

A large, stylized graphic of a gold fork and knife crossed in the center of the slide. The background features a light gray dotted pattern with dark blue and gold geometric shapes on the left side.

TECH CATERING TOWN HALL

Celebrating Campus
Partnerships in Events

AGENDA

- Welcome from Kelly Rowland Prather, Director of Catering for Tech Dining
- Tech Catering Mission & Vision Statement
- Meet the Team!
- FY23 Tech Catering Fun Facts
- What's New
 - Menu Updates
 - Planning Your Event Details
 - Catering Exemptions
- Q & A
- Kitchen Tour & Menu Tasting with the Chef



Tech Dining | Tech Catering

Core Mission & Vision Statements:

Mission:

To offer a premier collegiate dining experience by providing consistent and high-quality culinary solutions while championing innovation and celebrating diversity through valuable student *and faculty & staff* interactions.

Vision:

To establish Tech Dining as the premier **leader and employer** within the collegiate dining industry, by educating and engaging the campus community while driving student *and campus* value and satisfaction.

Meet the Team!



FY23: Tech Catering Interesting Facts

NUMBER OF TOTAL EVENTS 2,629

NUMBER OF GUESTS SERVED-
250,704

AVERAGE DOLLAR SALE PER GUEST
\$11.23

NUMBER OF BOXED LUNCHES
SERVED 29,000

10 EVENT STAFF
2 ADMIN
4 CULINARIANS
2 UTILITY
2 OPERATION MGRS

Say YES to Menu Refresh!

Tech Catering Breakfast Menus

All packages served with paired condiments for pastries and beverages including butter, jellies, creamer, sweeteners, honey, and lemon slices.

A 12-guest minimum applies to all menus (upcharge will apply to orders under minimum).

Some menu packages can be made into Grab & Go options for speed of service. See Tech Catering Office for details.

Everyone's Favorite Healthier Continental... \$13.00 per person

House-baked Mini Pastries, Assorted Tea Breads, Portions of Gluten Free and Vegan Pastries, Assorted Sliced Fruit, Dispensed Juice, Regular & Decaf Coffee, Assorted Teas

GT (Georgia Traditional) Southern Breakfast... \$12.00 per person

Scrambled Eggs, Choice of 1 Protein. Shredded Hash Browns, Home Fries or Grits, Southern Biscuits and Honey, Dispensed Juice, Regular & Decaf Coffee, Assorted Teas

Ramblin' Wreck of a Southern Breakfast... \$14.50 per person

Scrambled Eggs, Chicken and Waffles, Shredded Hash Browns or Home Fries, Fresh Seasonal Fruit Salad, Dispensed Juice, Regular & Decaf Coffee, Assorted Teas

Breakfast Continued...

Breakfast Enhancements and Add-on's:

Deconstructed Yogurt Parfaits with fresh Berries and House-made Granola... \$5.00 per person, 10 person minimum

New York Style Bagels served with Cream Cheese and Jelly... \$15.50 per dozen

Bagels and Lox with a variety of Schmears ... \$60.00 per dozen

Individual Cold Cereal, per person... \$2.50 each

Fresh Seasonal Sliced Fruit... \$4.50 per person, 5 person minimum

Fresh Fruit Salad... \$4.00 per person, 5 person minimum

Greek Yogurt Cups... \$2.50 each

Mini Frittatas: (suggested serving size- 2 per person)

Mini Artichoke and Tomato Mini Frittatas... \$48.00 per dozen (three dozen minimum)

Mini Chicken and Pepperjack Cheese Mini Frittatas... \$50.00 per dozen (three dozen minimum)

Mini Quiche: (suggested serving size 2 per person)

Hickory Smoked Bacon and Cheddar Mini Quiche... \$56.00 (three dozen minimum)

Caramelized Onions, Mushrooms, and Swiss Mini Quiche...\$51.00 (three dozen minimum)

Tech Catering Lunch Menus

Gourmet Sandwich Boxed Lunch... \$14.00 per box

Choice of Gourmet Sandwiches, one Side Salad, Bag of Chips, Cookie or Brownie, and Assorted Cokes & Dasani Water (3 sandwich minimum per sandwich selection).

