Catering Event Guide
Welcome to Celebrations Catering. An Event Specialist is available to discuss your catering needs Monday-Friday from 8AM to 5PM. You may reach us by phone at 405-744-7053, by email at catering@okstate.edu, or in person at 179 Student Union.

The Choose Orange symbol lets you know you’re making a healthy choice that meets USDA Dietary Guidelines.

The vegetarian symbol identifies our vegetarian options.

Celebrations Catering recognizes that our guests may have special dietary requirements, including food allergies, gluten intolerance, or other needs. If the items listed in the menu do not meet your requirements, please inform your Event Specialist who will be glad to customize food options and ideas for your event.
FULL BREAKFAST

All breakfasts priced per person. Minimum of 20 guests for breakfast with a maximum service time of two hours.

All breakfasts include fresh brewed coffee, juice and water.

COWBOY SCRAMBLER | 7.25
Scrambled eggs, bacon, home fries, and assorted breakfast breads.

OMELETTE (max. 2 stations/50 guests) | 9.25
Made to order omelette station with grated cheese, salsa, sausage, ham, bacon, mushrooms, peppers, onions, diced tomatoes, and spinach. Served with skillet potatoes and assorted breakfast breads.

HEALTHY | 7.25
Greek yogurt, breakfast bars, assorted fruits, bottled water, bottled juices and bottled smoothies.

CONTINENTAL | 6.75
Whole seasonal fruits, assorted bagels, muffins, scones served with cream cheese and homemade fruit preserves, assorted individual cereals with milk, juices and coffee.
BREAKFAST À LA CARTE

Priced per serving with a minimum of one dozen.

FRESH BAKED SCONES | 1.75

CINNAMON ROLLS | 1.75

MUFFINS (mini or regular) | 2.25

BREAKFAST BREADS | 2.25

DONUTS (per dozen) | 18.00

CROISSANT | 1.50

BISCUIT AND GRAVY (min. 20) | 1.95

BAGEL with cream cheese | 2.25

INDIVIDUAL CEREAL | 3.00

SINGLE ASSORTED YOGURT | 1.75

CHOBANI GREEK YOGURT | 1.99

with GRANOLA and SEASONAL FRUIT | 5.00

BACON, SAUSAGE LINK OR PATTY, COUNTRY HAM (min. 20) | 1.99

BREAKFAST SANDWICH (min. 20) | 3.25

egg and cheese with choice of bacon, sausage, or ham on a biscuit, croissant, or texas toast

SEASONAL FRUIT TRAY 🍎

SMALL (serves 25) | 70.00

MEDIUM (serves 50) | 130.00

LARGE (serves 100) | 225.00
BASIC BOX LUNCHES

Basic box lunches include individual bag of chips, condiments, meal kit and choice of cookie (2) or whole fruit. Lunches are priced per person with a minimum of 20 guests.

SANDWICH | 9.25
Turkey, ham, roast beef or vegetarian sandwich on choice of bread (wheat berry, white or ciabatta)

GOURMET BOX LUNCHES

Gourmet box lunches include individual bag of chips, condiments, meal kit and choice of cookie (2) or whole fruit. Lunches are priced per person with a minimum of 20 guests.

CHICKEN AND HUMMUS | 10.50 🍝
Brown mustard, pesto, provolone, olives, radish, lettuce, and cucumber on wheat hoagie.

MEDITERRANEAN | 9.95 🧀
Mixed greens, feta cheese, Kalamata tapenade, red onions, tomatoes, and balsamic aioli on herb focaccia.

THE COWBOY | 8.95
Sliced salami, roast beef, turkey, ham and Swiss with brown mustard on ciabatta.

SUN-DRIED TOMATO CHICKEN SALAD | 10.50
Celery, sundried tomatoes, lettuce, and chicken salad on basil focaccia.
SALAD BOX LUNCHES

Salad box lunches include choice of cookie (2) or whole fruit. Lunches are priced per person with a minimum 20 guests.

CHINESE CHICKEN SALAD | 10.00 🍚
Marinated chicken, radish, shaved cucumber, scallions, cashews, and Mandarin oranges on a bed of seasonal greens with ginger sesame dressing.

