

E V E N T S





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PLANNING YOUR EVENT

SCHEDULING A DATE, TIME AND LOCATION

As soon as you know that you are responsible for an event, make your room and catering reservations! If you are planning an outdoor event, please discuss bad weather back-up arrangements with your sales representative.

While we are equipped and happy to provide catering to other campus locations, we encourage you to schedule rooms in the University Memorial Center (UMC) whenever possible. The UMC can furnish most technical equipment, and our staff is experienced in helping to plan your event. Because of the extra resources needed to cater formal events in locations other than the UMC, additional charges may be added to your event. Events scheduled on recognized holidays may be subject to a minimum revenue guarantee.

Once you are ready to plan your event, call UMC Events Planning & Catering at 303-492-8833 for UMC room reservations and menu information, and to speak to a sales representative. If your event will have alcohol, please refer to the section on **Alcohol Service** on page 17 in this guide.

Please be aware that UMC Events Planning & Catering reserves the right to decline business outside the UMC based on daily event volume. In controlling the number of events catered in any one day, it is our desire to give each client quality service. It is never too early to plan your event.

MENU

We are excited to help you design a custom menu to meet your specific event needs. See the **Custom Menu Planning** section on page 6 for more details.

PLACING YOUR ORDER

We require finalized menus and preliminary guest counts **two business weeks** prior to the event date. When possible, we will accommodate late events with less than two weeks notice. There will be a 25% surcharge for late events.

PRICING

Our friendly, experienced sales staff understands that budget constraints are common. We will assist you with suggestions for ways to keep your costs low. While there are extra charges for special requests and special situations, we will do our best to ensure that your event is all you hoped for, at a price you can afford. We will assist you in all details from linens, china and glassware to decorating suggestions.

PROPOSALS

We are happy to create a proposal for your special event. We request 30 days advance notice. This allows us time to alter our proposal according to your specifications. Proposals must be approved/confirmed two business weeks prior to your event date so that we may accommodate your needs.

PROVIDING FINAL GUEST COUNTS

To properly prepare for and staff your event, we will need a final guarantee number of guests by 11:00AM, **two business days** prior to your event:

Event Day	Guarantee Due By
Saturday, Sunday, Monday	11:00AM Thursday
Tuesday	11:00AM Friday
Wednesday	11:00AM Monday
Thursday	11:00AM Tuesday
Friday	11:00AM Wednesday

Please note: weddings require 3 business days.

Final charges are based on your guarantee number. Once a guarantee number is received, it cannot be reduced. Whenever possible, we will accommodate last minute increases to your guarantee. However, there may be additional charges for revisions to the guest count. For guarantees not confirmed, it is assumed the event count will be the last estimate recorded by the sales office, and you will be responsible for that number or the number served, whichever is greater.

We may extend our lead times and deadlines by one week during high volume periods such as graduation and holidays.

EVENT CANCELLATIONS

We understand and appreciate that situations occur that require event cancellations. We will do our best to assist you should a situation develop. In general, cancellations will follow these guidelines:

72 business hours	25% cancellation fee
48 business hours	50% cancellation fee
24 business hours	100% cancellation fee

Above fees do not include room or equipment rental cancellations.

OTHER CATERING SERVICES

If you have a last-minute lunch event or a group too small to take full advantage of our formal catering services, consider our deliveries program. A full range of delivered meals and services are available to both on-campus and off-campus locations. Or, come on over to the UMC Alferd Packer Grill for a wide variety of delicious breakfast, lunch and dinner selections.

PREPARING PAYMENTS

Payment is due in the UMC Events Planning & Catering office, UMC 140, 202 UCB, two business days prior to your event.

We accept the following forms of payment:

Cash	MasterCard, Visa, American Express
Interdepartmental invoices (INs)	(all above with credit application)
A-card	Checks with credit application

Interdepartmental invoices will require IN and account numbers at the time the order is placed. Student organizations must have payment approved by SOFO. See our sales representative for details.

UMC Events Planning & Catering offers a 13% discount to all UCSU-recognized student groups whose money is handled by SOFO.

