	
black & white	25	\$0.00	\$0.00	
madeline	25	\$0.00	\$0.00	
Canned Sodas (12oz size)	36	\$2.75	\$99.00	
1/2 diet				
			Sub Total	\$2,529.00
			Service Fee	\$0.00
			Tax	\$214.97
			Total	\$2,743.97