MEXICAN BIRD SALAD | 10.00 🍚
Sliced turkey, cilantro, tomatoes, summer corn, and queso fresco over a bed of mixed greens with chipotle and cumin dressing.

STRAWBERRY FETA SALAD | 9.00 🍚🌿
Field greens tossed with sliced strawberries, feta cheese, and almonds with raspberry vinaigrette dressing.

GARDEN GARbanZO SALAD | 9.00 🍚
Chickpeas, feta cheese, eggs, tomatoes, cucumbers, and red onion over a bed of seasonal greens with citrus vinaigrette.

CHICKEN CAESAR SALAD | 9.50 🍚
Crisp romaine lettuce tossed in a Caesar dressing topped with grilled chicken, croutons and shaved Parmesan cheese.
THEMED BUFFETS

All themed buffets include tea and water. Buffets are priced per person with a minimum of 20 guests and a maximum of two hours service.

PICNIC AT THETA POND | 10.95
Includes relish tray, condiment and potato chips.

MEAT (choose 2): Roast beef, corned beef, roast turkey, ham, tuna salad or chicken salad.

CHEESE (choose 2): Swiss, cheddar, American, provolone or Monterey jack

SIDE SALAD (choose 1): Cole slaw, Tuscan pasta salad, potato salad, house salad.

BREAD (choose 2): Kaiser bun, sliced white, wheat berry, rye, ciabatta.

TRIP TO LITTLE ITALY
Includes choice of Caesar salad or garden salad.

ONE EACH | 10.95
pasta, meat and sauce. choice of bread and one vegetable.

TWO EACH | 13.95
pasta, meat, and sauce. choice of bread and one vegetable.

PASTA CHOICES
Spaghetti, penne, fettuccini or tortellini

MEAT CHOICES
Meatballs, Italian sausage, chicken, grilled portobello.

SAUCES
Marinara, Alfredo, pesto, sundried tomato pesto, olive oil herb & garlic or tomato vodka sauce.

BREADS
Garlic bread sticks, garlic toast or assorted rolls.

VEGETABLES
Green beans, fire-roasted seasonal vegetables or broccoli.
OKLAHOMA GRILL

ONE MEAT  |  11.95
one each: vegetable, starch, salad and bread.

TWO MEATS  |  14.95
one each: vegetable, starch, salad and bread.

MEAT CHOICES
Grilled chicken, brisket, pulled pork, smoked sausage, grilled portobello (vegetarian).

VEGETABLES
green beans, seasonal fire-roasted vegetables, baked beans, and broccoli.

STARCHES
potato chips, loaded mashed potatoes, baked potatoes, corn, mac and cheese, rice pilaf, and potato salad.

SALADS
garden salad, cole slaw, pasta salad, and Caesar salad.

BREAD
Ciabatta, kaiser buns, dinner rolls, garlic toast.

SOUTH OF THE BORDER  |  10.95
Includes warm tortillas, garden salad, sour cream, pico de gallo, chips and salsa, and churros.

MEAT: Choice of traditional carnitas or chicken enchiladas

SAUCES: Choice of poblano crema, salsa rojas or salsa verde.

BEANS: Choice of charro beans or black beans.

RICE: Mexican rice or cilantro lime rice.

VEGETABLES: Sautéed zucchini with corn and tomatoes or seasonal sofrito vegetables.
COWBOY COOKOUT | 10.95
Includes buns and condiments; lettuce, tomato, pickles, onions and relish.

ENTREE: Hamburgers and Sabrett hot dogs
SIDES: Baked beans, potato chips, and potato salad.
SLICED CHEESE (choose 2): Swiss, cheddar, American, provolone, Monterey jack.

THE LIBRARY LAWN | 11.75
Build your own salad bar.

SALAD MIX (choose 1)
Spring mix, romaine greens or spinach.

MEAT (choose 1)
Grilled chicken, grilled beef or roasted turkey.

SALAD TOPPINGS (choose 5)
Shredded cheese, mushrooms, tomatoes, peas, red onions, sunflower seeds, black olives, Mandarin oranges, carrots, cranberries, peppers, sliced almonds, croutons, Gorgonzola cheese, sprouts, cucumber, raisins and bacon bits.

SALAD DRESSING (choose 2)
Ranch, raspberry vinaigrette, blue cheese, honey mustard, Italian, 1000 island and Caesar.

BREAD (choose 1)
Baguette, bread sticks, assorted rolls, basil focaccia.

PIZZA | 18.50
Priced per pizza. Choice of pepperoni, sausage, cheese or supreme pizzas cut into 8 large slices
PLATED ENTREES

All plated meals come with a house salad, dressing, rolls, butter, iced tea and water. Please let us know about any dietary restrictions your guests may have in advance. Priced per person. Minimum 20 guests.

<table>
<thead>
<tr>
<th>Entree</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>TUSCAN CHICKEN</td>
<td>17.95</td>
</tr>
<tr>
<td>Pan-seared chicken breast with confit garlic, artichokes, and tomatoes. Served with creamy polenta and green beans.</td>
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<tr>
<td>HONEY APRICOT CHICKEN</td>
<td>15.95</td>
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<tr>
<td>Served with sweet mashed potatoes and steamed broccoli.</td>
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<tr>
<td>SOY LIME CHICKEN</td>
<td>15.95</td>
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<tr>
<td>Served with skewered vegetables and brown rice pilaf.</td>
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<tr>
<td>SMOKED PORK LOIN</td>
<td>15.95</td>
</tr>
<tr>
<td>Served with herb-glazed sweet potatoes, applewood-smoked bacon succotash and apple gastrique.</td>
<td></td>
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<tr>
<td>MOROCCAN STYLE ATLANTIC SALMON</td>
<td>23.95</td>
</tr>
<tr>
<td>Served with seasonal vegetables, rissotto and roasted cherry beurre noir.</td>
<td></td>
</tr>
<tr>
<td>TRUFFLE BUTTER POACHED CHICKEN</td>
<td>25.95</td>
</tr>
<tr>
<td>Served with forest mushrooms, potato gratin, port wine reduction and citrus jus.</td>
<td></td>
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<tr>
<td>FILET OF BEEF</td>
<td>28.95</td>
</tr>
<tr>
<td>Served with hunter sauce, Lyonnaise potatoes and seasonal vegetables.</td>
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</tbody>
</table>
BUFFET-STYLE
ENTREES

All buffet meals come with a house salad, rolls, iced tea, water and choice of vegetable and starch. Please let us know about any dietary restrictions your guests may have in advance. Priced per person with a minimum of 20 guests and a maximum of two hours service.

TUSCAN CHICKEN | 15.95
Pan-seared chicken breast with confit garlic, artichokes, and tomatoes.

SOY LIME CHICKEN | 14.95
Grilled chicken breast marinated in a soy lime vinaigrette sauce.

TOMATO-VODKA PASTA BAKE | 15.95
Penne pasta baked with Parmesan and mozzarella in a roasted tomato-vodka sauce topped with fresh herbs.

SMOKED PORK LOIN WITH APPLE GASTRIQUE | 15.95
Pork loin with a barbecue rub, slow smoked and served with a Fuji apple French sweet and sour sauce.

BEEF BOURGUIGNON | 17.95
Served in a rich Burgundy sauce with pearl onions, carrots and mushrooms.

TRUFFLE BUTTER POACHED CHICKEN WITH CITRUS JUS | 22.95
Slow-poached chicken in a white truffle chicken stock served with a citrus parsley jus.

CHEESE TORTELLINI | 12.95
Tri-color ricotta-stuffed tortellini with sundried tomato pesto cream sauce served with seasonal vegetables.

STUFFED PORTABELLA | 13.95
Portabella mushroom stuffed with cream cheese, sour cream, garlic, basil, and green onion, topped with marinated grape tomatoes and mozzarella cheese.

STARCH OPTIONS: Whipped potatoes, rice pilaf, roasted potatoes, loaded mashed potatoes, potato gratin, Lyonnaise potatoes, roasted sweet potatoes, steamed rice, sweet kernel corn with peppers and onions.

