

*Metropolitan  
School District of  
Washington Township*



*Food & Nutrition  
Services*

*North Central High School  
1801 East 86th Street Indianapolis, IN 46240-2345*

# Catering Guidelines

## Welcome

Washington Township Schools Food and Nutrition Services offer a wide range of catering services for district-sponsored events. If you are planning a meeting, business breakfast or luncheon, school party, reception or other special event, Panther Catering can meet your needs. This guide will assist you with planning and help make your event a success!

## Arrangements

Contact the Catering Coordinator at 259-5325 after you have confirmed a room location.

**A minimum of two weeks' notice is required.** When placing a catering order be prepared with the following information:

- \* Confirmation of date, location & time
- \* Group organization or name of event
- \* Name and phone number of contact person
- \* Name of person or party responsible for payment
- \* Food and service needs
- \* Estimated number of guests attending
- \* Complete the planners checklist on page 3

## Guarantee

All groups must give a guaranteed number of guests three (3) business days prior to the event. Charges will be based on the guaranteed number given, or the number served, whichever is greater.

Food Service will prepare and set up for five percent (5%) more than your guarantee to help cover any unexpected additional guests.

## Pricing

All meals are priced "per person." Prices include set up and disposable table service items. Most food will be served using disposable trays or pans. Non-disposable items will be picked up following the event. There will be an additional charge of \$2.00 per person for the use of linens, glassware, and china. Catering orders will be delivered and set up 15 minutes prior to the serving time. All items are available for carry-out at the North Central High School kitchen. A \$10.00 delivery fee will be added to all events that are not at North Central High School.

## Staffing

If your event requires servers or other staff, a charge of \$14.00 per hour per individual will be added.

## Special Notes

- \* Requests for catering services will be honored on a first come, first serve basis.
- \* Although two weeks' notice is generally required, contact the Catering Coordinator for last-minute availability.
- \* If an event requires a special menu contact the catering coordinator one month prior to schedule a consultation.
- \* Centerpieces and other decorations are not included.

## Cancellation

**All cancellations must be received at least 48 hours prior to the scheduled event. Late cancellation will result in billing for all costs incurred up to the time of cancellation.**

## Payment Due

Generally payment for catering services will be by inter-fund transfer. Two invoices will be sent following a catering event. One invoice will be sent to the event sponsor and the second invoice will be sent to the Washington Township Business Office. If an inter-fund transfer is not possible, an invoice will be sent to the event sponsor and payment is due within 14 business days. Checks are to be made out to Panther Catering and sent to North Central High School Foodservice, 1801 East 86<sup>th</sup> Street, Indianapolis, IN 46240. Payment for carry out orders by non-fund transfer customers is due at the time of pick-up.



# Planner's Checklist

Before you call Panther Catering:

- Check the service calendar for availability of catering services. (service calendar is on the catering web-site).
- Check the two weeks' notice requirement, although you may contact the Catering Coordinator for last-minute availability.
- Review the checklist.

Type of event:

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Date of event:

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Scheduled time of event (start and ending):

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## Location

Have you made the necessary arrangements for:

- Your location?
- Parking?
- Confirmed availability?
- Building usage forms?
- Special security?
- Audio visual services?
- Podium or microphone?

## Menu / Service

Have you:

- Selected your menu?
- Determined your style of service; table or buffet?
- Made seating arrangements?
- Coordinated your room set-up with the appropriate people?
- Made arrangements for a head table?  
On stage or floor?
- Requested extra tables for awards, gifts, guest book, or cake?
- Made arrangements for table numbers, flowers, or centerpieces?

## Budget

Total event budget? \_\_\_\_\_

Total catering costs? \_\_\_\_\_

Payment Account Code? \_\_\_\_\_

# Breakfast

(Price includes white plastic cutlery, napkins, foam plates and cups and one tablecloth.) If additional items or special items are needed they may be purchased at an additional cost)

## *Continental Breakfast*

Assortment of Jumbo Muffins, Gourmet Danish, Bagels with Cream Cheese, Juice and Coffee.

**\$3.25 per person**

Add Fresh Fruit Salad or Platter.

**\$1.00 per person**

## *Wellness Breakfast*

Assorted Yogurt, Nutri-Grain Bars, and Fresh Seasonal Fruit Basket.

**\$3.75 per person**

## *Just Coffee and Muffins.*

**\$1.75 per person**

## *Home Baked Jumbo Cinnamon Rolls & Coffee*

**\$2.00 per person**

## *Breakfast Buffet*

*(15 people minimum)*

Choice of two breakfast items, one pastry and fresh fruit bowl or fruit juice.

### *Breakfast Items:*

Quiche, Egg & Sausage Casserole, Scrambled Eggs w/toppings, French Toast, Biscuits & Sausage Gravy, Oven Browned Potatoes, Bacon, Sausage Patties or Links.