Gourmet Sandwiches Selections:

Turkey and Swiss; Pistou Aioli and Mixed Greens

Roast Beef and Pepperjack Cheese; Chimichurri Sauce, Leaf Lettuce on French Roll

Grilled Chicken Caprice; Focaccia, Pesto Grilled Chicken, Fresh Mozzarella, Mixed Greens, Sliced Tomato

Roast Turkey Sandwich; Kaiser Roll, Lettuce, Sun Dried Tomatoes, Italian Dressing

Tuna Salad on Wheat; Southern Style Tuna Salad, Wheat Bread, Mixed Greens

Chicken Salad; Field Greens, Butter Croissant

BBQ Chicken Wrap; BBQ Chopped Chicken, Coleslaw, Shredded Cheddar, Flour Tortilla

Mediterranean Sandwich, Ciabatta Roll, Whipped Feta, Cucumber, Tomato, Mixed Greens, Olive and Peppadew Tapenade

Italian Sub; Hoagie Roll, Smoked Ham, Salami, Provolone Cheese, Mix Greens, Oil, and Vinegar

Chicken Caesar Salad Wrap; Romaine Lettuce, Diced Chicken, Caesar Dressing and Parmesan Cheese (V)

Vegetable and Roasted Red Pepper Hummus Wrap; Spring Mix, Spinach Tortilla (VG)

Chickpea Salad Wrap, Garbanzo Salad, Mix Greens, Garlic Herb Tortilla (VG)

Side Salad Selections:

Classic Caesar Chopped Romaine, Parmesan Cheese, House-made Croutons; Caesar Dressing (V)

Veggie Pasta Salad; Cucumber, Tomato, Vidalia Onion Vinaigrette (VG)

Spring Mix Salad; Cucumber, Tomato, Carrot; Creamy Ranch or Balsamic Vinaigrette (VG)

Tri-color Quinoa Salad; Spring Onions, Bell Peppers; Lemon Vinaigrette (VG)

Sandwiches Galore!

Beaucoup Bowls!

Tech Bowls

12 guest minimum (upcharge will apply for orders less than minimum)

Served buffet style with all items separate so guests can choose their own combination of flavors and proteins while also avoiding allergens and gluten if desired

All orders served with a Vegetarian protein option for 10% of the guest count, dispensed Water and Tea and choice of Cookie or Brownie

Choose from:

Southwest ... \$16.50

Cilantro Lime Rice or Seasoned Brown Rice, Chopped Chicken, Seasoned Ground Beef, Seasoned Tofu Crumble (10% guest count), Sautéed Peppers, Shredded Cheese, Shredded Lettuce, Black Beans, Guacamole, Pico de Gallo, Sour Cream, Tortilla Chips, and Flour Tortillas

Mediterranean ... \$14.00

Yellow Basmati Rice, Mixed Greens, Grilled Chicken, Falafel, Kalamata Olives, Cherry Tomatoes, Pickled Onions, Feta Cheese, Tzatziki Sauce, Lemon Vinaigrette and Pita Chips

Ramen (broth and noodles) ... \$14.00

Mushroom Broth, Yakisoba Noodles, Green Onions, Napa Cabbage, Sprouts, Sliced Mushrooms, Chicken, Tofu, Carrots, Edamame, Sliced Radishes

GT Healthy Habits ... \$14.00

Steamed Rice or Soba Noodles, Vegetable Broth, Mixed Greens, Grilled Chicken, Tofu Crumbles, Quinoa, Stewed Lentils, Edamame, Cauliflower, Roasted Squash, Carrots, Marinated Mushrooms

Tech Greens ... \$14.00

Mixed Greens, Grilled Chicken, Black Beans (VG-GF option), Sliced Cucumber, Cherry Tomatoes, Red Onion, Shredded Cheese, Crumbled Bacon, Chopped Boiled Eggs, Croutons and a Variety of Dressings

Salacious Salad Additions....

