

Hosting an Event on Clifton Campus Fall 2021

College resources for the 2021-22 year are focused on ensuring that students receive the support and they need for in-person classes and services, while maintaining applicable COVID protocols.

Therefore, events on Clifton Campus in Fall Semester will be limited to small, internal events that that serve an academic purpose or a larger College purpose, and ensure that COVID protocols are maintained.

The College will assess available resources later in the Fall Semester and determine guidelines for events in Spring Semester and beyond.

If you would like to host an event on campus during Fall Semester:

- Seek approval, at least 2 weeks in advance, by completing and submitting the appropriate Room Reservation eForm.
 - [Room Request, Main Building Conference Center](#)
 - [Room Request, Clifton Campus \(EXCEPT Conference Center\)](#)
 - [Room Request, Course-Related \(Use Division-specific eForm – this link goes to BTDForm\)](#)

- Event requests will be reviewed by members of the College Executive Team.
 - You may receive more than one automated message that contains the word “Approved,” so wait for the message that says your reservation is complete.

- **After the event is approved, you are responsible for coordinating all aspects of your event,** which could include:
 - Food Service (additional Information below)
 - Linens and Serviceware – Order with Catering (Kate’s Catering; additional information below)
 - AV/Technology - Contact the ITS Helpdesk at (513) 569-1234, option 1
 - Room setup (layout of chairs and tables and other room needs) - Complete a Facilities Work Order Request via [DudeSolutions](#). (A guide to this software is available on the College intranet in *Tools and Applications > Electronic Forms and Services > Facilities Work Request Guide*)

Guidelines and menus that follow will be available on the College intranet under **Event Scheduling**.

Food Service Providers for Fall 2021 Clifton Campus Events Hours of Operation, Products & Services, & Payments Options

General Guidelines

- Kate’s Catering and Bakery Hill are the preferred food service providers on campus.
- Delivery from other licensed food service establishments is permitted (such as licensed caterers or restaurants with delivery service)
- To ensure that safety protocols are followed, no “pot luck” or carry-in food is permitted.
- Before placing your order, please consider possible allergies and dietary restrictions that may apply to your event attendees.
- If you have questions about food service or catering, contact Mike Vanfleet, Food Service Manager and MCI Program Administrator (Michael.vanfleet@cincinnati.edu or (513) 569-5813 or (513) 569-4697).

Bakery Hill

- Fall 2021 Operating Hours - Monday through Friday 7:30 a.m. to 11:30 a.m.
 - Offerings: Assorted pastries, cookies, and morning snacks (Menus on p. 3 below)
 - One-week advance notice preferred
 - Pick-up only; no delivery service
- Place orders via email (Michael.vanfleet@cincinnati.edu) or phone (513) 569-5813
- Preferred method of payment is College P-Card or check at time of purchase. Contact Mike Vanfleet regarding charging to a College internal account. Gratuities are not expected.

Kate’s Catering

- Offerings:
 - Boxed Lunch Menu, including Classic Boxed Lunches, Gourmet Boxed Lunches, Seasonal Gourmet Salad Boxed Lunches, & Gourmet Grain Bowl Lunches.
All boxed lunches include seasonal fruit salad, fresh baked dessert, assorted Coke product, and plastic flatware. (Menus on p. 4 below)
 - Custom Hot Buffet and Meeting Refreshments (Menus on p. 5 & 6 below)
- Two-day advance notice required for standard boxed lunches, light refreshments, and packaged snacks. One-week notice required for custom menu items.
 - Delivery with set-up available (no charge)
 - Service staff for event available (with hourly fees)
- Place orders via email (catering@cincinnati.edu) or by phone (859) 916-5910
- Payment is due prior to delivery via check or credit card. Gratuities are permitted.



Please contact Michael Vanfleet for Bakery orders:
michael.vanfleet@cincinnati.state.edu Phone (513) 569-5813

BREAKFAST

Fresh Baked Assorted Danish , cream cheese, raspberry or apple-	\$2.00 ea. \$20.00 doz.
Fresh Baked Muffins , blueberry or chocolate chip-	\$2.50 ea. \$25.00 doz.
Assorted Puff Pastry Turnovers , apple or Raspberry cream cheese-	\$1.50 ea. \$15.00 doz.
Assorted Bagels , everything, blueberry, cinnamon raisin or plain- Butter included cream cheese packets extra-	\$1.50 ea. \$15.00 doz. \$.60 ea. \$ 6.00 doz.
Assorted Breakfast Pastry Platter , 3 muffins, 3 danish, 3 turnovers and 3 bagels	\$23.00

AFTERNOON TREATS

Fresh Baked Assorted Cookies , chocolate chip, peanut butter and sugar-	\$2.00 ea. \$20.00 doz.
Fresh Baked Gourmet Brownies -	\$2.50 ea. \$25.00 doz.
Vanilla or Chocolate Buttercream Iced Cupcakes -	\$2.00 ea. \$20.00 doz.



Cincinnati State Fall 2021 Catering Menu

Boxed Lunches

All boxed lunches include seasonal fruit salad, fresh baked dessert, assorted Coke product, and plastic flatware. Bagged chips and a kosher pickle are also included with sandwiches and wraps.

