



PERSONAL TOUCH FOOD SERVICE
***EXPRESS* CATERING EVENT ORDER FORM**
JAMESTOWN COMMUNITY COLLEGE

Thank you for choosing Personal Touch Food Service to cater your meeting, special event or celebration. Our professional & talented culinary team is available to plan your next event.

This menu is designed for small groups with a minimum order of 10 people. This menu does not reflect our full capacity to provide professional catering services for any event regardless of size, special requests or budget. Please contact our Chef Manager for full service & expanded menu selections at JamestownCatering@mail.sunyjcc.edu or call 716-338-1420.

Menu Order Form Instructions:

Please complete entire form.

Provide all special instructions on the last page of order form.

Include proper budget code and all required approval signatures.

Please submit ALL catering requests seven (7) days prior to scheduled event to ensure proper services are provided.

Name of Event		Day/Date	
Department/Building		Room/Location	

Delivery Time		Event Start Time		Clean Up Time	
# Attending		Breakfast	Lunch	Dinner	Snack

(Check all appropriate)

Contact Person		Location	
Phone #		JCC Budget Code	

Catering Manager Signature		JCC Contact Signature	
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Grand Total:



PERSONAL TOUCH FOOD SERVICE
CATERING ORDER FOR JAMESTOWN COMMUNITY COLLEGE– Page 1

COFFEE & TEA SERVICE – Minimum of 10 Guests

Check Selection:	Quantity	Price	Total
<input type="checkbox"/> Small (Serves 10) - \$12.50 Regular Decaf Hot Tea		\$12.50	
<input type="checkbox"/> Medium (Serves 15) - \$18.75 Regular Decaf Hot Tea		\$18.75	
<input type="checkbox"/> Large (Serves 22) - \$27.50 Regular Decaf Hot Tea		\$27.50	

CONTINENTAL BREAKFAST - Assorted muffins, danish, pastries, fruit, orange juice, coffee
Minimum Order of 10 Guests

Check Selection:	Quantity	Price	Total
<input type="checkbox"/> \$4.95 per person		\$4.95	

BREAKFAST PIZZA

Check Selection:	Quantity	Price	Total
<input type="checkbox"/> 16" (8 slices) - \$15.00		\$15.00	
<input type="checkbox"/> ½ sheet (12 pieces) - \$15.00		\$15.00	
<input type="checkbox"/> Full sheet (24 pieces) - \$30.00		\$30.00	
<input type="checkbox"/> Sausage, Egg, Cheese <input type="checkbox"/> Bacon, Egg, Cheese <input type="checkbox"/> Egg & Cheese			

FOOD BAR MENU - Minimum Order of 10 Guests

- Taco Bar: Beef or chicken, lettuce, tomato, onion, cheese, refried beans, black olives, salsa, sour cream. Spanish rice, cookies, bottled water.
- Burger Bar: Beef patty with roll, cheese, lettuce, tomato, onion, pickle, ketchup, mustard, relish, mayo. Chips, cookies, bottled water.
- Pasta Bar: Spaghetti rotini, grilled chicken meatballs, Alfredo sauce, marinara sauce, roasted seasonal vegetable. Garlic bread sticks, cookies, bottled water. **(Vegetarian option available - Contact Chef Manager)**

Check Selection: <input type="checkbox"/> Taco <input type="checkbox"/> Burger <input type="checkbox"/> Pasta	Quantity	Price	Total
<input type="checkbox"/> \$8.50 per person		\$8.50	

PREMADE SUB PLATTER, WRAP PLATTER OR BOXED LUNCH
Minimum Order of 10 Guests

6" subs, assorted wrap sandwiches or Boxed: BLT, roast beef & cheddar, ham & swiss, turkey & provolone, vegetable, tuna or chicken salad. Wrap selections: white or Assorted Flavors. Includes chips, hand fruit, cookie & bottled water.

Check Selection: <input type="checkbox"/> Sub Platter <input type="checkbox"/> Wrap Platter <input type="checkbox"/> Boxed Lunch	Quantity	Price	Total
Check # of each Selection: <input type="checkbox"/> BLT ____ <input type="checkbox"/> roast beef ____ <input type="checkbox"/> ham ____ <input type="checkbox"/> turkey ____ <input type="checkbox"/> vegetable ____ <input type="checkbox"/> tuna ____ <input type="checkbox"/> chicken salad ____ Wrap: <input type="checkbox"/> white <input type="checkbox"/> Assorted Flavored Wraps <input type="checkbox"/> \$9.50 per person		\$9.50	

DELI PLATTER – Assorted meats and cheeses, breads, lettuce, tomato, mayo, mustard, pickles, rolls.
Minimum Order of 10 Guests

Check Selection:	Quantity	Price	Total
<input type="checkbox"/> \$4.80 per person		\$4.80	