### *Pastry Items:*

Cinnamon Rolls, Bagels, Gourmet Danish, Assorted Muffins, and Buttermilk Biscuits.

**\$6.25 per person**

Add an additional breakfast item or pastry to your buffet.

**\$0.75 per person**

*(Specialty Juices and Fresh Fruit Trays sold separately)*

## *Breakfast Bread Tray*

*(pickup only)*

Select any combination of the following bakery items: Cinnamon Rolls, Assorted Muffins, Bagels with Cream Cheese and Gourmet Danish (includes plates and napkins).

**\$13.00 per dozen**



# Buffets & More

*Buffets are designed for fifteen (15) or more people.*

Iced Tea or Lemonade is served with each buffet. Other beverages are available at an additional charge

## *Baked Potato Bar*

Fresh baked potatoes with assorted toppings: Chili, Shredded Cheese, Steamed Broccoli, Crumbled Bacon, Cheese Sauce, Diced Green Onions, Sour Cream & Butter. Includes Tossed Garden Salad with dressings, Fresh Baked Rolls, Dessert & Beverage.

**\$8.00 per person**

## *Soup and salad*

Choose a Hot Bowl of Southwest Chili or our Homemade Chicken Tortilla Soup. Both soups will be served with a Mixed Greens Garden Salad, Hot Garlic Breadstick and additional toppings. Dessert is included.

**\$7.25 per person**

## *Make your own Deli Buffet*

Make your selections from the items below. For a reasonable price you may choose three (3) meats, two (2) cheeses, two (2) salads, two (2) breads and one (1) dessert. We will accommodate your selections with sandwich toppings and condiments. As always, iced tea or lemonade is included.

### *Bread Selections:*

Wraps, Croissants, Kaiser Rolls, Sub Buns, or Sliced Breads.

### *Meat Selections:*

Turkey, Ham, Roast Beef, Chicken Salad, or Tuna Salad.

### *Cheese Selections:*

American, Swiss, Provolone, Pepper Jack, or Cheddar.

### *Salad Selections:*

Potato or Pasta Salad, Coleslaw, Potato Chips, Broccoli Salad or Vegetable Tray.

### *Dessert Selections:*

Choose one (1) from the dessert selection listed on page 6.

**\$7.75 per person**

## *Pasta*

Select one (1) pasta entrée – Lasagna Roll-ups, Cheese Ravioli or Stuffed Shells smothered in Marinara Sauce or choose Vegetable Lasagna, Baked Ziti, Chicken and Noodles, Turkey Tetrazzini, Chicken Alfredo, Spaghetti with Meatballs or Macaroni & Cheese. Includes a Tossed Salad, Hot Vegetable, Garlic Breadsticks and Dessert.

**\$7.50 per person**

## *Totally chicken*

Oven Fried Chicken, Baked Beans or Whipped Potatoes and Gravy, Coleslaw or Hot Vegetable, Biscuits and Hot Apple Crisp or Cobbler.

**\$8.25 per person**

## *Good ol' Burgers and Dogs*

Hamburgers, Hot Dogs or Bratwurst, Baked Beans, Potato Salad or Chips, Fruit Salad plus an assortment of Cookies or Brownies for dessert.

**\$8.00 per person**

## *Panther BBQ*

Austin Blue's Pulled Pork with Tangy BBQ sauce served on an Onion Roll. Add some Cheesy Potatoes, Broccoli Salad and Dessert for a great BBQ even inside.

**\$7.75 per person**

## *Taco Bar*

Chicken Fajita and Taco Meat, Hard and Soft Shells.

### *Toppings include:*

Shredded Lettuce, Onions, Peppers, Tomatoes, Shredded Cheese, Black Olives, Sour Cream and Salsa. That is not all...add some Spanish Rice, Refried Beans and top it off with something sweet.

**\$7.75 per person**

## *Pizza Party*

Choose Uno's Chicago Style Pizza or Big Daddy's Harvest Pizza. Cheese or pepperoni cut into 8 wedges.

**\$10.00 per pizza**

Add a bowl of tossed salad with up to three (3) toppings and dressing.

**\$1.50 per person**

## *Dessert Selections*

Home Baked Cookies, Brownies, Lemon Bars, Fruit Crisp or Cobbler.



## More Options

The following meals will be prepared per number actually ordered. No minimum.

### Chicken Salad Croissant

Gourmet Chicken Salad served on a fresh Croissant with Leaf Lettuce, Tomato and Red Onion. Served with Fresh Fruit Salad, Crisp Vegetables, Potato Chips, and Dessert.

