

# Rhode Island College Catering Guide

College Dining Services



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Dear Customer,

Welcome to the latest version of the Catering Guide, which has been redesigned to assist you with easier access and to share the many new and exciting items available to complement your event.

We value the opportunity to support your event here, at Rhode Island College. We are proud that one hundred percent (100%) of all Dining Service's revenues are returned to our customers through products and services, stabilized pricing, and critical infrastructure improvements that directly benefit our College community. Your business also supports our local economy through purchases with local vendors and employment opportunities for many hardworking students and staff.

College Dining Services is committed to meeting the ever changing and diverse needs of our extended College community by providing a variety of high quality products in a professional manner and at reasonable prices. Should you have questions or wish to discuss unique needs, please feel free to contact us at (401) 456-8207.

On behalf of the College Dining Services' Staff, thank you for the opportunity to serve you.

## **BEVERAGE OPTIONS (BY THE GALLON)**

Coffee Regular	\$20.00
Decaffeinated Coffee	\$20.00
Tea Assorted	\$18.00
Hot Chocolate	\$18.00
Orange Juice	\$18.00
Cranberry Juice	\$18.00
Apple Juice	\$18.00
Apple Cider (Cold)	\$18.00
Apple Cider (Hot)	\$20.00
Lemonade	\$18.00
Fruit Punch	\$18.00
Sangria Style Fruit Punch	\$18.00
Iced Tea	\$20.00
Iced Coffee	\$20.00
Infused Water	\$12.00

(16 Cups per Gallon)

## BEVERAGE OPTIONS (INDIVIDUAL)

ITEM	MINIMUM ORDER	SERVES	COST
Pepsi Cola (12 oz.)	1	1	\$1.65
Diet Pepsi (12 oz.)	1	1	\$1.50
Dr. Pepper (12 oz.)	1	1	\$1.50
Diet Dr. Pepper (12 oz.)	1	1	\$1.50
Sierra Mist (12 oz.)	1	1	\$1.50
Sierra Mist Zero (12 oz.)	1	1	\$1.50
Crush Orange Soda (12 oz.)	1	1	\$1.50
Mountain Dew (12 oz.)	1	1	\$1.50
Diet Mountain Dew (12 oz.)	1	1	\$1.50
Soda, Assorted	1	1	\$1.50
Diet Soda, Assorted	1	1	\$1.50
Mug Root Beer (12 oz.)	1	1	\$1.50
Diet Mug Root Beer (12 oz.)	1	1	\$1.50
Schweppes Ginger Ale (12 oz.)	1	1	\$1.50
Schweppes Diet Ginger Ale (12 oz.)	1	1	\$1.50
Poland Spring Bottled Water (8 oz.)	1	1	\$1.50
Aquafina Bottled Water (16.9 oz.)	1	1	\$2.25
Bubly Sparkling Water: <i>Strawberry</i> (20 oz.)	1	1	\$2.75
Bubly Sparkling Water: <i>Lime</i> (20 oz.)	1	1	\$2.75
Tropicana Orange Juice (10 oz. Bottle)	1	1	\$2.10
Tropicana Apple Juice (10 oz. Bottle)	1	1	\$2.10
Pure Leaf Brewed Tea: <i>Sweet Tea</i> (18.5 oz.)	1	1	\$2.75
Pure Leaf Brewed Tea: <i>Raspberry</i> (18.5 oz.)	1	1	\$2.75
Milk (1/2 pint): <i>Whole/Skim/Coffee/Chocolate</i>	1	1	\$1.50
Almond Milk	1	1	\$2.50
Soy Milk	1	1	\$2.50
Lactaid Milk	1	1	\$1.95
Sparkling Cider	1	6	\$15.00
Del's Lemonade Cart	100 Cups	1	TBD
Wine Setup Service: Includes wine chill and set up, wine glasses, and cocktail napkins.			\$4.50 per person