ENTRÉE SALADS – Minimum Order of 10 Guests

Check Selection:	Quantity	Price	Total
<input type="checkbox"/> Signature Salad: Mixed Field Greens and Romaine Lettuce, Mandarin Oranges, Dried Cranberries, Sliced Almonds, Crumbly Blue Cheese <input type="checkbox"/> \$3.50 per person <input type="checkbox"/> With Chicken: \$1.25 extra per person		\$3.50 \$1.25	
<input type="checkbox"/> Caesar Salad: Crisp Romaine Lettuce, Grated Parmesan Cheese and Croutons <input type="checkbox"/> \$2.85 per person <input type="checkbox"/> With Chicken: \$1.25 extra per person		\$2.85 \$1.25	
Garden Salad: Romaine and Iceberg Mix topped with Grape Tomatoes, Cucumbers and Carrots <input type="checkbox"/> \$2.85 per person <input type="checkbox"/> With Chicken: \$1.25 extra per person		\$2.85 \$1.25	
DRESSINGS: (select 2) <input type="checkbox"/> Ranch <input type="checkbox"/> Italian <input type="checkbox"/> Caesar <input type="checkbox"/> Fat Free Raspberry Vinaigrette			

PIZZA – Includes Cheese & 1 topping

Check Selection: <input type="checkbox"/> Cheese Only	Quantity	Price	Total
<input type="checkbox"/> 16" (8 slices): \$12.00 <input type="checkbox"/> ½ sheet (12 pieces): \$12.00 <input type="checkbox"/> Full sheet (24 pieces): \$20.00		\$12.00 \$12.00 \$20.00	
Please Choose Toppings Below (1 Topping included)			
TOPPINGS: Additional Toppings \$1.25 (16" or ½ sheet) \$1.75 (Full Sheet) <input type="checkbox"/> pepperoni <input type="checkbox"/> ham <input type="checkbox"/> bacon <input type="checkbox"/> sausage <input type="checkbox"/> pineapple <input type="checkbox"/> onion <input type="checkbox"/> black olives <input type="checkbox"/> banana peppers <input type="checkbox"/> tomato <input type="checkbox"/> mushrooms		\$1.25 \$1.75	

WINGS - 10 wings with celery and bleu cheese

Check Selection:	Quantity	Price	Total
<input type="checkbox"/> Sold in Orders of 10: \$9.95		\$9.95	
SAUCE: <input type="checkbox"/> mild <input type="checkbox"/> medium <input type="checkbox"/> hot <input type="checkbox"/> BBQ			

PARTY PACK PIZZA COMBO - Sheet pizza with Cheese & 1 topping plus 40 wings (mild, medium, hot, BBQ)

Check Selection:	Quantity	Price	Total
<input type="checkbox"/> Party Pack \$45.00 Additional toppings: \$1.75		\$45.00	
TOPPINGS: Price includes 1 topping below - Additional toppings: \$1.75 <input type="checkbox"/> pepperoni <input type="checkbox"/> ham <input type="checkbox"/> bacon <input type="checkbox"/> sausage <input type="checkbox"/> pineapple <input type="checkbox"/> onion <input type="checkbox"/> black olives <input type="checkbox"/> banana peppers <input type="checkbox"/> mushrooms		\$1.75	
WING SAUCE: <input type="checkbox"/> mild <input type="checkbox"/> medium <input type="checkbox"/> hot <input type="checkbox"/> BBQ			

A LA CARTE OPTIONS

Check Selection:	Quantity	Price	Total
<input type="checkbox"/> Bottled water: \$1.25		\$1.25	
<input type="checkbox"/> Iced soda: \$1.25		\$1.25	
<input type="checkbox"/> Iced tea or lemonade: \$1.00		\$1.00	
<input type="checkbox"/> Chips: \$1.00		\$1.00	

A LA CARTE OPTIONS - Continued

<input type="checkbox"/> Cookies:	\$1.00		\$1.00	
<input type="checkbox"/> Gourmet Cookies:	\$2.00		\$2.00	
<input type="checkbox"/> Fresh fruit salad:	\$2.50		\$2.50	
<input type="checkbox"/> Pasta salad:	\$2.25		\$2.25	
<input type="checkbox"/> Gourmet Pasta Salad:	\$3.50		\$3.50	

PAPER SERVICE – Personal Touch Food Service includes all standard paper products that include Biodegradable & Compostable Fiber Plates, Environmentally Responsible Coffee Cups and 100% Recycled Fiber Napkins.

Check Selection:	Quantity	Price	Total
<input type="checkbox"/> Standard Paper Service * Included in Service Price		No Charge	\$0
<input type="checkbox"/> Upscale Catering Paper Service: \$1.25 per Person		\$1.25	

**SPECIAL REQUESTS OR INSTRUCTIONS- Please provide any special menu preparations or requests here.
Ex. Specific type of beverages, topping requests, sandwich spreads, chicken wing sauce etc.**

For Office Use Only: