

Catering Guide

TABLE OF CONTENTS

[Introduction](#)
[Planning Your Function](#)
[Service Charges](#)
[Special Meal Requirements](#)
[Bar Services](#)
[Breakfast Offerings](#)
[Luncheon Selections](#)
[Buffet Deli Lunches](#)
[Entree Luncheon Salads](#)
[Hot Luncheon Selections](#)
[Dinner Selections](#)
[Breaks and Specialty Items](#)
[Hot & Cold Appetizers](#)
[Evaluation, Summary & Contacts](#)
[Back to Conference Main Page](#)

INTRODUCTION

This guide describes the catering and special services provided by Sodexo at the Brookings Institution.

Our goal is to meet all your needs for conference dining, receptions, corporate dinners or any other events you may want to schedule. We will work closely with you to ensure that all your expectations for a successful event are met by our staff and that you are happy with the level of service you receive. We welcome your suggestions and encourage you to let us know how we can better serve you in the future.

Menus and prices are effective as of March 2007

On-site Assistance:

Food Services	202-797-6225
Fax	202-797-2961
E-mail	foodservices@brookings.edu
Conference Services	202-797-6208

PLANNING YOUR FUNCTION

- To reserve dining rooms and conference rooms, contact Conference Services at 202-797-6208.
- For food-related services, contact the Food Services Manager at 202-797-6225.
- It is prohibited to use outside vendors in the dining rooms or conference rooms.
- Select one person who can act as point of contact for all arrangements for food services.
- We request a minimum of three working days advance notice for any catering function; more notice, of course, is preferred.
- Select one menu option for your entire group. (Exception: see [Special Meal Requirements](#) below.)
- Report any changes regarding your event's number of participants, room location, or service requirements to the Food Services Manager (202-797-6225).

SERVICE CHARGES

- Food Services will make every attempt to handle last-minute orders on the basis of availability. An additional 25% rush charge will apply.
- Cancellations made less than 48 hours before the event will incur a 30% service charge.
- A service charge of 30% is applied to all events Monday through Friday, 7 a.m. to 7 p.m. Events starting before 7:00 a.m. and after 7:00 p.m. will incur additional labor charges. Please contact Food Services for inquiries at 202-797-6225.
- All food services delivered to locations in the 1775 or 1755 building other than the conference facilities will be served on disposable platters. Additional costs will be incurred for the use of the following: china, silverware, glassware, and linen ~ \$2.50 per person; tablecloths ~ \$8.00 each. Catering equipment must remain in the original function location. Any equipment missing from your event will be charged to your account/project number at replacement cost.

SPECIAL MEAL REQUIREMENTS

- We can accommodate special needs for participants with food allergies, or who are vegetarian or kosher,
- Please alert us as soon as you are aware of any special dietary needs so that we can be prepared ahead of time.
- Kosher meals are available only with 48 hours advance notice and are priced at a different rate than regular meals in the guide.
- We are always prepared to accommodate an unexpected vegetarian meal or two, however advance notice is preferred.
- Vegetarian meals will consist of at least three vegetable items or two vegetable and one protein item, such as tofu, beans, eggs, nuts, etc.

BAR SERVICES (NO SERVICE TO MINORS)

Open Bar with Alcohol

Beer, wine, hard liquor and mixers including assorted sodas and mineral water (sparkling and non-sparkling)

Minimum 20 people

\$12.00 per person per hour

Beer and Wine

Beer, wine, assorted sodas, mineral water (sparkling and non-sparkling); specialty beers are available at an additional cost

Minimum 20 people

\$6.50 per person per hour

Wine service is available for lunch and dinner. Please ask us for the list of wine selections and prices.

Beverages are priced by consumption based on the following rates:

Bottled soda (1 liter)	\$3.00 per bottle
Bottled soda (20 oz.)	\$2.25 per bottle
Bottled juice (20 oz.)	\$2.25 per bottle
Sparkling and non-sparkling mineral waters (20 oz.)	\$2.25 per bottle

BREAKFAST OFFERINGS

Select one menu option for your entire group. (Exception: see [Special Meal Requirements](#).)

(Freshly brewed regular and decaffeinated Starbucks coffee, and tea are served with all breakfasts.)

Note: Events starting before 7:00 a.m. will incur an additional labor charge.

Cold Breakfast (Served buffet style for minimum 15 persons)

Continental Breakfast I ~ \$5.85 per person

A selection of assorted breakfast breads*.