## **BREAKFAST (A LA CARTE)**

<b>ITEM</b>	<b>MINIMUM ORDER</b>	<b>SERVES</b>	<b>COST</b>
<b><u>Healthier Selections</u></b>			
Whole Fruit Assorted	1	1	\$1.50 each
Fresh Fruit Cups	1	1	\$2.75 each
Fresh Sliced Fruit Tray	1	20-25	\$60.00
Fresh Fruit Salad	1	20-25	\$50.00
Yogurt	1	1	\$2.50 each
Greek Yogurt	1	1	\$2.75 each
<b><u>Savory Selections</u></b>			
Muffins, Assorted	Dozen	12	\$26.00 / dozen
Muffins (Gluten-Free) – Blueberry	Each	1	\$2.25 each
Muffins, Mini – Corn and Blueberry	Dozen	12	\$8.00 / dozen
Danish, Regular Size	Dozen	12	\$16.00 / dozen
Danish, Mini	Dozen	12	\$8.00 / dozen
Bagels, Assorted with Cream Cheese	Dozen	12	\$24.00 / dozen
Bagel (Gluten-Free)	Each	1	\$2.50 each
Bagels, Mini with Cream Cheese	Dozen	12	\$12.00 / dozen
Coffee Buns (4.5 ounce)	Dozen	12	\$22.00 / dozen
Breakfast Cake Slices	Dozen	12	\$22.00 / dozen
Croissants	Dozen	12	\$18.00 / dozen
Scones	Dozen	12	\$18.00 / dozen
Donuts, Assorted	Dozen	12	\$18.00 / dozen
Granola Bar	Each	1	\$1.50 each
Quiche Tomato Basil Squares	2 Dozen	12	\$16.00 / dozen
Quiche Lorraine Squares	2 Dozen	12	\$16.00 / dozen
Quiche Florentine Squares	2 Dozen	12	\$16.00 / dozen
French Toast Sticks	2 Dozen	12	\$10.00 / dozen

# **BREAKFAST (HOT BUFFET OPTIONS)**

Served Buffet Style

## **Breakfast Option I**

Sliced Melon  
Scrambled Eggs  
Home Fried Potatoes  
Bacon  
Coffee Regular  
Orange Juice

**\$11.50 per person**  
**15 Guest Minimum**

## **Breakfast Option II**

Sliced Melon  
Home Fried Potatoes  
Chef's Garden Omelet  
Bacon  
Coffee Regular  
Orange Juice

**\$14.00 per person**  
**15 Guest Minimum**

## **Breakfast Option III**

Sliced Melon  
Scrambled Eggs  
Home Fried Potatoes  
French Toast  
Bacon  
Coffee Regular  
Orange Juice

**\$13.00 per person**  
**15 Guest Minimum**

## **Breakfast Option IV**

Sliced Melon  
Home Fried Potatoes  
Quiche Lorraine (Individual)  
Bacon  
Coffee Regular  
Orange Juice

**\$15.00 per person**  
**15 Guest Minimum**

**Linen and China Service is available for an additional \$4.00 per person.**

# ‘CAFÉ’ STYLE 14-inch GOURMET PIZZAS

## Presented in 12 Slices

<u>Item</u>	<u>Description</u>	<u>Cost</u>
Three Cheeses	A combination of mozzarella, cheddar, and provolone	\$12.00
Veggie Patch	Italian herbs, garlic, ripe tomatoes, squash, zucchini, broccoli, mushrooms, and onions	\$13.00
Pepperoni & Cheese	A classic pepperoni and cheese pizza	\$13.00
Greek Pizza	Tomatoes, spinach, olives, and feta cheese	\$13.00
Philly Cheese Steak	Philly Cheese Steak, onions, peppers and mushrooms	\$13.00
Margherita	Pizza sauce, 3-cheese blend, sliced tomatoes with fresh basil	\$13.00
Buffalo Chicken	Spicy chicken with mozzarella and blue cheese	\$13.00
Meat Seekers	Bacon, Pepperoni, and Sausage	\$14.00
Chicken & Pesto	Chicken, diced with pesto, tomatoes, red peppers, and artichokes	\$13.00
BBQ Chicken & Bacon	Sweet and Tangy BBQ chicken and bacon with our three-blend cheese	\$14.00
Idaho Potato	Nacho Cheese, Idaho Mashed Potatoes, Bacon, Chives, with our three blend cheese	\$13.00
Chicken Bacon Ranch	Ranch Dressing, Grilled Chicken, Bacon, with our three Blend Cheese	\$14.00
Gluten Free Cheese Pizza	12 inch Gluten Free Pizza with garden vegetables	\$14.00



## CALZONES

<u>Item</u>	<u>Description</u>	<u>Cost</u>
<b>Meatball Calzone</b>	Meatballs, Mozzarella, Marinara (Single Portion)	<b>\$7.00</b>
<b>Spinach Calzone</b>	Spinach, Mozzarella, Marinara (Single Portion)	<b>\$7.00</b>
<b>Chicken Parm Calzone</b>	Breaded Chicken, Mozzarella, Marinara (Single Portion)	<b>\$7.00</b>
<b>Italian Calzone</b>	Pepperoni, Ham, Salami, Mozzarella, Marinara (Single Portion)	<b>\$7.00</b>
<b>Eggplant Parm</b>	Breaded Eggplant, Mozzarella, Marinara (Single Portion)	<b>\$7.00</b>