We do not automatically add a gratuity. If you feel you were served well and would like to add a gratuity, we suggest 18-25%. Please mention a gratuity if you would like it included in your budget.

UMC ALCOHOL POLICY

All events with liquor service in the UMC require security. All our bartenders attend Boulder Police Alcohol Service classes and we pride ourselves on our ability to host events with alcohol that are safe and fun. Many events may require a special license, depending on the nature and site of the event.

Talk with our sales staff about any licensing needs no later than six weeks prior to your event. For more information on our alcohol services, please refer to **Alcohol Service** on page 17.

PARKING ON CAMPUS

Parking for the UMC is available in the Euclid AutoPark, located adjacent to the UMC. This facility accommodates 400 vehicles and may be reserved with some restrictions. Meters may also be reserved. Arrangements can be made by your sales representative or call the Special Events Coordinator at Parking Services, 303-492-2322.

NON-COMPETE CLAUSE

The University Memorial Center is a closed venue to outside food sources and other caterers. **All food served in the UMC must be arranged through UMC Events Planning & Catering.**

WEATHER

On days with extreme weather conditions, that may result in campus closures, our office will contact you with a deadline cancellation time. Orders cancelled within the designated time frame will incur no charges. All other cancellations may be charged at full price.

TAKING FOOD

All leftover food remains the property of the UMC Food Service. UMC Food Service donates leftover food to Community Food Share,

RECYCLING POLICY

UMC Food Service is committed to minimizing negative impacts on the environment. Our production and purchasing departments have several programs in place. We regularly work with CU Environmental Center to improve our sustainability initiatives as an ongoing effort to be zero-waste. We recycle cans, bottles and compost from all events. Talk with your sales representative about hosting a zero-waste event or using eco-friendly disposables.

OFFICE HOURS

Fall and Spring Semesters:

Monday - Friday 8:00AM - 5:30PM

Summer:

Monday - Friday 7:30AM - 4:30PM

office closed weekends

CUSTOM MENU PLANNING

We have included some of our finest options for you to choose from for your breakfast, lunch and dinner needs. In the following pages, you will find our favorite and most popular dishes. We have many more to choose from and are always looking for new recipes. We would be happy to adapt your favorite recipe in conjunction with our recipe-conversion guidelines, available upon request.

We enjoy and excel at custom menu design. It adds variety to your events and helps you when you have a tight budget! It is our hope that we will always be able to provide you with that special touch you're seeking for your guests. Whether it be the need for special diet accommodations or the desire to please a large group, we look forward to helping you create the perfect meal.

By planning ahead, we often can accommodate a special request. And, we have a wide selection of vegan and vegetarian dishes for you to choose from.

Ask your sales representative for ideas about our international cuisine. We pride ourselves on our extensive international offerings. Call today and take a culinary journey!



BREAKFAST

EGGS

Cheddar Mushroom Egg Bake
Denver Scrambled Eggs
Southwest Scrambled Eggs
Spinach & Mushroom Quiche

MEATS

Bacon
Chorizo
Sausage
Sliced Ham

ACCOMPANIMENTS

Belgian Waffles
Biscuits & Gravy
Brabant Potatoes
Cheese Blintzes
French Toast Sticks
Fruit
Fruit Crepes
Hash Browns
O'Brien Potatoes
UMC French Toast

BREADS/SWEETS

Bagels
Coffee Cake
Croissants
Danish
Donuts
Fruit & Nut Breads
Muffins
Scones
Zucchini Breakfast Cake

OTHER YUMMY IDEAS

Breakfast Burritos – Sausage & Vegetarian
Cereal
Oatmeal
Omelet Station



SALADS

GREEN SALAD

Autumn Salad w/ Dried Cranberries
Avocado & Mandarin Orange Salad
Bibb Lettuce, Hazelnut & Stilton Salad
Caesar Salad
Chef Salad
Classic Spinach Salad
Cucumber, Tomato & Mozzarella Salad
Goat Cheese & Wild Greens Salad
Mixed Field Greens Salad
Mixed Garden Salad
Napa Valley Salad
Salad Caprese
Spinach, Apple, Almond &
Red Onion Salad
Spinach, Apple, Almond &
Red Onion Salad with Bacon
Spinach Mandarin Salad
Spinach, Pear & Walnut Salad
UMC House Salad

