



Banquets in the Tradition of Excellence

John A. Logan presents

IN ANY EVENT

Indulge your imagination

John A. Logan Catering Services has an exceptionally experienced staff that is dedicated to you every catering request. For your convenience, we have created a selection of frequently requested and popular menu items. Please realize that these are just a sampling of what we can offer. We have a full culinary staff who will work with you to develop and customize a special menu to fit the need of your event.

Steps in Planning Your Event

When you begin your experience:

Facility Scheduling:

All facility requests will be reserved through the Colleges Facility Scheduling Office. You may contact the scheduling office at (618) 985-3741 Ext.8425. The scheduling office can answer any questions you may have regarding room rate, availability and college policies.

After you have made your room reservations, contact the Catering Office at (618) 985-3741 Ext.8335. Our catering staff will assist you in arranging your menu and finalizing your catered event.

Although we make every effort to accommodate requests for service on short notice, we ask that orders be placed at least 2 weeks in advance of the event.

Deposit:

Unless other arrangements are made with the Director of Dining Services, a deposit of 80% of your estimated catering charges must be paid 5 working days prior to your event. The balance is due on the day of your event. NOTE: This deposit applies only to non-college groups.

Contract & Guarantee:

Our catering office will draft a contract according to the menu, type of services and information, which you specify. The contract will be approved by the Director of Dining Services and then sent to or be confirmed with the person in charge of the catered event.

We ask that you review the contract, sign and return it to our office. You must have a signed contract on file with us before we can prepare your special event.

We require a 72-hour guarantee, prior to your catered event. If our office receives NO guarantee, we shall assume the guarantee to be the number shown on the contract, and shall prepare and charge 25% late fee for number of guest that exceeds your original guarantee.

Service Time:

All served and buffet meals are priced using a maximum service time of (2) hours for breakfast or lunch and (3) hours for dinner and or larger functions. If service time needs to be extended due to a guest speaker or other activity, an additional service charge of \$18.00 per server per hour will be incurred. Service time begins at the time your event is scheduled to start until the last guest leaves.

Guest Count:

When requesting a price for you event, Please do not over estimate the number of people that will be attending. The price per person for some events is based on the total number given. If this number drops, the price per person may have to be increased to cover our expenses.

Room Accessibility:

Reserved rooms are accessible 1 hour prior to the event to accommodate the placing of programs; place cards, etc. please remember that not all details of the room set-up may be completed at that time. If more time is needed, please discuss your needs with our office. Depending on the type of service requested, doors to reserved rooms will open 15-20 minutes prior to serving time so that guests may be seated. If more time is required, please inform our office.

Cancellations:

Cancellations must be made no later than 48 hours prior to the scheduled event; otherwise billing will be rendered for 100% of guaranteed guests and or selection requested. If cancellations are made and you have not received a stamped cancelled confirmation with a signature required please do a follow up. In addition to our office, please be sure to notify the Facility Scheduling Office of all cancellations.

Buffet Service:

A common misconception is that "Buffet Service" is synonymous with "All You Can Eat." We offer an excellent variety of buffet meals, which are intended to provide your guests with more choices and variety. Please do not expect the servers to continually bring more product than was prepared based on the guarantee you provide us. As a standard, most catering orders are set with china service, *unless otherwise

indicated. Additional china is \$1.00/person. Disposable service is also available and is used for all receptions unless requested. Linen service will be provided for all catering events located in Banquet Centers. Continental Breakfast and Boxed Lunches are excluded. Any specialty linens or colors must be ordered in advanced for an additional fee.

Table Linens \$6.00

Colored Table Toppers \$2.00

Cloth Napkins \$1.00

Colored Napkins \$2.00

Additional Skirting \$8.00

Catering Regulations

It is a violation of Illinois Health Codes to allow food to be packaged up after an event and taken off of the premises. John A. Logan Catering Services cannot provide containers for this purpose, nor can we allow food to be removed from buffets, receptions, etc. even if less than the guaranteed amount of guests show up for your event. John A. Logan Catering guarantees to provide enough food for the guaranteed amount of guests. Any remaining food is property of John A. Logan Catering. Chartwells is the exclusive caterer for the JALC. No other caterers or their products can be brought inside the JALC Banquet Centers.

Other Services and Charges:

The charge for additional waited service is \$18.00 per server per hour, unless specified as included in the per person price. Additional waited staff may be required for social hours, beverage set-ups, continental breakfasts, and extended service time.

There are periods in which normal operations are closed and we must staff specifically to prepare and service your function. In this case, your event will be billed with a service charge to subsidize our additional costs. These periods include, but are not limited to: All college holidays, holiday weekends, periods in which the dining services are closed or John A. Logan College is closed.

*Unless otherwise noted, our prices include the cost of linen tablecloths for buffet or plated services. We will be happy to provide decorating service, centerpieces or candles for your event at an additional cost. All contracts outside of the JALC Banquet Centers and Building C will be charged a fee of \$20.00. This fee includes all time spent organizing and packaging silverware, linens, paper products, and all items needed for the event. This charge also includes the cost of the catering staff returning to clean up after an event. Paper service only in the H & J buildings.

Additional Charges:

All buffet and served meals have a minimum of 15 guests per service. Additional charges may apply for meals under this minimum.

Room Set-up Charges: \$45.00 for each Banquet Room (Includes up to, 2 Registration Tables). \$10.00 wall pulling fee for Tarvin and Crisp when divided into A & B rooms.

RISE & SHINE BREAKFAST

(No Minimum required)

*These prices include paper/plastic service ware. China service is an additional \$1.00/person. Linen provided for food table only. Additional \$6.00 per cloth

LOGANS VOLUNTER \$5.50
Seattle's Best Coffee, assorted Tazo Teas &
Fresh Breakfast Pastries

THE MARY LOGAN \$6.75
Seattle's Best Coffee, assorted Tazo Teas
& Chilled Fruit Juices
Fresh Breakfast Pastries

HEALTHY START \$8.75
Low Fat Granola, assorted Kashi Cereal,
Low Fat Yogurt, Seasonal Fresh Fruit,
Wheat Bagels w/ Lite Cream Cheese,
Chilled Fruit Juices
and assorted Tazo Tea.

CONTINENTAL BREAKFAST BUFFET \$8.55
Seasonal Fruit Tray, Fresh Breakfast
Pastries or Bagels w/ assorted Jam, Jellies,
Cream Cheese & Butter, Chilled Fruit Juice
& Seattle's Coffee

SIGNATURE BREAKFAST

(Minimum 15 guests, price per person,
less then an additional \$30.00 charge)

*These Buffet prices include Linens and China.

SUNRISE BREAKFAST \$10.25
Fresh Scrambled Eggs, Breakfast Potatoes,
Bacon or Sausage Links, Biscuit w/ Butter &
Jelly, Chilled Fruit Juices & Seattle's Best
Coffee. *2 meat add \$.50*

COUNTRY BREAKFAST \$11.55
Fresh Scrambled Eggs, Breakfast Potatoes,
Bacon or Sausage Links, Biscuit & Milk

Gravy, Seasonal Fresh Fruit, Chilled Fruit
Juice & Seattle's Best Coffee
FARM HOUSE BREAKFAST \$12.95
Country Scramble w/ Ham & Cheese
Biscuits & Milk Gravy, Fried Potatoes
Bacon & Sausage, Seasonal Fresh Fruit
& Seattle's Best Coffee

BAKERS DOZEN

(No Minimum required)

All bakery items offered by the dozen

*These prices include paper/plastic service ware. China service is an additional \$1.00/person. Linen provided for food tables only. Additional \$6.00 per cloth

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|---------------------------------|---------|
| Assorted Bagels w/ Cream Cheese | \$14.95 |
| Assorted Scones | \$12.80 |
| Cinnamon Rolls | \$12.80 |
| Assorted Mini Muffins | \$6.50 |
| Assorted Mini Danish | \$14.00 |
| Assorted Large Danish | \$15.25 |
| Biscuit w/ Butter & Jelly | \$12.00 |
| Donuts | \$9.95 |

THEME BUFFETS

(Minimum 15 guests, price per person,
less then an additional \$30.00 charge)

*These Buffet prices include Linens and China.

All served w/ Dinner Rolls, Butter, Iced Tea
& Water

ALL AMERICAN GRILL \$10.75
Hamburgers & Beef Franks or Bratwurst,
Relish Tray, Baked Brown Sugar Pork & Beans,
Coleslaw or Potato Salad, Potato Chips &
Cookies or Brownies for Dessert & Iced Tea.

SOUTH OF THE BORDER \$11.75
Taco & Salad Bar w/ Flour Tortillas, Chips
Or Hard Shells Served w/ Refried or Black
Beans & Corn, Seasoned Ground Beef, Sour

Cream, Cheese, Lettuce, Tomato, Black Olives,
Jalapenos, Salsa & Cookie or Brownie
for Dessert & Iced Tea.

SOUP & SALAD BAR \$12.25
Mixed Greens w/ 5 salad items & one
specialty salad (Broccoli Raisin, White
Lightning Cucumbers, Coleslaw or Potato
Salad) Choice of one Au Bon Pain Soups &
fresh Cut Seasonal Fruit for Dessert & Iced Tea.