VEGETABLE OPTIONS: Glazed carrots with thyme and lemon, green bean almandine, roasted root vegetables, asparagus (seasonal), roasted confit vegetables, steamed broccoli, baby portabellas, sautéed squash.

ADD A CARVING STATION TO YOUR BUFFET

Price is in addition to Buffet-Style Entrée pricing. Includes rolls, butter, accompanying sauces and carving station attendant.

PORK LOIN serves 25........................................ 90.00
ROASTED TURKEY serves 35 .......................... 155.00
PRIME RIB serves 25........................................... 350.00
Beverages are priced per gallon. One gallon serves 17 guests. Canned soda, bottled water and bottled juices are priced per serving.

<table>
<thead>
<tr>
<th>Beverage</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COFFEE</strong></td>
<td>17.50</td>
</tr>
<tr>
<td>Regular and decaffeinated <strong>COFFEE BY CARIBOU</strong></td>
<td>28.00</td>
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<tr>
<td>Please enquire about our seasonal blends</td>
<td></td>
</tr>
<tr>
<td><strong>HOT TEA SELECTION</strong></td>
<td>18.00</td>
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<tr>
<td><strong>HOT CHOCOLATE</strong></td>
<td>16.75</td>
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<tr>
<td><strong>HOT CIDER</strong></td>
<td>19.75</td>
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<tr>
<td><strong>ICED TEA</strong></td>
<td>13.50</td>
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<tr>
<td><strong>LEMONADE</strong></td>
<td>15.00</td>
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<tr>
<td><strong>ORANGE JUICE</strong></td>
<td>19.00</td>
</tr>
<tr>
<td><strong>HOUSE PUNCH</strong></td>
<td>24.00</td>
</tr>
<tr>
<td><strong>ORANGE PUNCH</strong></td>
<td>20.00</td>
</tr>
<tr>
<td><strong>WATER</strong></td>
<td>5.00</td>
</tr>
<tr>
<td><strong>FRUIT-FLAVORED WATER</strong></td>
<td>15.00</td>
</tr>
<tr>
<td><strong>CITRUS AND CUCUMBER SPARKLING WATER</strong></td>
<td>20.00</td>
</tr>
<tr>
<td><strong>BOTTLED WATER</strong></td>
<td>1.75</td>
</tr>
<tr>
<td><strong>BOTTLED JUICES</strong></td>
<td>2.25</td>
</tr>
<tr>
<td><strong>CANNED SODA</strong></td>
<td>1.50</td>
</tr>
<tr>
<td><strong>INDIVIDUAL MILK</strong></td>
<td>1.75</td>
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</tbody>
</table>
DESSERTS

INDIVIDUAL DESSERTS
Served by the slice.

- CHEESECAKE WITH CHOCOLATE OR STRAWBERRY SAUCE | 3.50
- ITALIAN CREAM CAKE | 4.50
- CHOCOLATE OVERLOAD CAKE | 4.00
- CHERRY, PEACH OR APPLE COBBLER | 2.75
- CARROT CAKE | 4.00
- LAVENDER CRÈME BRULEE (SIGNATURE DESSERT) | 5.00

DESSERT STATION
Priced per person with a minimum of 75 guests.

- CHOCOLATE FONDUE | 5.50
- ICE CREAM STATION | 4.50

SPECIALTY CAKES
All cakes are frosted with white or chocolate butter cream icing.

- HALF SHEET CAKE, SINGLE LAYER | 40.00
- HALF SHEET CAKE, DOUBLE LAYER | 80.00
- FULL SHEET CAKE, SINGLE LAYER | 80.00
- FULL SHEET CAKE, DOUBLE LAYER | 160.00
All coffee breaks are priced per person with a minimum of 20 guests.

**THE CHOCOHOLIC BREAK | 8.00**
White chocolate macadamia nut and chocolate cookies, chocolate-dipped strawberries, chocolate fudge brownies, Twix candy bar, Snickers candy bar, and Kit Kat candy bars. Regular and chocolate milk, coffee, decaffeinated coffee, ice tea and water.