Continental Breakfast II ~ \$6.85 per person

A selection of assorted breakfast breads*, and juice.

Continental Breakfast III ~ \$9.85 per person

A selection of assorted breakfast breads*, juice, and sliced fresh fruit.

Continental Breakfast IV ~ \$10.35 per person

A selection of assorted breakfast breads*, juice, sliced fresh fruit, assorted yogurt, cold cereals, and milk.

Hot Breakfast (Served buffet style for 15 minimum person; served plated for maximum 25 persons)

Brookings Breakfast I ~ \$13.60 per person

Scrambled eggs, home fries, ham, bacon or sausage, assorted breakfast breads*, sliced fresh fruit, juice, assorted cold cereals, and milk.

Brookings Breakfast II ~ \$13.60 per person

Baked eggs with grilled vegetables, basil, and Parmesan, home fries, smoked chicken sausage, assorted breakfast breads*, sliced fresh fruit, and juice.

Brookings Breakfast III ~ \$13.60 per person

Raisin French toast with cinnamon cream cheese and pecans, bacon or sausage, assorted breakfast breads*, sliced fresh fruit, and juice.

Brookings Breakfast IV ~ \$13.60 per person

Western omelet, bacon or ham, hash browns, assorted breakfast breads, fruit platter, and juice

Brookings Breakfast V ~ \$13.60 per person

Crustless egg quiche, hash browns, turkey apple sausage, fresh fruit platter, assorted breakfast breads, and juice.

Brookings Breakfast VI~ \$15.60 per person

Smoked salmon with mini-bagels and cream cheese, diced boiled egg, red onions, capers, sliced tomato, herbed mozzarella, assorted breakfast breads*, sliced fresh fruit, and juice.

* May include mini-croissants, scones, fruit danish, bagels, coffeecakes, and muffins.

LUNCHEON SELECTIONS

We offer an assortment of luncheon types to accommodate various meeting styles. Please select from the following:

[Buffet Deli Lunches](#)

[Entree Luncheon Salads](#)

[Hot Luncheon Selections](#)

BUFFET DELI LUNCHES

Select one menu option for your entire group. (Exception: see [Special Meal Requirements](#).)

Sandwich Board ~ \$12.60 per person

Assorted sandwiches made with fresh sliced deli meats and cheese, tuna, chicken or egg salad, on freshly baked gourmet breads and rolls with a chef's selection of two side salads, condiment platter, potato chips, cookies or brownies, and assorted liters of soda.

Deli Board / Build Your Own Sandwich ~ \$13.60 per person (Minimum of 15)

A selection of fresh sliced deli meats and cheeses, fresh baked gourmet breads and rolls, chef's selection of two side salads, condiment platter, potato chips, choice of cookies, brownies or fruit bars, and assorted liters of soda.

Sandwich Wraps ~ \$15.60 per person (minimum of 15 people)

Assorted flour tortilla wrapped sandwiches made with fresh sliced deli meats and cheese, with a chef's selection of two side salads, condiment platter, chips, choice of cookies, brownies or fruit bars, and assorted liters of soda.

Focaccia Sandwich Board ~ \$15.60 per person (minimum of 15 people)

Chicken breast or grilled vegetables with fontina cheese on focaccia, chef's selection of two side salads, condiment platter, chips, choice of cookies, brownies or fruit bars, and assorted liters of soda.

Stacker Sandwich ~ \$17.80 per person (minimum of 15 people; requires 48 hours notice)

Assorted specialty sandwiches made with flank steak, marinated grilled chicken breast, smoked salmon on ciabatta or herb focaccia bread accompanied with grilled vegetables, specialty spreads, chef's choice of two side salads, chips, cookies or brownies and assorted liters of soda.

ENTREE LUNCHEON SALADS

Select one menu option for your entire group. (Exception: see [Special Meal Requirements](#).)
Served buffet or plated on a bed of gourmet field greens.

Your choice of:

- Buffet style (minimum of 15 persons)
Served with chef's selection of two side salads, fresh rolls, choice of cookies, brownies and assorted liters of soda.
- Plated with waiter service (no minimum required)
Served with fresh rolls, entree salad of your choice, specialty dessert, and freshly brewed Starbucks coffee and tea.