CHICAGO STYLE DELI \$11.95
Select two Deli Items: Turkey, Ham, Roast
Beef, Genoa Salami, Tuna or Chicken Salad.
Served w/ American & American Style Swiss,
Relish Tray, Potato Chips w/ Condiments &
Your choice: of Mixed Green Salad & two
Dressing selections, Potato Salad, Pasta
Salad, Coleslaw or Soup du jour &
Cookies or Brownies for Dessert & Iced Tea.
3 meat add \$1.00

THE SICILIAN \$12.95
Select one entrees: Meat or Vegetarian
Lasagna, Baked Penne & Meatballs,
Linguine w/ Chicken & Broccoli Alfredo,
Vegetable Primavera Pasta in Tomato Broth or Baked Spaghetti,
Italian Salad, Vegetable Medley, Garlic Bread
& Cookie or Brownie for Dessert & Iced Tea.

GRECIAN CUSINE \$12.95
Sundried Tomato & Artichoke Chicken
Breast Served w/ Hummus & Warm Pita,
Roasted Seasonal Fresh Vegetables,
Mediterranean Cous Cous. Fresh Fruit
Melange w/ Mint Syrup & Iced Tea.

THE FAMILY TRADITION \$14.95
Select one entrees: Season Baked Chicken,
Honey BBQ Roast Chicken, Brown Sugar
BBQ Pulled Pork or Fried Catfish, Parsley Buttered Steamed
Potatoes, Country Green Beans, Coleslaw
& Apple Cobbler. Served w/Iced Tea.

POTATO BAR \$10.75
Jumbo Potato, Broccoli, Chili, Bacon Bites,
Cheese, Butter, Sour Cream, Cookie or Brownie
and Iced Tea.

SOUP BOWL \$8.95
Bread bowl filled w/Choice of Soup,
Brownie or Cookie Served w/Iced Tea.

PLATED SANDWICHES OR SALADS

(No Minimum required)

*These prices include Linens and China.

All sandwiches are served w/ 1 side item, 1
Dessert item, iced tea & water. Sides: Chips,
Seasonal Fruit, Pasta, Potato Salad or
Marinated Farm House Vegetables. Dessert:
Mini Cheese Cake, Gourmet Finger Sweets,
Cookie or Turtle Brownie.

All Salads selections choose
From 1 Dessert.

HARVEST CHICKEN SANDWICH \$10.75
Our Chicken or Turkey Salad tossed w/ Grapes,
Pecans & Dried Cranberry w/ Leaf Lettuce
& Tomato Served on a Croissant.

SWEET CHILLI TUNA WRAP \$10.25
Our House made Tuna w/ Sweet & Spicy
Chili Sauce, Lettuce & Tomato in a Robust
Flour Wrap.

ROASTED MARINATED \$10.25
VEGETABLE WRAP
Seasonal Fresh Roasted Vegetable,
Shredded Parmesan Cheese, Lettuce,
Tomato & a Sundried Tomato Aioli

THE GENERAL LOGAN CLUB \$11.95
Ham, Turkey, Hickory Smoked Bacon,
Cheddar Cheese, Leaf Lettuce, Tomato
& Dijon Spread Served on a Croissant.

LOGAN TRIO SALAD \$10.75

Our Harvest Chicken Salad on Sliced
Tomatoes Served w/Pasta Salad & Fresh
Seasonal Fruit Salad.

CHEF SALAD \$10.95

Mixed Greens, Ham, Turkey, Tomato Wedge
Egg, Cucumber, Cheese, Croutons, Onion
w/Your choice of Dressing.

FRUIT & NUT SPINACH SALAD \$10.50

Fresh Baby Spinach w/ Dried Cranberry,
Strawberry, Mandarin Orange, Purple
Onion, Blue or Shredded Parmesan Cheese
& Sliced Almond Topped w/ Raspberry Vinaigrette.

GRILLED CHICKEN CAESAR \$10.95

Crisp Romaine, Shredded Parmesan,
Purple Onion, Tomato, Crouton &
Seasoned Grilled Chicken Breast w/
Creamy Caesar Dressing.

BOXED LUNCHES

***No linen or china provided.**

All Boxed Lunches Come w/ Choice of
two selections: Potato chips, Whole Fruit,
Fruit Cup, 4oz. Yogurt Cup, Pasta Salad or
Cookie.

Served on your choice: Croissant or Hoagie Bun w/ Cheddar
Cheese, Lettuce & Tomato. Served w/8 oz can of soda.

Also available as a wrap

Choice of one Protein Selections: \$10.25

Ham, Turkey, Roast Beef, Tuna or
Chicken Salad & Roasted Seasonal
Vegetable Selection.

PLATTERS & DISPLAYS

Displays available for 100 or more guests.

All prices reflect a per person charge.

(Minimum 15 guests, price per person,

less than an additional \$30.00 charge)

*These prices include paper/plastic service ware. China service is an additional \$1.00/person. Linen provided for food tables only. Additional \$6.00 per cloth.

Fresh Seasonal Vegetable Crudités w/
Ranch Dip \$3.25
Assorted Domestic & Imported Cheese
w/ Crackers \$3.95

Fresh Seasonal Fruit \$3.75

Fresh Fruit Kabobs (2) \$3.75

Fresh Fruit & Cheese Kabobs (2) \$3.95

Three Cheese Fondue served w/ assorted
Seasonal Vegetables & Fresh Bread. \$5.95

Cucumber or Chicken Salad \$3.95
Tea sandwiches

Baked Brie En Croute Stuffed w/ Apricot Jam \$50.00/per wheel

APPETIZERS & HORS D' OEUVRES

HOT SELECTIONS (Serves 25 people)

*Less than 25 an additional charge depends on selections.

Chicken Wings \$72.00
(Buffalo, Black Pepper & Garlic Butter,
Honey BBQ or Spicy Sweet Chili Sauce)

Fried Chicken Tenderloin Strips served \$72.00
w/ Honey Mustard, Ranch or BBQ Sauce

Chicken Satay in Sweet Chili Sauce \$80.00

Mini Crab Cakes w/Sauce \$80.00

Chicken or Cucumber Tea Sand. \$80.00

Meatballs (Marinara, Sweet & Sour or \$75.00

BBQ)

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| Toasted Beef Ravioli w/ Marinara Sauce | \$70.00 |
| Fried Beef Cannelloni Bites w/ Marinara | \$75.00 |
| Mozzarella Cheese Sticks w/ Marinara | \$ 80.00 |
| Pork Pot Stickers w/ Tempura Sauce Steamed <u>or</u> Fried | \$75.00 |

Mini Vegetable or Pork Egg Rolls \$90.00
served w/ Sweet & Sour Sauce

COLD SELECTIONS (Serves 25 people)

***Less than 25 an additional charge depends on selections.**

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|-------------------------------------|---------|
| Tomato, Basil & Parmesan Bruschetta | \$72.00 |
| Served w/ Warm Flat Bread | |
| Hummus w/ Warm Flat Bread served | \$80.00 |
| w/ Olives & Roasted Peppers | |
| Fruit & Cheese Brochettes w/ Honey | \$79.00 |
| Orange Syrup | |

1 lb Cheese & Pecan Ball \$32.00

House Made Pico de Gallo & Warm \$68.00
Tortilla Chips

From The Bakery by the dozen

(No Minimum required)

***These prices include paper/plastic service ware. China service is an additional \$1.00/person. Linen provided for food tables only. Additional \$6.00 per cloth.**

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| Gourmet Cookies | \$9.00 |
| Turtle Brownies | \$10.25 |
| Mini Cheesecakes | \$10.95 |
| Chocolate Dipped Strawberries | \$19.25 |
| Assorted Finger Sweets | \$10.95 |
| Petit Fours | \$10.95 |

CUSTOMIZE YOUR OWN ENTREES

BUFFET OR PLATED SELECTIONS

(Minimum 15 guests, price per person,
less then an additional \$30.00 charge)

*These prices include Linens and China service. Second Entrée selection
of equal value half price for Buffet Selections only.

All served w / Dinner Roll , Butter, Iced Tea & Water.

CHICKEN ENTREES

Oven Broiled Chicken Breast Selections

Lightly Dredged or Battered

Choose a Sauce: \$8.95

Cucumber & Garlic

Tomato Bruschetta

Basil or Tomato Pesto

Choose a Style: \$8.95

Supreme Sauce w/ White Wine,

Mushroom & Onion

Herb Parmesan w/ Marinara

Bone in Chicken \$8.75

Brown Sugar & Honey BBQ

Country Roasted

Fried Chicken

Roast Turkey

Garden Stuffed Chicken \$9.50

BEEF ENTREES

Pot Roast \$10.95

Beef Tip & Mushroom Stroganoff \$9.95

Sliced Beef \$9.95

Smoked Beef Brisket \$9.95

Country Fried Steak w/ Milk Gravy \$7.95

Meatloaf w/ Brown Sugar Glaze \$8.95

PORK ENTREES

Natural Pit Ham \$8.75

Smoked Honey BBQ Pulled Pork \$8.95

Center Cut Boneless Pork Chop \$9.95

Seasoned Pork Loin \$9.95

SEAFOOD ENTREES

Oven Seared Wild Salmon w/
Herb Butter \$11.95
Broiled Tilapia w/ Brown Butter,
Capers, Lemon & Parsley \$10.95
Cajun Baked Boneless Catfish \$8.95
Scampi Baked Catfish \$8.95
Fried Catfish \$7.95