**\$8.00 per person**

### Boxed Lunches

Perfect for lunch meetings or lunch on the go! Make your selection from Whole Wheat Bread, Sub Bun, Kaiser Roll, Croissant, or Flatout Bread for your Gourmet Sandwich. Choose Shaved Roast Beef, Turkey, Ham, Chicken Salad or Tuna Salad as the filling. Each lunch comes with the choice of three (3) of the following: Fresh Vegetables and Dip, Baked Chips, Fresh Whole Fruit or Fruit Cup, Pasta or Potato Salad and Cookie.

**\$7.75 per person**

### Specialty Entree Salad

Need a change from the boxed lunch? Try one of our specialty salads. Served with mini muffins or crackers, dessert, and beverage.

**\$8.00 per person**

Canned Beverages (non-carbonated) are available at an additional cost.

Specialty Wraps are also available for boxed lunches upon request.

## Hot and cold Hors D'oeuvres

### BBQ or Sweet & Sour Meatballs (serves 25-30)

Zesty Meatballs prepared in your choice of BBQ or Sweet & Sour Sauce.

**\$30.00**

### Pigs in a Blanket (serves 20-25) **\$40.00**

### Chicken Wings (serves 15-20)

An American favorite, chicken wings in a tangy sauce.

**\$40.00**

### Mini Assorted Quiche (serves 15-20)

Assortment of mini quiche lorraine, spinach and vegetable. Excellent for any function.

**\$45.00**

### Mini Corn Dogs (serves 25-30)

A favorite for all ages. Served with a spicy mustard sauce for dipping.

**\$25.00**

## Party Trays

### Cheese and Cracker Tray

Four different types of cheeses with an assortment of crackers.

Small Tray (16" tray ~ serves 20-25 people)

**\$30.00**

Large Tray (18" tray ~ serves 35-40 people)

**\$45.00**

Add cubes of summer sausage, ham and turkey for **\$5.00** more per tray.

### Fresh Vegetable and Relish Tray with Dip

A variety of fresh, crisp vegetables served with Ranch Dip.

Small Tray (16" tray ~ serves 20-25 people)

**\$22.00**

Large Tray (18" tray ~ serves 35-40 people)

**\$35.00**

### Fruit and Cheese Tray

A variety of sliced fresh fruits and assorted cheese cubes.

Small Tray (16" tray ~ serves 20-25 people)

**\$30.00**

Large Tray (18" tray ~ serves 35-40 people)

**\$45.00**

### Fresh Fruit Tray

A variety of fresh seasonal fruits.

Fruit selections may vary due to availability.

Small Tray (16" tray ~ serves 20-25 people)

**\$30.00**

Large Tray (18" tray ~ serves 35-40 people)

**\$45.00**

### Mini Croissant Tray

Mini croissant sandwiches with chicken and tuna salad. Garnished with dill pickles.

Small Tray (25 sandwiches ~ serves 12-15 people)

**\$30.00**

Large Tray (48 sandwiches ~ serves 25-30 people)

**\$45.00**

### Petite Sandwich Tray

Snack size sandwiches of roast beef, ham, and turkey with American and Swiss cheese.

Small Tray (25 sandwiches ~ serves 12-15 people)

**\$30.00**

Large Tray (48 sandwiches ~ serves 25-30 people)

**\$45.00**



## Sweet Treats and More

### *Cake and Punch Reception*

Celebrating something special? Let us help. Includes cake, punch, pastel mints and set up.

**\$2.75 per person**

### *Fresh Baked Cookies*

An assortment of our freshly baked cookies or make them all the same. Choose from Chocolate Chip, Double Chocolate Chip, Candy, Oatmeal Raisin, Sugar or White Chocolate Chip.

**\$4.50 per dozen**

### *Party Cookies*

Delicate homemade cookies great for any party, reception or afternoon tea.

**\$6.50 per pound**

### *Decorated Cakes*

Choice of white, chocolate or marble

Full Sheet Cake (serves 60)

**\$42.00**

Half Sheet Cake (serves 30)

**\$23.00**

### *Cheesecakes*

(10 inch cheesecake, 16 cut)

**\$25.00 whole cake**

**\$2.25 per slice**

### *Fruit & Cream Pies*

**\$8.50 per Pie**

### *Brownies, Lemon Bars & More*

**\$8.50 per dozen**

### *Layer Cakes*

**\$28.50 each**

### *Ice Cream Cups*

(vanilla, chocolate, or strawberry)

**\$9.25 for 24/case**

**\$0.50 each**



## Beverages

(Prices include 6 oz foam cups, beverage napkins, cream, sugar and stir sticks when necessary)

### *Coffee Pump Pot*

(15-6 oz servings)

**\$7.00**

30 cup

**\$10.00**

50 cup

**\$15.00**

100 cup

**\$30.00**

### *Hot Cocoa or Hot Tea Packets*

**\$0.25 each**

### *Juice, 100%*

(Choose from apple, orange, grape, and pine-orange)