Oriental Cashew Chicken with Asian Vinaigrette~ \$16.30

snow peas, bean sprouts, red onion, carrots, water chestnuts, cashews, hoisin vinaigrette

Aztec Chicken Salad with Chipotle Red Wine Vinaigrette~ \$16.30

roasted corn, black beans, red and green bell peppers, cilantro, chipotle red wine vinaigrette

Mykronos Chicken Greek Salad with Lemon Herbed Vinaigrette~ \$16.30

roma tomato, cucumber, kalamata olives, pepperoncini, feta, lemon and basil vinaigrette

Grilled Herbed Flank Steak with Forest Mushrooms ~ \$17.30

with sweet onion & roasted red pepper vinaigrette

Thai Style Grilled Flank Steak Salad with Basil-Lime \$17.30

bean sprouts, shredded carrots, cucumbers, ginger with chili lime vinaigrette

Chicken Waldorf Salad ~ \$ 16.30

with pears, granny smith apples, honey roasted pecans, and cranberries

Classique Salmon Nicoise ~ \$17.30

with fresh green beans, olives, plum tomatoes, potatoes, hard boiled eggs with classic italian dressing

Grilled Jamaican Pork Tenderloin Salad ~ \$17.30

with fried plantains, plum tomatoes, fresh mangoes, red peppers, sweet onions with mango vinaigrette

Mediterranean Potato Salad with Shrimp & Feta Cheese ~ \$17.30

Fingerling potatoes, scallion, sliced olives, capers, roasted red peppers, feta and shrimp tossed w/ lemon oil.

Grilled Salmon Teriyaki with Sweet & Sour Cucumber-Ginger Salad ~ \$17.30

Pickled ginger, cucumber, red onion, red peppers, sweet and sour mirin vinaigrette

Montego Bay Jerk Chicken Breast Salad ~ \$16.30

with pineapple, plum tomato, plantain chips and mango-lime vinaigrette

Curried Chicken Breast Salad ~ \$16.30

with toasted almonds, raisins, grapes, English cucumber and yogurt curry dressing

Tuscan Chicken Salad ~ \$16.30

with artichoke hearts, roasted red peppers, kalamata olives, mushrooms and oregano sherry vinaigrette

Cobb Lobster Salad ~ \$19.95

with fresh lobster tail, fresh romaine, avocados, pear tomatoes, marinated fingerling potatoes, roasted baby beets and lemon tarragon vinaigrette

Thai Seafood w/ Vermicelli Noodles ~ \$17.30

with fresh shrimp, sea scallops, cucumber slices, fresh chili peppers, scallions ginger, cilantro, vermicelli noodles w/ citrus lime vinaigrette

Curried Chicken Salad w/ Mango and Papaya ~ \$16.30

marinated and grilled chicken, indian spices, raisins, fresh mangoes, fresh papaya w/ honey yogurt dressing

HOT LUNCHEON SELECTIONS

Select one menu option for your entire group. (Exception: see [Special Meal Requirements.](#))
Served buffet or plated.

Your choice of:

- Buffet style (minimum of 20 persons)
- Plated with waiter service (no minimum number of persons)
All plated lunches include a house salad, chef's selection of a fresh vegetable and/or a starch, fresh rolls, specialty dessert, and freshly brewed regular and decaffeinated Starbucks coffee, and tea.

Special appetizers are available at additional cost.

Roasted Stuffed Chicken Breast ~ \$16.75

with spinach, mushrooms, sun-dried tomatoes w/ roasted tomato coulis

Grilled Pesto Chicken Breast ~ \$16.75

with tossed penne pasta, sundried tomatoes, kalamata olives, pine nuts and arrugula

Marinated Chicken Breast ~ \$16.75

with roasted acorn squash, wild rice and honey plum sauce

Chicken Marsala with Porcini Mushroom Demi-Glace ~ \$16.75

Grilled Flank Steak ~ \$17.75

with caramelized onions, chimichurri sauce and rosemary mushrooms

Fillet Mignon ~ \$19.75

with forest mushrooms, brandy ragout and haricot verts

New York Strip Steak w/ Wild Mushrooms-Sherry Demi Glace ~ \$19.75

with roasted rosemary fingerling potatoes

Grilled Beef Tenderloin w/ Truffle Roasted Mashed Potatoes, Cracked Peppercorn-Brandy Demi-Glace ~ \$19.95