## SANDWICHES

<b>Finger Sandwich Assortment I</b>	An assortment of chicken salad, tuna salad, ham salad sandwiches on fresh baked finger rolls. (Includes 30 finger sandwiches.)	<b>\$56.00</b>
<b>Finger Sandwich Assortment II</b>	An assortment of ham & cheese, roast beef, and turkey, on fresh baked finger rolls. Includes 30 finger sandwiches.	<b>\$60.00</b>
<b>Chicken Salad Sandwich</b>	Chicken salad, with lettuce on a fresh bulky roll	<b>\$7.25</b>
<b>Tuna Salad Sandwich</b>	Tuna salad, with lettuce on a fresh bulky roll	<b>\$7.25</b>
<b>Seafood Salad Sandwich</b>	Seafood salad, with lettuce on a fresh bulky roll	<b>\$7.25</b>
<b>Egg Salad Sandwich</b>	Egg salad, with lettuce on a fresh bulky roll	<b>\$7.25</b>
<b>Roast Turkey Sandwich</b>	Roast turkey breast, lettuce, and tomato on a fresh bulky roll.	<b>\$7.25</b>

<b>Baked Ham &amp; Swiss Sandwich</b>	Country style baked ham and Swiss on a fresh bulky roll.	<b>\$7.25</b>
<b>Italian Grinder Sandwich</b>	The finest assortment of Italian style luncheon meats with lettuce and tomato on a fresh baked torpedo roll.	<b>\$7.25</b>
<b>Roast Beef Sandwich</b>	Thin sliced roast beef, lettuce, and tomato on a fresh bulky roll.	<b>\$7.25</b>
<b>The Genoa Sandwich</b>	Thin sliced roast beef, turkey, salami, lettuce, and tomato on a fresh bulky roll.	<b>\$7.25</b>
<b>The Cheese Trio Sandwich</b>	Swiss, Munster, and American cheeses, with lettuce and tomato on a fresh bulky roll.	<b>\$7.25</b>

## **WRAPS**

<b>Chicken Caesar Wrap</b>	Crisp Romaine lettuce, parmesan cheese, diced chicken, croutons, and Caesar dressing on a fresh wrap	<b>\$7.50</b>
<b>Greek Chicken Caesar Wrap</b>	Crisp Romaine lettuce, Feta cheese, diced chicken, tomato, Bermuda onion, and Greek dressing on a fresh wrap	<b>\$7.50</b>
<b>Asian Chicken Wrap</b>	Grilled Chicken, diced and Asian slaw mix, with a ginger sesame dressing	<b>\$7.50</b>
<b>Turkey Club Wrap</b>	Roasted turkey, bacon, lettuce, tomato, and Swiss cheese on a fresh wrap	<b>\$7.75</b>
<b>Ham Club Wrap</b>	Baked ham, bacon, lettuce, tomato, Swiss cheese, on a fresh wrap	<b>\$7.75</b>
<b>Roast Beef Club Wrap</b>	Lean roast beef, bacon, lettuce, tomato, American cheese, on a fresh wrap	<b>\$7.75</b>
<b>Chicken Club Wrap</b>	Grilled chicken strips, bacon, lettuce, tomato, American cheese, on a fresh wrap	<b>\$7.75</b>

<b>Roasted Vegetable Wrap</b>	Roasted garden vegetables in a balsamic glaze folded into a fresh wrap	<b>\$7.50</b>
<b>Vegetarian Delight Wrap</b>	Hummus, lettuce, tomato, cucumber, red onion, banana peppers, and black olives	<b>\$7.50</b>
<b>Caesar Wrap</b>	Crisp Romaine lettuce, parmesan cheese, croutons, and Caesar dressing on a fresh wrap	<b>\$7.50</b>
<b>The Cheese Trio Wrap</b>	Swiss, Munster, American cheeses, with lettuce and tomato on a fresh bulky roll.	<b>\$7.50</b>
<b>Chicken Salad Wrap</b>	Chicken salad, with lettuce on a wrap	<b>\$7.50</b>
<b>Tuna Salad Wrap</b>	Tuna salad, with lettuce on a wrap	<b>\$7.50</b>
<b>Seafood Salad Wrap</b>	Seafood salad, with lettuce on a wrap	<b>\$7.50</b>
<b>Egg Salad Wrap</b>	Egg salad, with lettuce on a wrap	<b>\$7.50</b>
<b>Roast Turkey Wrap</b>	Roast turkey breast, lettuce, and tomato on a wrap	<b>\$7.50</b>
<b>Ham &amp; Swiss Wrap</b>	Country style baked ham and Swiss on a wrap	<b>\$7.50</b>
<b>Italian Grinder Wrap</b>	The finest assortment of Italian style luncheon meats with lettuce and tomato on a wrap.	<b>\$7.50</b>
<b>Roast Beef Wrap</b>	Thin sliced roast beef, lettuce and tomato on a fresh wrap.	<b>\$7.50</b>
<b>The Genoa Wrap</b>	Thin sliced roast beef, turkey, salami, lettuce and tomato on a fresh wrap.	<b>\$7.50</b>
<b>B.L.T. Deluxe Wrap</b>	Bacon, lettuce, tomato, and American cheese on a fresh wrap.	<b>\$7.50</b>