**\$0.50(4 oz) / \$0.75(6 oz)**

### *Everfresh Juice*

12 oz bottle

(Choose from orange, apple, cranberry, grape, and ruby red grapefruit)

**\$1.25 each**

### *V-8 Juice*

12 oz

**\$2.00 each**

### *Lemonade*

**\$6.75 for 2 gallons**

### *Iced Tea*

**\$8.00 for 2 gallons**

### *Cranberry or Citrus Punch*

**\$18.00 for 2½ gallons**

### *Ice Water*

**\$2.00 for 5 gallons**

### *Bottled Water*

**\$1.00 each**

### *Can Beverages*

non-carbonated

**\$1.00 each**



## And More

### *Basket of Snacks*

Serves 15-20 people

Need an afternoon snack? Order this basket of individually portioned treats.

**\$15.00**

### *Mixed Nuts*

2½ pound bag (serves 100)

**\$17.00**

### *Pastel Mints*

35 ounce container

**\$8.50**

### *Pretzels*

32 oz bag (serves 30)

**\$5.00**

### *Potato Chíps*

1 pound bag (serves 15)

**\$4.00**

### *Party Mix*

3 pound bag (serves 50)

**\$15.00**

### *Nacho Chíps*

1 pound bag (serves 16)

**\$2.50**

### *Nacho Cheese Sauce*

1 can (serves 50)

**\$14.00**

### *Chíp Díp*

2.75 pounds (serves 40)

**\$6.50**



## Miscellaneous

### *coffee*

2# can

**\$7.50 per can**

### *Sugar packets*

per case (3000)

**\$15.50**

### *Equal Sugar Substitute Packets*

per case (2000)

**\$28.00**

### *Creamer, Non Dairy*

per case (384)

**\$18.00**

### *Flavored Creamer*

per case (200)

**\$15.00**

### *Cream Cheese Packets*

per case (100)

**\$20.00**

### *country crock Margarine cups*

per case (900)

**\$30.00**

### *Salad Dressings*

1.5 oz - per case (60)

**\$11.00**

### *Ketchup Packets*

7 gm - per case (1000)

**\$20.00**

### *Mustard Packets*

5 gm - per case (1000)

**\$13.00**

### *Mayo Packets*

12 gm - per case (500)

**\$30.00**

### *Salt & Pepper*

per bag (1000)

**\$2.50**

### *Relish Packets*

9 gm - per case (200)

**\$10.00**

### *Sour Cream, Imitation*

1 oz - per case (300)

**\$20.00**



# Disposable Supplies

## Cups

Foam Cups  
6 oz - per 25  
**\$0.50**

Foam Cups  
8 oz - per 25  
**\$0.75**

Foam Cups  
12 oz - per 25  
**\$1.00**

Clear Plastic Coffee Cup  
with handle - per 8  
**\$2.75**

Punch Cups  
Clear Plastic, 9 oz - per 50  
**\$3.75**

Beverage Cup  
Translucent, 10 oz - per 100  
**\$3.25**

Beverage Cup  
Translucent, 12 oz - per 50  
**\$2.00**

## Plates

Foam Plate  
White, 6" - per 125  
**\$5.50**

Foam Plate  
White, 9" - per 125  
**\$6.00**

Plastic Plate  
White, 6" - per 125  
**\$6.75**

Plastic Plate  
Clear - per 18  
6" - **\$4.00** 7.5" - **\$6.00**

Plastic Plate  
White, 9" - per 125  
**\$15.50**

Plastic Plate  
White or Black, 10.25" - per 125  
**\$18.00**

3 Compartment Plate  
Foam, 10.25" - per 125  
**\$12.00**

Plastic, 10.25" - per 125  
**\$19.00**

## Bowls

Foam 12 oz - per 125  
**\$2.75**

Plastic 12 oz - per 125  
**\$7.50**

## Napkins

Beverage Napkins  
white - per package of 50  
**\$1.25**

Beverage Napkins  
white - per box of 300  
**\$3.75**

Beverage Napkins  
colored - per package of 50  
**\$1.75**

Dinner Napkins  
white - per package of 100  
**\$1.50**

Dinner Napkins  
colored - per package of 50  
**\$2.00**

## Cutlery, Plastic

Plastic Cutlery  
clear - per box of 150  
**\$6.75**

Plastic Cutlery  
white - per 1000  
**\$22.00**

Individually Wrapped  
per 1000  
\*fork, knife, spoon sold separately  
**\$30.00**

Coffee Stirrers  
per box of 1000  
**\$2.00**

## Other

Garbage Can Liners, 55 gal  
**\$0.25 each or \$25.00 per 100**

Plastic Table Skirting  
**\$4.00 each**

Serving Gloves  
**\$4.00 per box**

Sterno  
**\$1.25 each**

Tablecloths, paper  
54 x 108, white  
**\$2.50 each**