Roast Pork Tenderloin ~ \$17.75

with sweet potato puree, granny smith apple chutney

Creamy Polenta w/ Forest Mushroom Leek & Tomato Coulis ~ \$15.75

Oven Roasted Bell Peppers Stuffed w/ Lentils Ragout ~ \$15.75

Penne Pasta with Wild Mushroom Medley w/ Sherry Beurre Blanc ~ \$15.75

Greek Stuffed Eggplant ~ \$15.75

with ratatouille and feta cheese

Fennel/Coriander Crusted Salmon w/ Pink Grapefruit Relish and Basmati Rice~ \$18.75

Roast Halibut Provencal w/ Tomato – Capers , and Olives Over Creamy Polenta-\$18.75

Grilled Tuna w/ Orange Ginger Glace ~ \$18.75

with mango mint salsa

Corn Crusted Fillet of Grouper ~ \$18.75

with sweet tomato relish, white beans and vegetable ragout

Baked Tilapia w/ Curried Coconut Cream ~ \$18.75

with vegetable somosa served over asian noodles

DINNER SELECTIONS

Please select one menu option for your entire group (minimum of 15 people). (Exception: see [Special Meal Requirements.](#))

Special appetizers and wine are available at additional cost. All dinner include house salad chef's selection of a fresh vegetable and/or a starch, fresh rolls, specialty dessert, and freshly brewed regular and decaffeinated Starbuck's coffee, and tea.

A service charge of 30% will be applied to all dinner events. Events starting after 7:00 p.m. will incur an additional labor charge.

Grilled Beef Tenderloin ~ \$32.80

with parsnip and mushroom ragout

Entrecote of Beef ~ \$32.80

with smoked bacon port wine jus, herbed fingerling potatoes

Grilled Beef Tenderloin ~ \$32.80

with brandy wild mushroom ragout, truffle mashed potatoes

Rib-Eye Steak ~ \$32.80

with gorgonzola cheese & crispy onions

Grilled Veal Chops w/ Plum Tomato-Black Olive Coulis ~ \$34.50

with creamy wild mushroom polenta

Roasted Rack of Lamb w/ Cumin Au Jus ~ \$34.80

with butternut squash, white bean ragout

Broiled Maryland Crab Cakes ~ \$34.80

with chipotle lime & corn relish

Pan Seared Rock Fish Fillet ~ \$32.80

with lemon beurre blanc

Grilled Tuna w/ Cucumber Pickle Ginger Relish ~ \$32.80

with toasted sesame black bean coulis

Grilled Salmon w/ Citrus Vanilla Emulsion ~ \$32.80

with ragout of leeks, shitake mushrooms and butternut squash

Roasted Lemon Thyme Seabass ~ \$32.80

with mediterranean salsa over saffron-Israeli couscous

Macadamia Crusted Swordfish w/ Tropical Salsa ~ \$32.80

with coconut rice pilaf, sweet potato medley

Pasta w/ Grilled Shrimp and Chardonnay Cream Sauce ~ \$32.80

Pan Seared Duck Breast w/ Port Wine ~ \$31.80

with roasted shallots, fig compote and sautéed spinach

Roasted Pork Tenderloin ~ \$31.80

with stuffed cornbread, sun-dried cranberries, w/ calvados demi-glace

Roast Stuffed Chicken Breast ~ \$31.80

with goat cheese, rosemary, leek with shitake mushroom Madeira sauce

Oven Roasted Cornish Hen w/ Roasted Garlic Demi-Glace ~ \$31.80

with yukon gold potatoes, baby carrots

Roasted Herb Chicken w/ Caramelized Shallots-Marsala Reduction ~ \$31.80

with bleu cheese polenta, roasted micro vegetables

BREAKS AND SPECIALTY ITEMS

Whole fruit	\$.85 per piece
Granola bar	\$1.50 per person (1 bar per person)
Mini French pastries	\$3.25 per person (2 pastries per person)
Biscotti	\$1.75 per person (1 piece per person)
Coffee cake	\$1.95 per person (1 piece per person)
Hard candies	\$4.75 serves 20 people
Lemon bars/fruit bars	\$2.45 per person (1 bar per person)
Fresh baked cookies	\$1.95 per person (1 cookie per person)
Bowl of popcorn	\$3.00 serves 6 people
Bowl of mixed nuts	\$8.00 serves 6 people
Soft pretzels	\$2.45 per person (1 pretzel per person)
Bowl of hard mini pretzels	\$3.00 serves 6 people
Salsa and chips	\$4.50 serves 6 people
Pitcher of assorted juices	\$10.00 (10 servings)
Coffee, decaf or tea	\$2.45 per person
Bottled sodas	\$3.00 per 1 liter bottle
Bottled sodas	\$2.25 per 20 oz. bottle
Bottled water (non-sparkling)	\$2.25 per 20 oz. bottle
Perrier (sparkling)	\$2.25 per 10 oz. bottle
Bottled juices	\$2.25 per 16 oz. bottle
Flowers	Available upon request. Prices depend on your requirements.
Gourmet and specialty cakes	Can be customized and ordered at your request. Prices depend on your requirements.

