

## POLICIES AND PROCEDURES

In an effort to accommodate limited budgets of student organizations, this guide was developed to meet your financial need. This no frills alternative eliminates delivery and set up costs because orders are **picked up** by your group. We ask that the following procedures be adhered to in exchange for the discount pricing.

- Evergreen Catering is the exclusive caterer of Loyola University. All student organizations are required to coordinate their on-campus catering needs with the catering office. No outside food or beverages may be brought on campus without prior written approval of the catering department.
- **All orders must be placed at least one (1) week in advance.** Orders placed 4 business days or less to the event will be billed an additional 10%, or a minimum of \$10.
- Final guaranteed amounts are due at least 72 hours in advance of the event.
- All orders must be **picked up** by 8pm on weekdays, or 7pm on weekends.
- Disposable tongs, spoons and serving utensils will be included with your event.
- **IMPORTANT: Catering services does not provide delivery, service or clean up of any event using this menu. This responsibility is of the sponsoring organization.**
- All items are to be picked up from Iggy's Kitchen.
- A \$10 administrative fee will be added to all orders.
- Any borrowed equipment must be returned to the catering office on the following business day, or a replacement fee will be charged to the organization.
- For more information, please call or email our catering department.



Evergreen  
CATERING  
AT LOYOLA UNIVERSITY

STUDENT ORGANIZATION  
CATERING GUIDE  
2023-2024

410-617-5858

[catering@loyola.edu](mailto:catering@loyola.edu)

## MAIN MENU

<b>WALKING TACOS (25 PORTIONS)</b>	<b>\$80</b>
TACO MEAT, BAGS OF FRITOS, SALSA, LETTUCE, SHREDDED CHEESE, AND SOUR CREAM	
<b>SLOPPY JOES (25 PORTIONS)</b>	<b>\$65</b>
SERVED WITH BUNS	
<b>CHICKEN TENDERS (25 PIECES)</b>	<b>\$50</b>
WITH BBQ, HONEY MUSTARD, OR RANCH	
<b>CHICKEN WINGS (25 PIECES)</b>	<b>\$70</b>
TOSSED IN BBQ, BUFFALO, OR OLD BAY RUB	
<b>CHEESE PIZZA (8 SLICES)</b>	<b>\$12</b>
ADD PEPPERONI OR SAUSAGE (\$1EACH)	
ADD PEPPERS, MUSHROOM OR ONION (\$1 EACH)	
<b>HOAGIE (36" SERVES 8-10)</b>	<b>\$38</b>
ITALIAN, TURKEY OR ROASTED VEGETABLE	
<b>MAC 'N CHEESE (25 PORTIONS)</b>	<b>\$38</b>
<b>BAKED ZITI (25 PORTIONS)</b>	
MARINARA SAUCE	<b>\$40</b>
MEAT SAUCE	<b>\$50</b>

## BOXED LUNCH

\$9 EACH

(MIN ORDER 15)

CHOICE OF SANDWICH, CHOICE OF A SIDE, SMALL COOKIE AND BOTTLED WATER

- **SANDWICH CHOICES:** TURKEY AND CHEDDAR ON KAISER, HAM AND SWISS ON KAISER OR VEGETABLE WRAP
- **SIDE CHOICES:** BAG OF PRETZELS, BAGS OF CHIPS, APPLE

**ADD ANOTHER SIDE** **\$1**

## COOKOUTS

<b>HOT DOGS (25 PORTIONS)</b>	<b>\$100</b>
SERVED WITH BUNS AND CONDIMENTS	
<b>HAMBURGERS (25 PORTIONS)</b>	<b>\$150</b>
SERVED WITH BUNS AND CONDIMENTS	
<b>TURKEY BURGERS (25 PORTIONS)</b>	<b>\$135</b>
SERVED WITH BUNS AND CONDIMENTS	
<b>ITALIAN SAUSAGE (25 PORTIONS)</b>	<b>\$125</b>
SERVED WITH BUNS AND CONDIMENTS	
<b>ADD PEPPERS AND ONIONS</b>	<b>\$15</b>
<b>PULLED PORK (25 PORTIONS)</b>	<b>\$125</b>
SERVED WITH BUNS AND CONDIMENTS	

## EQUIPMENT

<b>PLASTICWARE</b>	<b>\$0.50/PER PERSON</b>
PLATES, NAPKINS, FORKS, CUPS TO ACCOMPANY YOUR EVENTS ORDER	
<b>WIRE CHAFFER KIT*</b>	<b>\$8/EA</b>
INCLUDED TWO 2-HR STERNOS, ALUMINUM WATER PAN & WIRE RACK (* <b>TO BE RETURNED AFTER EVENT OR CHARGED FOR REPLACEMENT</b> )	
<b>EXTRA STERNOS (LASTS 2 HOURS)</b>	<b>\$3/EA</b>
<b>PLASTIC TABLECLOTH</b>	<b>\$4/EA</b>
RECTANGLE FOR 6FT TABLE. BLACK OR WHITE	



## EXTRAS

PASTA SALAD (25 PORTIONS)	\$40
POTATO SALAD (25 PORTIONS)	\$40
BAKED BEANS (25 PORTIONS)	\$35
GARDEN SALAD WITH DRESSING (25 PORTIONS)	\$30
CAESAR SALAD WITH DRESSING (25 PORTIONS)	\$30
CORN BREAD AND BUTTER (25 PORTIONS)	\$30
BULK CHIPS (2 POUND BAG)	\$10

## PLATTERS

SMALL (SERVES 15) / LARGE (SERVES 25)

### GRAPES, CHEESE AND CRACKERS

SM \$28 / LRG \$38

### VEGGIES AND RANCH

SM \$23 / LRG \$33

### FRUIT SALAD

SM \$30 / LRG \$40

### TORTILLA CHIPS AND SALSA

SM \$15 / LRG \$25



## SWEETS

SMALL (15 PORTIONS) / LARGE (25 PORTIONS)

### ASSORTED COOKIES

SM \$10 / LRG \$19

### CHOCOLATE BROWNIES

SM \$12 / LRG \$21

### CUPCAKES—VANILLA OR CHOCOLATE

\$18 PER DOZEN

## BEVERAGES

### CANNED SODA (12oz)

\$1/EACH

### BOTTLED WATER (16.9oz)

\$1.25/EACH

### BULK BEVERAGES (SERVES 18-20/GAL)

\$15/GAL

CHOICE OF FRUIT PUNCH, LEMONADE, OR UNSWEETENED ICED TEA