VEGETARIAN ENTREES

Stuffed Portabella \$10.75
Stuffed Squash \$9.75
Roasted Vegetable w/ Wild Rice \$8.75
Vegetarian Lasagna \$8.95
Pasta w/ Alfredo & Broccoli \$8.75

SALAD ACCOMPANIMENTS

Specialty toppings available at an additional
Charge.

Chopped Salad w/ Tomato & Cucumber \$1.80
Traditional Caesar Salad \$2.35
Organic Sweet Field Greens \$2.35
Fresh Fruit Plate \$2.75
Baby Spinach w/ Strawberry & Mandarin \$2.75
Pasta Salad \$2.35
Marinated Cucumber & Tomato \$2.25

DRESSING SELECTIONS

1000 island, Ranch, Catalina, Italian,
Honey Dijon, Fat Free Raspberry
Vinaigrette

SOUP STARTERS

AU BON PAIN \$2.99

Chicken Noodle
Beef Barley
Vegetarian Vegetable

French Onion
Old Fashion Tomato
Cheesy Potato
Mushroom Bisque

VEGETABLE ACCOMPANIMENTS

FRESH STEAMED

Broccoli, Baby Carrots, Cauliflower, \$2.25

Blue Lake Green Beans, Vegetable

Medley, Squash & Zucchini

OTHER SELECTIONS

Buttered Peas, California Blend, Brussel \$1.75

Sprouts, Corn, Country Green Beans

STARCH ACCOMPANIMENTS

STARCH & TUBARS \$2.75

Wild Rice

Steamed Parsley Buttered Potatoes

Roasted Red Potatoes

Delmonico Potatoes

Mashed Potatoes

Candied Yams

Smashed Red Potatoes

Special Piped Potato \$3.25

DESSERT ACCOMPANIMENTS

Fruit Pies \$2.95

Fruit Cobbler \$2.95

Chocolate Cake \$2.95

Carrot Cake \$2.95

New York Cheese Cake w/ Strawberry \$3.95

Compote, add 2nd topping \$.50

Chocolate Mousse \$2.10

Fruit Plate \$3.95

Cookies or Brownie \$.95

Iced Sheet Cakes:

Half (serves 25-30 ppl) \$35.00

Whole (serves 50-60 ppl) \$50.00
Choose from Vanilla, Chocolate or Marble.

***To send out for Writing or Decorated cakes additional charge of \$25.00**

SNACKS

As rule when ordering snacks, plan approximately 15 servings Per Pound/Gallon.

***Linens for snacks are provided for food table only. Additional \$6.00 per cloth. Additional China service available \$1.00/person.**

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| Cushion Mints | \$5.75 per lb. |
| Mixed Nuts | \$9.50 per lb. |
| Peanuts | \$7.50 per lb. |
| Chips & Dip | \$5.95 per lb. |
| Snack Mix | \$6.95 per lb. |
| Pretzels | \$6.25 per lb. |
| Nacho Chips and Salsa | \$6.75 per lb. |
| Whole Fruit | \$1.25 per piece |
| Fresh Baked Cookies | \$9.00 per doz. |
| Fresh Baked Brownies | \$9.00 per doz. |
| Croissants | \$14.00 per doz. |
| Individual Yogurts | \$1.50 each |
| Yogurt w/Topping & Granola | \$3.99 per person |

Beverages

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|------------------------------|-----------------|
| Fruit Punch | \$13.00 per gal |
| Sherbet Punch | \$14.00 per gal |
| Hot Spiced Apple Cider | \$13.00 per gal |
| Hot Chocolate | \$11.00 per gal |
| Hot Tea (Black) | \$11.00 per gal |
| Tazo Hot Tea | \$12.00 per gal |
| Iced Tea <u>or</u> Lemonade | \$12.00 per gal |
| Apple <u>or</u> Orange Juice | \$13.00 per gal |
| Individual Juice | \$1.75 each |
| Bottled Water | \$1.75 each |
| Soft Drinks | \$1.25 per can |
| Milk (pint plastic bottle) | \$1.50 each |
| Seattle's Best Coffee | \$12.95 per gal |

Revised November 8-2011