RICE

California Rice Salad
Indonesian Rice Salad
Tabbouleh

MEAT

Asian Beef
Chinese Chicken Salad
Chunky Chicken Walnut Salad
Crab Salad
Ham Salad
Mexican Tuna Salad
Salad Nicoise
Tarragon Chicken Salad
Tuna Salad

PASTA

Cheese Tortellini Salad
Cous Cous
Macaroni Salad
Orzo Salad
Pasta Gregory
Tricolor Pasta Salad

OTHER

Ambrosia
Black Bean & Corn Confetti
Country Potato Salad
Coleslaw
Cottage Cheese
Dill & Dijon Potato Salad
Hot German Potato Salad
Waldorf Salad
White Bean & Basil



ENTREES

CHICKEN

- BBQ Chicken Breast or Quarter
- Baked or Broiled Chicken
- Chicken Cacciatore
- Chicken Cordon Bleu
- Chicken Crepes in Lemon Sauce
- Chicken Dijon
- Chicken Fajitas
- Chicken in Capers & Cream Sauce
- Chicken in Champagne Sauce
- Chicken in Cognac Cream Sauce
- Chicken in Sun-Dried Tomato Cream Sauce
- Chicken Oscar
- Chicken Parmigiana
- Chicken Piccata
- Chicken Samuel
- Chicken Valencia
- Chicken with Leeks & Cream
- Chicken with Potatoes & Olives
- Chicken with Roasted Lemons, Olives & Capers
- Fig Stuffed Chicken Breast
- Honey Stung Fried Chicken
- Kung Pao Chicken
- Pecan Crusted Chicken
- Pollo con Cava
- Sesame Teriyaki Chicken
- Swiss Chicken Enchiladas
- Tarragon Chicken Breast or Quarter



ENTREES

BEEF

BBQ Beef

Beef Fajitas

Beef Lasagna

Beef Stroganoff

Beef Wellington

French Dip Au jus

Pablo's Meatloaf

Peppered Beef Brisket

Steak Au Poive w/ Cognac Cream Sauce

Tenderloin

PORK

BBQ Pork Spare Ribs

Baked Ham

Bourbon Glazed Pork Loin

Chilled Pork Tenderloin w/ Pineapple Salsa

Cuban Pork Loin

Italian Sausage & Peppers

Kahlua Pork

Pork Chops with Orange Glaze

Roasted Pork Loin

Stuffed Pork Chops

Sweet & Sour Pork

Tuscan Peppered Pork w/ Whiskey Sauce



ENTREES

SEAFOOD/FISH

Baked Snapper

Broiled Tilapia w/ Thai Coconut Curry

Cajun Seafood Gumbo

Jambalaya

Kung Pao Shrimp

Paella

Pecan Crusted Trout

Rocky Mountain Trout

Salmon with Orange Fennel Sauce

Salmon with Pistachio Lemon Sauce

Sal's Snapper

Seared Tuna w/ Oriental Citrus Sauce

Snapper Vera Cruz

Tomato Herb Trout



ENTREES

VEGETARIAN

Acorn Squash Stuffed with Wild Rice

Broccoli Lasagna

Bryani

Butternut Squash Ravioli

Champagne Risotto

Cheese Enchiladas

Chole

Eggplant Parmigiana

Vegetable Fajitas

Green Chile

Grilled Vegetable Skewers

Jumbo Shells with Marinara or Pesto

Linguine with Onions & Goat Cheese

Potato Spinach Enchiladas

Spinach Lasagna

Spinach Mushroom Strudel Purses

Vegetable Wellingtons

Vegetarian Napoleons

Wild Mushroom Risotto



ENTREES

CARVING STATION

Brisket

Ham

London Broil

Pork Tenderloin

Prime Rib

Sirloin

Stuffed Tenderloin

Tenderloin

Top Round

Turkey

BBQ

All UMC BBQ menus are customized to suit you and your guests.