Salads for a Crowd: (serves approximately 20 - 25)

Mixed Greens; Cucumber, Tomato, Carrot, Creamy Ranch or Balsamic Vinaigrette (VG- GF) ... \$36.00

Veggie Pasta; Cucumber, Tomato, Vidalia Onion Vinaigrette (VG)...\$36.00

Caesar; Chopped Romaine, Parmesan Cheese, House-made Croutons; Caesar Dressing (V)... \$45.00

Southwest; Romaine Lettuce, Corn, Red Onion, Cherry Tomato, Black Beans, Diced Bell Peppers with Avocado Ranch Dressing (V, GF) ... \$45.00

Tech Catering Reception Menus:

House-made Dips and Spreads... \$7.00 per person (choice of 2)

Spicy Queso Dip with House-made Potato Chips

Spinach and Artichoke Dip with Tortilla Chips

Buffalo Chicken and Blue Cheese Dip with Tortilla Chips

Hummus Trio with Pita and Crudité

***Hors d'oeuvres (per dozen)**

Served Ambient :

Greek Vegetable Tartlet...\$24.00 (V)

Melon and Tajin Bites...\$21.00 (VG)

Shrimp Shooters...\$36.00

Salmon Salad on Cucumber "Crostini" ...\$28.00

Sweet Potato and Avocado Cups ...\$28.00 (VG)

Spanakopita...\$24.00 (V)

Spicy Tuna Tartar Miso Taco...\$31.00

Sundried Tomato Chicken Tartlet... \$28.00

Roasted Vegetable Stuffed Mushroom Caps; Tomato Ragu...\$24.00 (VG, GF)

Served Hot :

Mac & Cheese Bites, White Cheddar Fondue...\$21.00 (V)

Curry Chicken Tartlet...\$28.00

Three Cheese Arancini; Truffle Aioli...\$31.00 (V)

Chicken Skewers (Honey Hot, Teriyaki, Chili Lime, Sesame- Ginger) ...\$31.00

BBQ Chicken Bao Bun...\$41.50

Miniature Crab Cakes; Scotch Bonnet Aioli...\$41.50

Petite Cheeseburger Sliders...\$48.00

**Please contact us for additional custom options!*

Receptions Reimagined!

Plated Perfection!

Tech Catering Plated Menus

Seated-served Cold Plate Entrée Salads:

*All entrees served with Artisan Roll with Butter or Herbed Crostini, Iced Tea, Ice Water. House Porcelain Service-ware is included for internal department groups of up to 20 guests. *Plated Dessert available at an additional cost noted below.*

Apple Salad... \$22.00 per person

Honey Glazed Grilled Chicken Breast, Spring Mix, Marinated Apple Slices, Dried Cranberries, Toasted Sesame Dusted Goat Cheese Truffles, Spiced Agave Vinaigrette

Poached Pear and Blue Cheese Salad... \$22.00 per person

Herb Roasted Chicken Breast, Mixed Greens, Poached Pears, Crumbled Blue Cheese, Toasted Pecans, White Balsamic Vinaigrette

Bibb Salad... \$22.00 per person

Bibb Lettuce, Goat Cheese, Toasted Marcona Almonds, Bacon Lardoons; White balsamic Vinaigrette

***Vegetarian Niçoise Salad ... \$20.00 per person**

Mixed Greens, Haricot Verts, Soft Boiled Egg, Cherry Tomatoes, Kalamata Olives, Cannellini Beans, Balsamic Vinaigrette

**Add Salmon for \$9.00pp*

Roasted Vegetable Chopped Salad... \$18.00 per person

Pesto Coated Seasonal Vegetables, Baby Spinach, Chickpeas, Israeli Cous Cous, Feta Cheese

Roasted Beet Salad ... \$17.50 per person

Goat Cheese; Honey Pepper Vinaigrette

Seated-served Hot Entrées:

*All entrees served with Artisan Roll with Butter or Herbed Crostini, choice of salad (Caesar, Garden, or Marinated Tomato & Cucumber), Iced Tea, Ice Water and Coffee Service. House Porcelain Service-ware is included for GT internal department groups of up to 20 guests.
Plated Dessert available at an additional cost noted below.*