HOT & COLD APPETIZERS

Minimum of twenty persons per selection required; per person serving size is two pieces.

	per person
Cold Appetizers: 2 per person	
Spinach dip with pita toast points	\$2.75
Wild mushroom herb tapenade on crostini	\$2.75
Vegetable crudité	\$2.75
Bocconcini and red tomato skewer	\$3.75
Assorted cheese & crackers	\$3.75
Fresh fruit platter	\$3.75
Melon wrapped with prosciutto	\$3.75

Polenta cake with caramelized onions & goat cheese	\$3.75
Stilton bleu, pears & watercress tartlet	\$3.75
Shrimp & scallop on hazelnut tart	\$4.75
Smoked salmon with radish cucumber relish on crostini	\$4.75
Assorted sushi	\$4.75

Hot Appetizers: 2 per person

	per person
Mini chicken samosas with mango chutney	\$3.75
Thai chicken satay with coconut peanut chile sauce	\$3.75
Saltimboca chicken bites	\$3.75
Southwest chicken kebab	\$3.75
Sweet potato coconut chicken tenders	\$3.75
Risotto Arancini (risotti, shallots, fontina & parmesan cheese in bread crumbs)	\$3.75
Spinach and feta triangles	\$3.75
Southwest spring rolls with fresh pico de gallo	\$3.75
Mini cocktail spring rolls	\$3.75
Vegetable somosa	\$3.75
Caponata (roasted eggplant, onion, tomato blended with feta cheese)	\$3.75
Mini beef Wellingtons	\$4.50
Cozy shrimps(whole shrimp with sesame oil,garlic wrapped in spring roll)	\$4.50
Risotto crab cakes with pesto remoulade sauce	\$4.50
Coconut shrimp chili dipping sauce (butterfly shrimp coated w/coconut)	\$4.50
Moroccan lamb star(ground lamb seasoned, peppers and wrapped in puff pastry)	\$4.50

Hors D'ourvres and Themed Receptions

Latin Flair	\$17.80
Assorted tortilla chips with guacamole & salsa, cheese quesadilla trumpets, chicken empanadas, tri-bean dip with tostada cups	
Pan Asia	\$17.80
Chicken somosas with mango chutney, chili lime salmon satay, assorted sushi, assorted tropical fruit with coconut ginger dip	
Americana	\$19.80
Choice of petit beef tenderloin or mini crab cakes with pesto remoulade sauce, mini red bliss potatoes with sour cream and caviar, assorted fruit, assorted cheese and crackers	
Mediterranean	\$19.80
Marinated lamb chops with capers, spinach & feta cheese triangles, stuffed grape leaves and platter of Greek olives, baba gannouj dip with pita chips	

EVALUATION

- Following your event, please complete the [Event Evaluation](#) form and forward it to the Director of Business Services as soon as you get a chance.
- This form gives you the opportunity to express your comments about the logistics and the catering of your event. We encourage your feedback as this provides us with ideas on how to improve our customer service and/or food offerings.
- After your event, you will receive an invoice report. This report provides you with an itemized list of all charges associated with your event. Please review this report carefully to ensure all charges are billed correctly.
- If your event is for a Brookings program or any internal function, this invoice report is for your records. If your event is for an external organization, the invoice report will be included in the monthly statement.
- If you have any questions about the invoice, please call the Food Services Manager.

SUMMARY

- These guidelines are to help you when planning for the catering of your event at the Brookings Institution. If you have any questions we encourage you to contact Food Services at 202-797-6225.

CONTACTS

- [Eppie Valencia](#), Director of Food Service, 202-797-6225
- [Stacey Rosenstein](#), Conference Services Manager, 202-797-6208
- [Kathy Santos](#), Director of Business Services, 202-797-6207
- [Sean Meehan](#), Building Operations Manager, 202-797-6100

Last update: 3/1/2007