We offer all the usual fixin's and some you haven't tried yet.

Ask your sales representative for some fresh ideas.



INTERNATIONAL SPECIALTIES

BEEF

Beef in Coconut Milk (Vietnam)

Cantonese Stir Fry

Gomen Segá (Ethiopia)

Korean Short Ribs

Seswaa Cabbage & Phaletshe (Botswana)

Szechuan Beef (China)

Thai Beef Curry

CHICKEN

Calypso Chicken (Jamaica)

Chicken Adobo (Philippines)

Chicken Mole (Latin America)

Curry Chicken (India)

Doro Wat (Ethiopia)

Nigerian Peanut Chicken Stew

Pancit Filipino Chicken

PORK

Jamaican Calypso Roast Pork

Kalua Pig (Hawaii)

Tonkatsu (Taiwan)





INTERNATIONAL SPECIALTIES

FISH/SEAFOOD

Ceviche (Spain)
Fish Cakes w/Cucumber Relish (Thailand)
Kung Pao Shrimp (China)
Lomi Salmon (Hawaii)
Shrimp in Green Curry (Thai)

LAMB

Barbacoa de Borrego (Mexico)
Gyros (Greece)
Moussaka (Greece)
Navarin Lamb Stew (France)
Scotch Broth (Scotland)

VEGETARIAN

Baked Potato Soup (Germany)
Bhaji (India)
Bryani (India)
Chole (India)
Coconut Curry (India)
Ma Po Tofu (China)
Nigerian Peanut Stew
Pad Thai
Spanakopita (Greece)

We also have a large variety of breads and desserts in our international collection. Your sales representative is ready to assist you in planning the perfect themed international meal. Call today!



SIDE DISHES

BREADS

Ciabatta
Cornbread
Croissant
Dinner Rolls
Focaccia
French Bread
Garlic Bread
Mini Baguettes
Pita
Tortillas

PASTA & SAUCES

Buttered Egg Noodles
Fettuccine
Lasagna
Linguini
Orzo
Penne
Rigatoni
Spaghetti
Tricolor Pasta

Alfredo
Asiago White Wine
Basil Pesto
Bolognese
Chicken Cacciatore
Marinara
Sun-Dried Tomato Cream Sauce
Traditional Meat

POTATOES

Au Gratin
Garlic Mashed Potatoes
New Potatoes
Mashed Yams
Tater Tots
Yams w/Bourbon Sauce

RICE

Almond Rice Caribbean
Basmati
Brown & Wild Rice Pilaf
Pilaf
Risotto
Saffron Rice
Spanish Rice
Steamed Rice
Sticky Rice
Turkish Pilaf
White & Wild Rice

OTHER

Baked Beans
Black Beans
Cornbread Stuffing
Egg Rolls
Red Beans & Rice

VEGETABLES

Ask your sales representative
about special seasonal varieties
that are available.



ALCOHOL SERVICE

All events held in the UMC require our bartenders to serve, and security to be present. For events outside of the UMC, please contact your sales representative for details. Our policy requires that you offer adequate food to your guests at events where alcohol is available. Your sales associate will help you determine what amount of food that is.

UMC adheres to the University of Colorado alcohol policy.

Ice

Orange Juice

Cranberry Juice

Tonic

Soda Water (Club Soda)

Bloody Mary Mix

Margarita Mix

Grenadine

Sweet & Sour Mix

Lime Juice

Water

Pepsi

Diet Pepsi

Ginger Ale

Bar Fruit Cherries, Olives, Limes, Lemons

Stirrers

Plastic Cocktail Glasses

Cocktail Napkins

Jigger

Ice baths for cans or bottles

Trash bags & recycling of glass & cans

Glass Wine Glasses for events in the UMC - outside UMC, add 50¢ per person

Glass Cocktail Glasses for events in the UMC - outside UMC, add 50¢ per person



UMC Events Planning & Catering
303.492.8833
<http://umc.colorado.edu/eventsplanning>

University Memorial Center
University of Colorado at Boulder