Poultry Entrée Options...\$36.00 per person

Pan seared Airline Chicken Breast, Boursin Stuffed Crispy Chicken, Honey-garlic Chicken, or Chicken Marsala

Beef Entrée Options.... \$48.00 per person

Red Wine Braised Short Ribs with Red Wine Demi, Char-grilled New York Strip, Braised Brisket or Marinated Flank

Seafood Entrée Options...\$43.00 per person

Oven Roasted Salmon (choice of Honey, Bourbon, or Teriyaki glazed, or Lemon and Herb Butter), Seared Snapper Filet Lemon Herb Beurre Blanc, Grilled Shrimp with Pineapple Habanero Salsa or Mustard Rubbed Pan Seared Sea Scallops

Vegan Entrée Options: ...\$25.00 per person

Quinoa Stuffed Oyster Mushroom or Tamari Marinated Sweet Potato "Steak"

Starch Sides: choose 1

Potato Puree (V, GF), Macaroni and Cheese Souffle (V), Roasted Fingerling Potatoes (VG, GF), Whipped Garlic Mashed Potatoes (V, GF), Israeli Couscous (VG, GF), Yellow Grits (V, GF), Coconut Rice (VG, GF)

Vegetable Side options: choose 1

Braised Greens (VG, GF), Charred Broccolini (VG, GF), Grilled Asparagus (VG, GF), Garlic Green Beans (VG, GF), Parsnip Puree (VG, GF), Roasted Heirloom Carrots (VG, GF), Blistered Heirloom Cherry Tomatoes (VG, GF), Wilted Baby Spinach (VG, GF), Crispy Brussel Sprouts (VG, GF)

*Plated Dessert Options: add \$9.00 per person

*Double Chocolate Cheesecake Tart; Mandarin Gel, Raspberries
Passionfruit Panna Cotta; Raspberry Elderflower Gelee and Cookie Crumble
Caramelized Pineapple Tart; Toasted Coconut and Pink Guava Pate de Fruits
Vanilla Bean Pavlova; Mango Diplomat and Hibiscus **gluten-free option*

**Seasonal options also available, please our office for details*

Catering Event Planning Tips!

- ***When you know you have an upcoming event, don't wait! Please place an order in Catertrax immediately or reach out to our office to bookmark the date. Please provide:**
 1. An estimated # of attendees
 2. Anticipated location
 3. Service start & end times
 4. Type(s) of meal desired (boxed lunch, reception, plated meal?)
- **We make every effort to accommodate last minute requests. Priority, however, is reserved for Tech Catering exclusive spaces including: The Student Center Buildings (Ex Hall, John Lewis Student Center, West Village), Global Learning Center and Kendeda. When we're booked, please feel free to contact one of GT's approved Secondary Caterers.*



Menu Updates

- Things change and we understand! Think of catering like a long train. There are so many cars and moving parts.
- We are literally in the business of “**Moving the Restaurant**”.
- **All decreases** in guest count for internal departments **must be received at least 5 business days in advance** of your event.
- **Any increases** or special last minute menu requests need to be **received 3 business days in advance** of your event.





Pop Ups: Requests made with less than 5 business days notice

So they waited for you to return from vacation to tell you about the VIP lunch needed at the end of the week!

While frustrating, we are here to help as much as we are able. “Moving train”.

If we are able to accommodate your request, all documents will need to be received immediately upon booking.

If we’re not available, please reach out to one of GT’s approved secondary caterers for events conducted in non-Tech Catering exclusive spaces.

Approved Secondary Caterers

Secondary Catering Services

Affairs to Remember ☐

404.872.7859

Avenue Catering Concepts ☐

770.578.1110

Carlyle's ☐

404.872.4231

Proof of the Pudding ☐

404.892.2359

Serendipity Catering ☐

770.455.4545

Time to Dine ☐

770.384.1904

Technology Square Restaurants

Technology Square restaurants can also cater your event. Please note that Moe's and Yogli Mogli are not Tech Square restaurants.