**THE COOKIE MONSTER | 4.95**
Assorted cookies: white chocolate macadamia nut, chocolate, oatmeal raisin, double chocolate, and sugar. Regular and chocolate milk, coffee, decaffeinated coffee, ice tea and water.

**THE 7TH INNING STRETCH | 12.00**
Mixed nuts, popcorn, Cracker Jack, and individual bags of potato chips. Sabrett hot dogs with relish, onions, mustard and ketchup. Coffee, decaffeinated coffee, ice tea or lemonade and water.
COOKIES AND SUCH
Cookies and such are priced per serving with a minimum of 12 servings.

PECAN TARTS | 2.25
LEMON CURD TARTLETS | 2.25
ASSORTED BARS | 1.95
Lemon, chocolate or blonde.
ASSORTED TRUFFLES | 1.35
CHEESECAKE BITES | 2.50
CHOCOLATE CUPS FILLED WITH RASPBERRY COULIS AND WHITE CHOCOLATE MOUSSE | 2.75
CHOCOLATE-COVERED STRAWBERRIES | 2.00
SPIRIT-SHAPED COOKIES WITH ORANGE OR WHITE GLAZE | 2.00
“OSU” COOKIES | 2.00
CELEBRATIONS COOKIES | 2.00
COOKIES | .85
Chocolate chip, peanut butter, sugar, macadamia nut, double chocolate or oatmeal apricot.
MINI CANDY BARS | 15.00
Served by the pound.
Our savory appetizers are priced per serving with a minimum of 12 servings.

<table>
<thead>
<tr>
<th>Appetizer</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>PORK AND APPLE MEATBALLS</td>
<td>2.25</td>
</tr>
<tr>
<td>GOAT CHEESE AND RED ONION MARMALADE CROSTINI</td>
<td>2.75</td>
</tr>
<tr>
<td>BBQ CHICKEN PINEAPPLE JALAPENO SALSA CROSTINI</td>
<td>2.25</td>
</tr>
<tr>
<td>SATAY CHICKEN SKEWERS WITH PEANUT SAUCE</td>
<td>2.25</td>
</tr>
<tr>
<td>ANTIPASTO SKEWER</td>
<td>2.00</td>
</tr>
<tr>
<td>MUSHU PORK &amp; SHITAKE MUSHROOM SLIDERS</td>
<td>2.25</td>
</tr>
<tr>
<td>PETITE FILET SKEWERS WITH DIJONNAISE</td>
<td>4.00</td>
</tr>
<tr>
<td>THAI CHICKEN BITES WITH SWEET CHILI SAUCE</td>
<td>2.50</td>
</tr>
<tr>
<td>ENGLISH CUCUMBERS WITH WHITE BEAN HUMMUS</td>
<td>2.00</td>
</tr>
<tr>
<td>COCKTAIL SAUSAGES WITH BBQ SAUCE</td>
<td>2.00</td>
</tr>
<tr>
<td>CHIPS &amp; SALSA</td>
<td>17.00</td>
</tr>
<tr>
<td>POTATO CHIPS</td>
<td>9.00</td>
</tr>
<tr>
<td>GARDETTOS</td>
<td>10.00</td>
</tr>
<tr>
<td>MIXED NUTS</td>
<td>24.00</td>
</tr>
<tr>
<td>PRETZELS</td>
<td>9.00</td>
</tr>
</tbody>
</table>
DIPS

Dips are priced per person with a minimum of 20 guests.

GOAT CHEESE, PESTO AND SUNDRIED TOMATO TERRINE WITH CRACKERS | 2.50
SEVEN LAYER DIP | 2.50
SPINACH AND ARTICHOKE DIP | 2.50
WHITE BEAN SOUTHWEST HUMMUS | 3.00
BRUSCHETTA WITH WHOLE WHEAT CROSTINI | 3.00
PLATTERS

Pricing is per platter and each platter serves 25 guests.

**BREAD STATION | 110.00**
Sliced baguette, crostini, pita and crackers with choice of three dips.

**TEA SANDWICHES | 60.00**
Fresh cucumber sandwiches, and your choice of two of the following: ham, chicken salad or tuna salad. Served on choice of white, wheat, or sourdough bread.

