TECH CATERING TOWN HALL

Celebrating Campus Partnerships in Events
• 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
- Staffing:
  - 10 Event Staff
  - 2 Admin
  - 4 Culinarians
  - 2 Utility
  - 2 Operation MGRs
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 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 Pepperoncini 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 Cruaite

*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
- Petite Crab Cakes; Scotch Bonnet Aioli...$41.50
- Petite Cheeseburger Sliders...$48.00

*Please contact us for additional custom options!
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 CousCous, Feta Cheese

**Roasted Beet Salad ... $17.50 per person**
Goat Cheese; Honey Pepper Vinaigrette
Seated-served Hot Entrées:
All entrées 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 Teryaki 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 Tamarind 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 Brussels Sprouts (VG, GF)

*Plated Dessert Options: add $9.00 per person
Double Chocolate Cheesecake Tart; Mandarin Gel; Raspberries; Passionfruit Panna Cotta; Raspberry Elderflower Gelée 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.
# Secondary Catering Services

<table>
<thead>
<tr>
<th>Caterer</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Affairs to Remember</td>
<td>404.872.7859</td>
</tr>
<tr>
<td>Avenue Catering Concepts</td>
<td>770.578.1110</td>
</tr>
<tr>
<td>Carlyle</td>
<td>404.872.4231</td>
</tr>
<tr>
<td>Proof of the Pudding</td>
<td>404.892.2359</td>
</tr>
<tr>
<td>Serendipity Catering</td>
<td>770.455.4545</td>
</tr>
<tr>
<td>Time to Dine</td>
<td>770.384.1904</td>
</tr>
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# Technology Square Restaurants

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

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffalo Wild Wings</td>
<td>404.273.6068</td>
</tr>
<tr>
<td>Rays/Cedars</td>
<td>404.888.9911</td>
</tr>
<tr>
<td>Waffle House</td>
<td>404.872.0028</td>
</tr>
<tr>
<td>There on 5th</td>
<td>678.705.5021</td>
</tr>
<tr>
<td>Tin Drum</td>
<td>404.881.1368</td>
</tr>
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Approved Secondary Caterers
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.*
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 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-Cart 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 forms to requisition.

<table>
<thead>
<tr>
<th>Business Purpose:</th>
<th>Bio LaunchPad Seminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of Event:</td>
<td>6/29/23</td>
</tr>
<tr>
<td>Time (duration):</td>
<td>11am - 4pm</td>
</tr>
<tr>
<td>GT Event Sponsor:</td>
<td>Parker H. Petit Institute for Bioengineering and Biobioscience</td>
</tr>
<tr>
<td>Approval Signature:</td>
<td>Christina Winslow</td>
</tr>
</tbody>
</table>

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)
- [ ] Less than 15 participants.

Estimated: 60

Meal cost per person: $15.00/person

CAN NOT EXCEED $15/Adult, $14/Lunch, $25/Dinner. Use of Foundation/GTRC funds is used or sponsor approves.

Funding Source:
- [ ] Student Activity Fees
- [ ] Custodial Funds
- [ ] Departmental Sales Rev
- [ ] Sponsored
- [ ] Institutional
- [ ] Auxiliary
- [ ] GT Foundation/UTRC

Policy Guidance: (See policy 5.2.1.9 for detailed policy)

- Foundation-funded payments for meals, 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.
- Meals served during employee business/training meetings using institutional funds must: (1) last 1-hour, (2) be pre-approved by Dept Head, (3) include a formal within 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 maximum meal lengths are not imposed.
- Meals purchased using University Funds aren’t restricted by meal per diem limits, but must be reasonable.
- See Student Center website for GT Catering Providers Policy: www.studentcenter.gatech.edu/catering.htm
- Use of authorized caterers is required for on-campus events over $200
- The Board 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**

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 4:30 pm on weekdays. Alcohol service must be stopped 1/2 hour before event end time.

Security must be booked for large events or events with undergrad attendees. An event with 300 participants or greater will be routed to GTPD for approval.

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.

**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 requests. Please contact the Alcohol Coordinators at alcoholrequest@gt.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.