Buffalo Wild Wings ☐

404.273.8068

Rays/Cedars ☐

404.888.9911

Waffle House ☐

404.872.0028

There on 5th ☐ ☐

678.705.5021

Tin Drum ☐


404.881.1368



What is Required to Confirm Your Event?

1. An active Work-tag

- *Tech Catering processes journal entries in Workday on your behalf.*
- *Please confirm with your department business / budget manager the appropriate payment method and verify the availability of funds!*
- *While this is helpful at the time of document verification, it is not required. It just makes for a more expeditious journal transfer where we eliminate some of the back and forth within each department's AP area.*

A pair of black-rimmed glasses with round lenses is resting on a stack of papers and a notebook. A red ribbon bookmark is visible on the left side of the notebook. The background is blurred, showing more papers and a wooden surface.

What is Required to Confirm Your Event?

2. A Food Group Meal Form

- *All fields must be completed*
- *A signature from your department's approver is a must!*
- *Again, this will eliminate some of the back & forth experienced in the past when the person signing is not actually the person authorized to sign.*

Food Group Meal Form-Example



Food / Group Meal Event Documentation Form

(Effective February 1, 2022)

Purpose: This form is used to provide documentation for all food/group meal purchases funded with institutional, Foundation and sponsored funds. Institutional funds include appropriations, departmental sales/service funds, student activity funds, and auxiliary funds. A copy of this form must be maintained with any P-Card receipt documentation and payment requests submitted to Accounts Payable. Use this form for meals or food purchased on or after February 1, 2022.

Events using **custodial**(previously agency funds) or processed directly through the GT Foundation OR GTRC do not require use of this form.

For America-to-Go orders, attach form to requisition.

Business Purpose : Bio LaunchPad Seminar

☒ On campus ☐ Off Campus

Date(s) of Event: 6/29/23 **Time (Start/End):** 11am - 4pm

GT Event Sponsor: Parker H. Petit Institute for Bioengineering and Bioscience

Approval Signature Christina Wessels

*Pre- approval by department head/delegate is required for employee business meetings using institutional funds

Type of Activity: ☐ Student Event ☐ Business Meeting ☐ Employee Group Meal ☐ Volunteer Event
☒ Conference, Camp & Workshop ☐ Contract Hospitality ☐ Annual Member Recognition

Participants:

☒ Students ☒ Employees ☒ Non-employees ☐ Volunteers ☒ Conference Attendees

☒ Group event: 15+ participants (reception, banquet, open house) **Estimate#:** 60

☐ Less than 15 participants. Provide list of participants with associated dept/entity


Meal cost per person: \$15.00/person

CAN NOT EXCEED \$13/Breakfast, \$14/Lunch, \$23/Dinner. Unless Foundation/GTRC funds are used or sponsor approves

Funding Source: ☐ Student Activity Fees ☐ Custodial Funds ☐ Departmental Sales Rev
☐ Sponsored ☐ Institutional ☐ Auxiliary ☒ GT FDN/GTRC

Policy Guidance: [\(See policy 5.2.1.9 for detailed policy\)](#)

Foundation Funds	Foundation funded payments for snacks, beverage service, and other meals in support of Institute business may be processed through Accounts Payable. Meal per diem limits and meeting length limits are not imposed. Food and meals related to entertainment and development activities must be processed directly through the FDN.
State and Other Funds	Meals served during employee business/training meetings using Institutional funds must: (1) last 4+ hours, (2) be pre-approved by Dept Head, (3) include a formal written agenda with meeting times, and (4) no breakfast or end-of-meeting lunch or dinner meals. Official student events, volunteer events, and food purchased for official guests and program participants is limited to State of Georgia meal per diem limits, but minimum meeting lengths are not imposed State of Georgia Meal Per Diems limited to \$13/breakfast, \$14/lunch, \$23/dinner per person (incl tax/tip) Payments for alcohol can not be processed through the Institute (see policy for allowable exceptions) Sponsored funds can only be used when specifically allowed by sponsor in writing Meals purchased using Custodial Funds aren't restricted by meal per diem limits, but must be reasonable
Catering	See Student Center website for GT Catering Providers Policy: www.studentcenter.gatech.edu/campuscatering.htm Use of authorized caterers is required for on-campus events over \$200
Payment Info	The Pcard can be used for food purchases that are in compliance with the Food/Group Meal policy Payments made through the Institute are exempt from sales tax. The FDN & GTRC are subject to sales tax



What is Required to Confirm Your Event?