**GRILLED VEGETABLE PLATTER | 60.00**
Choose 6 of our 11 freshly-grilled and seasoned vegetables: asparagus; grape tomato; butternut squash; zucchini; red, yellow or green bell pepper; poblano pepper; daikon radish; celery root; mushroom; and scallion. Served with red pepper aioli.

**ANTIPASTO PLATE | 100.00**
Salami, pepperoncini, grilled squash, grape tomatoes, olives, mozzarella balls, marinated artichoke hearts, marinated mushrooms, and provolone cheese served with crostini.

**CHEESE PLATTER | 100.00**
Cheddar, swiss, blue, gouda, and havarti dill cheeses served with dried fruits, nuts, honey and assorted crackers.

**VEGETABLE PLATTER**

- **SMALL (serves 25) | 50.00**
- **MEDIUM (serves 50) | 100.00**
- **LARGE (serves 75) | 170.00**

**FRUIT TRAY**

- **SMALL (serves 25) | 70.00**
- **MEDIUM (serves 50) | 130.00**
- **LARGE (serves 100) | 225.00**
Celebrations Catering
Policies

BOOKINGS
Prices quoted in the Celebrations Catering guide do not include sales tax. The prices in our catering guide are based upon current market conditions and are subject to change without notice. We reserve the right to adjust pricing based upon these conditions and will notify the client prior to the event.

A late reservation fee of 20% will be assessed for any catering event orders placed within five (5) business days of the desired event. Catering orders placed without sufficient notification will be subject to a limited menu and service availability.

All events that occur before 8:00 am Monday – Friday; or on weekends, will require a cell phone number of the contact person, along with a home phone number.

Services and prices are for normal business days in accordance with the University calendar. Events scheduled on legal holidays or University shut-down periods may incur an increased labor charge.

Events occurring outside the Student Union may incur an additional service charge or facility surcharge. The facility surcharges are as follows:

- Wes Watkins center, 5% of food only
- ConocoPhillips Alumni Center, 10% of total bill

Please note: Celebrations Catering does not possess keys to any rooms or buildings on campus. Please ensure that the facilities are unlocked and ready for setup, pick-up, and/or delivery service. An additional delivery charge ($15.00) may be applied if rooms or buildings are not open and a second attempt at delivery must be made.

*We do not provide tables outside the Student Union, please contact the OSU Facilities Management office at (405)744-7154.

DELIVERIES
Deliveries made within the boundaries of the Oklahoma State University campus will incur a $35.00 Fee for setup & pickup. Off campus deliveries incur a $50.00 Fee plus mileage for set-up and pickup. Events on campus that require multiple deliveries per day will incur a one time flat fee of $50.00.

CANCELLATIONS
If it should become necessary to cancel an event, please notify your event specialist as soon as possible. A cancellation fee will be charged for orders cancelled within three (3) business days of an event, based on food and labor costs accrued up to the time of the cancellation. If Oklahoma State University is closed due to inclement weather or other acts of God, all catered events will be automatically canceled. Any deposit or partial payment may be returned less expenses already incurred.
ATTENDANCE GUARANTEE AND MINIMUMS

In order to ensure that your event is successful it is imperative that we have an accurate count of guest participants. An approximate count should be provided at the time of booking your event. A guaranteed guest count is required at 11:30 am five (5) business days before your event. If the catering office does not receive a guaranteed count five (5) business days before the event, the initial count given will be considered the set guarantee and the customer will be billed accordingly.

At this point, your numbers may increase, but they cannot decrease, as our preparation has already begun. For lunch and dinner events, an overset of 5% will be prepared and set up, to a count of 300. For parties over 300, there will be an overage of 15 meals and place settings prepared.

Any increase in the guest count after the guarantee deadline will incur a price increase of 1.5 times the regular cost. Please note, identical menu items are not guaranteed.

SPECIAL MEALS

Guests requesting specialty meals i.e.; Vegetarian, diabetic or other food allergy requests must also be confirmed five (5) business days prior to the event. Special meals added by a guest or client during the event are subject to additional charges.