Classic Boxed Lunches: \$13 each

- Bacon, Lettuce, Tomato, and Avocado Sandwich
- Chicken Caesar Ciabatta
- Grilled Vegetable Wrap with Balsamic and Feta (V)
- Ham, Cheddar, and Apple
- Roast Beef, Gouda, and Caramelized Onion
- Turkey, Swiss, and Roasted Red Pepper

Gourmet Boxed Lunches: \$15 each

- California Chicken Wrap with Avocado
- Chicken Grape Salad on Croissant
- Ham and Bourbon Pimento Cheese on Pretzel Bread
- Roast Beef, Goat Cheese, and Spinach Croissant
- Turkey Club Sandwich with Bacon

Seasonal Gourmet Salad Boxed Lunches: \$15 each

- Antioxidants Salad with Seeds, Nuts, Dried Fruits, and Ancient Grains (GF, V)
- BLT Salad with Herb Buttermilk Ranch and Toasted Croutons
- Chicken Caesar Salad with Parmesan Cheese
- Summer Berries Salad with Grilled Chicken and Balsamic Vinaigrette (GF)

Gourmet Grain Bowl Lunches: \$16 each

- Mediterranean Bowl with Chickpeas, Cucumbers, Feta, and Lemon Vinaigrette (GF, V)
- Southwest Bowl with Chicken, Corn Black Bean Salsa, Cheddar, Chile Dressing (GF)

Allergy and Dietary Restriction Key

Vegetarian (V), Gluten Free (GF)

Vegan and Dairy Free Items Available Upon Request



Hot Buffet Menus

all pricing below is based on a cost per person
delivery, serviceware, and labor may be an additional charge

Soup, Salad, and Sandwich Bar: \$14 per person

(Includes: 1 sandwich half, 8 ounces of soup, and side salad per person)

Salad (Choice of 1):

- Green Salad Featuring Seasonal Flavors with Vinaigrette
- House Salad with Housemade Ranch and Croutons
- Caesar Salad with Parmesan Cheese

Assorted Sandwich Halves (Choice of 3):

- Turkey, Roasted Red Pepper, and Swiss
- Ham, Cheddar, and Apple
- Roast Beef, Gouda, and Caramelized Onion Aioli
- Avocado BLT on Whole Wheat
- Grilled Vegetable Wrap with Feta and Balsamic
- Chicken Caesar Ciabatta

Soup (Choice of 1):

- Creamy Tomato Basil Soup
- Hearty Chicken Noodle Soup

Garlic Breadsticks

Build Your Own Baked Potato Bar: \$15 per person

Baked Idaho Potatoes

Proteins: Grilled Diced Chicken, Beef and Bean Chili, Assorted Grilled Vegetables

Toppings: Sour Cream, Whipped Butter, Shredded Cheddar Cheese, Steamed Broccoli, Chives, Crumbled Bacon, Halved Cherry Tomatoes, Mild Roasted Tomato Salsa

House Salad with Toasted Croutons

Buttermilk Ranch

Balsamic Vinaigrette

Cornbread Muffins with Whipped Butter

Baked Ziti Buffet : \$14 per person

Three Cheese Baked Ziti with Alfredo Sauce

Baked Ziti with Bolognese and Mozzarella

Steamed Vegetable Medley

Classic Caesar Salad with Parmesan Cheese

Herbed Garlic Bread Sticks



Kate's Catering and Personal Chef Services |
catering@cincinnatiastate.edu

Meeting Refreshments

all pricing below is based on a cost per person
delivery, serviceware, and labor may be an additional charge

Breakfast Snacks

- Individual Fruit Cups: \$2
- Granola and Yogurt Parfaits: \$2
- Individual Seasonal Overnight Oats: \$2
- Assorted Scones, Muffins, and Quickbreads Tray: \$3
- Seasonal Fruit Presentation: \$3
- Bacon, Egg, and Cheddar Homestyle Biscuit Sandwich: \$3
- Sausage, Egg, and Cheddar Homestyle Biscuit Sandwich: \$3
- Egg and Cheddar Homestyle Biscuit Sandwich: \$2

Appetizers/Snacks

- Crabcakes with Spicy Remoulade and Capers: \$3
- Chicken Croquettes with Garlic Aioli: \$2
- Gourmet Pigs in a Blanket with Spicy Mustard: \$2
- Bacon Wrapped Blue Cheese Stuffed Dates: \$2
- Crispy Mac n' Cheese Bites: \$2
- Individual Seasonal Crudite Cups with Choice Dip: \$2
- Buffalo Chicken Dip with Pita Chips: \$2
- Bourbon Pimento Cheese Dip with Pretzel Crostini: \$2
- Spinach Artichoke Dip with Tortilla Chips: \$2
- Seasonal Hummus with Pita Chips: \$2
- Gourmet Fruit, Cheese, and Nut Display with Crackers and Chutney: \$3
- House Made Candied Nut and Dried Fruit Medley: \$3
- Assorted Pinwheels: \$2 (per variety)
 - Turkey and Cranberry
 - Roast Beef and Chive
 - Grilled Vegetable
- Boneless Chicken Wings with Choice of 1 Sauce: \$2
 - Buffalo Sauce
 - Coca-Cola Barbecue Sauce
 - Teriyaki Sauce
- Assorted Cookie Tray: \$2

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