3. List of Attendees

- *Required for groups less than 15 in attendance*
- *This list can be an estimate of names of the invited*
- *We all know not everyone attends meeting for which they RSVP'd!*

What is Required to Confirm Your Event?

4. Alcohol Approval Form

- *Complete if intending to serve alcohol*
- *Note that alcohol service for events on campus can begin no earlier than 4:30pm*



Alcohol Approval:



ALCOHOL APPROVAL FORM

[LOGOUT](#)

Please review Georgia Tech's alcohol related policies:
Campus Alcohol
Student/Student Organization Alcohol and Other Drug Policy
Employee Alcohol and Illegal Drug Use Policy

*Events with alcohol where students are invited will be routed to the Dean of Students.

*Alcohol cannot be served before 4:30pm on weekdays. Alcohol service must be stopped 1/2 hour before event end time.

*Security must be booked for large events or events with underaged attendees. An event with 100 participants or greater will be routed to GTPD for approvals.

*Compliance with all applicable laws and policies is required for all events, whether on or off campus.

*Organizers must ensure that non-alcoholic beverages and food are provided in reasonable quantity, in the same general area, and for the same period as the alcoholic beverages are accessible at the Georgia Tech event.

*Event space must be blocked off from the general public to prevent uninvited guests.

*Regardless of past approval for annual events, all requests must be re-submitted and re-approved.

*Alcohol service must be provided by licensed bartenders or servers with eTIPS or SafeServe certification.

*Access to alcoholic beverages must be prevented for attendees under the age of 21. Bartenders must verify legal age and that those visibly intoxicated will be not served.

Delegated Approvers:

If you are a delegated approver per [President Cabrera's May 4, 2021 memorandum](#) do not assign DocuSign form to someone else to approve on your behalf. No further delegation is permitted.

If you are a delegated approver AND the organizer of an event where alcohol will be served, the approval will be routed at least one level above you. If you are submitting the alcohol approval form on behalf of a delegated approver, please enter their information in the "Event Owner" section of the form so approval can be routed properly one level above them.

Funding:

Any funds used to pay for alcohol at Georgia Tech events must be taken from non-state, personal, or other private sources.

Please be advised that submitting forms within 21 business days of your event is prohibited. It is important to allow ample time to review and approve all request. Please contact the Alcohol Coordinators at alcoholrequest@gatech.edu for consideration.

☐ I acknowledge and understand the [Campus Alcohol Policy](#).

Deadlines!

- For internal GT departments, **all documents if paying via work-tag, must be received 3 business days in advance** of your event or your event is subject to cancellation.
- All external groups paying via credit card or check, payment **must be received 5 business days in advance** of your event or event will be cancelled.
- **Payment via ACH must be received no later than 5 business days, post event.**
- Documents should be submitted either via Catertrax or emailed directly to us at:
- **Techcatering@dining.gatech.edu**





Cancellations

If cancellation is made with less than 3 business days notice, your event may be charged for any food and labor incurred or committed to the event, up to 50% of total event cost.

If cancellation is made within 48 hours of the event, the event will result in 100% of the total invoice cost.

Catering Exemptions

Tech Catering now processes all Catering Exemption Requests. Here's what to expect:

- If your event is more than \$600, and in any of Tech Dining's controlled spaces where Tech Catering is the exclusive caterer (*Exhibition Hall, The John Lewis Student Center or West Village*), exemptions will not be granted.**
- Catering events less than \$600, do not require a catering exemption should you prefer an outside, licensed food-service provider.**
- A Catering Exemption is required for any vendor not on contract with GT. Please note that submitting a request for exemption does not automatically guarantee approval.**
- Also note that as a cost of doing business with the State of Georgia, a mandatory 10% commission of the total invoice, is payable for any event where an exemption has been granted.**

Q & A