MULTIPLE PLATED ENTRÉES

Requests for multiple plated entrée options for the same meal will incur a 15% premium of the highest priced entrée, per plate. Vegetarian or other dietary restricted options are not charged a premium.

MINIMUMS

Celebrations Catering sets a minimum of 20 guests for all meals, from Monday through Friday. For events with less than 20 guaranteed guests, a $30.00 Fee will apply. However, for weekend reception service, a minimum food order of $300.00 is required.

To accommodate event requests below the minimum guest count requirements, such orders will be packaged in disposable containers and made available for pick-up, from the catering office (288 SU). Disposable plates, cutlery, cups and paper table-cloths will be provided.

DELAY IN SERVICE

Attendants are provided for the first two hours on all full-service meals and upon request for buffet meals. An additional labor charge may be assessed to the group, or individual, if the serving time or departure time is delayed by more than thirty minutes through no fault of Celebrations Catering. This will be figured on a per hour fee for the total number of staff covering your event.

ADDITIONAL ATTENDANTS

Services that require additional attendants will be assessed an additional labor fee at a rate of $20.00 per hour, per attendant.

Linen service: House-colored linen tablecloths and napkins are provided for all served meals, while buffeted events receive linen tablecloths and skirting on buffet lines. For events served on china, linens are also provided for the guest dining tables. (Standard house colors include: black, white & orange)

Extra house linens are available at $4.00 Each
Extra color overlays at $4.00 Each
Specialty linens (colors other than standard) start at $5.00 Each
Extra skirting (black or white) $15.00 Each
CHINA SERVICE
Our catering department provides a standard setting of china for all lunch and dinner events located within the Student Union unless otherwise requested by the guest. Celebrations Catering provides high quality disposable and eco-friendly products as our service standard outside of the Student Union, unless otherwise requested. We offer china service for any event outside of the Student Union at an additional charge:

- Full meal china and silverware service @ $4.25 per guest
- Reception china and silverware services @ $2.75 per guest
- Coffee or beverage china service @ $2.00 per guest

Should special equipment, china, or tables be required, we will charge for the required items and add the additional rental charges to your final bill. You will be apprised of the cost of the rental items when the arrangements for your event are finalized.

SUSTAINABILITY
Celebrations Catering is committed to making environmentally and socially conscious decisions in all aspects of our catering applications while upholding the highest standards of food quality and service. As part of our commitment to supporting a sustainable catering program on campus, we provide eco-friendly, compostable disposable wares.

FOOD REMOVAL POLICY
In accordance with the Oklahoma State Department of Health codes, any leftover food cannot be distributed to the host, or guests following a catered function. Credit for those portions unused will not be made available.

CONTRACT
To ensure that all event details are accurate, a contract will be e-mailed regarding the details we discussed in our initial meeting or phone call. Please review the contract for accuracy; if there are any discrepancies you will need to contact us immediately by phone or e-mail (please do not fax changes). Before signing and returning the contract, review the cancellation policies and procedures of Celebrations Catering.

PAYMENTS
Oklahoma State University departments and student organizations can make payments through University bursar or accounts. Individuals or community groups without a University-approved account must make a 50% deposit, required at the time of reservation and will be subject to a 15% service charge (excluding any summer conference groups). The remaining balance for the order is due three (3) business days prior to the event. Major credit cards and checks are accepted. Oklahoma sales tax of (8.13%) will be added to each order unless a copy of the tax exempt certificate is provided one week prior to the event. Any incidental charges incurred during functions will be added to the guest’s account. Any discrepancies in count or charges should be identified and resolved with management prior to departure from event.

Extended room services: Celebrations Catering provides services to all campus locations for a wide range of activities. Room reservations are the sole responsibility of the client. To guarantee your reservations in one of these wonderful spaces, a non-refundable deposit is required which will be applied to the final bill. For room reservations please contact the Meeting and Conference Services information desk in room 179 Student Union, 405-744-5232.

Additional facility contacts:
Wes Watkins Center, 405-744-5356
ConocoPhillips Alumni Center, 405-744-8015
Atherton Hotel, 405-744-6835