# **CONVENIENCE MEALS**

*Freshly prepared and individually packaged  
for your convenience*

## **Convenience Meal I**

Choice of Seafood, Chicken or  
Tuna Salad  
On a Fresh Baked Bulky Roll  
Potato Chips  
Cookie Pack  
Bottled Water  
Condiments  
Utensil Pack

\$13.00

## **Convenience Meal II**

Choice of Sliced Turkey, Ham &  
Cheese or Roast Beef  
On a Fresh Baked Bulky Roll  
Potato Chips  
Cookie Pack  
Bottled Water  
Condiments  
Utensil Pack

\$13.00

## **Convenience Meal III**

Garden Harvest Salad  
Iceberg Lettuce,  
Tomato, Cucumber, Onion, Sliced  
Carrot, and Croutons  
Served with House Dressing  
Whole Fruit  
Bottle Water  
Condiments  
Utensil Pack

\$13.00

## **Convenience Meal IV**

Vegetarian Wrap –  
Hummus, Vegetables and  
Vegan Cheese  
Potato Chips  
Cookie Pack  
Bottled Water  
Condiments  
Utensil Pack

\$13.00

**A La Carte Items are available in lieu of substitutions.**

# SALADS

<u>Item</u>	<u>Description</u>	<u>Cost</u>
<b>SIDE SALADS</b>		
<b>Mixed Field Greens</b>	A mixture of tossed field greens. <b>Serves 10 guests.</b>	<b>\$30.00</b>
<b>Tossed Garden Salad</b>	Romaine lettuce, mixed greens, cucumbers, tomatoes, and red onion. <b>Serves 10 guests.</b>	<b>\$30.00</b>
<b>Cole Slaw</b>	Shredded cabbage, carrots, and traditional mayo dressing. <b>Serves 10 guests.</b>	<b>\$30.00</b>
<b>Pasta Salad</b>	Pasta, vegetables, and Italian vinaigrette. <b>Serves 10 guests.</b>	<b>\$30.00</b>
<b>Red Bliss Potato Salad</b>	Potatoes, celery, and mayo dressing. <b>Serves 10 guests.</b>	<b>\$30.00</b>
<b>Spinach Salad</b>	Fresh baby spinach, cherry tomatoes, and shredded Mozzarella cheese. <b>Serves 10 guests.</b>	<b>\$30.00</b>
<b>Caesar Salad</b>	Romaine lettuce, Caesar dressing, and croutons. <b>Serves 10 guests.</b>	<b>\$35.00</b>
<b>Three Bean Salad</b>	Green beans, wax beans, kidney beans, and Italian vinaigrette. <b>Serves 10 guests.</b>	<b>\$30.00</b>
<b>ENTRÉE SALADS</b>		
<b>Chicken Caesar Salad</b>	Romaine lettuce, croutons, Caesar dressing, topped with grilled chicken. <b>Serves 10 guests.</b>	<b>\$80.00</b>
<b>Chicken Spinach Salad</b>	Spinach, tomatoes, shredded Mozzarella cheese, and grilled chicken. <b>Serves 10 guests.</b>	<b>\$80.00</b>
<b>Antipasto Salad</b>	Marinated artichoke hearts, assorted olives, pepperoni, roasted red peppers, plum tomatoes, fresh Mozzarella, Genoa salami, Capicola and Provolone accompanied by Sicilian bread. <b>Serves 25 guests.</b>	<b>\$125.00</b>

**A La Carte items include appropriate condiments and paper service.**

## **SPECIALTY PLATTERS**

<u><b>Item</b></u>	<u><b>Description</b></u>	<u><b>Cost</b></u>
<b>Deluxe Cheese Platter</b>	Swiss, Provolone, Cheddar, and crackers. <b>Serves 10 guests.</b>	<b>\$36.00</b>
<b>Vegetable Platter with Ranch Dressing</b>	Carrots, celery, and peppers. <b>Serves 10 guests.</b>	<b>\$30.00</b>
<b>Roasted Vegetable Platter</b>	Mixture of seasonal roasted vegetables. <b>Serves 10 guests.</b>	<b>\$30.00</b>
<b>Quiche Squares (2x2) Platter</b>	Quiche Lorraine with mushrooms and roasted peppers. <b>Serves 10 guests.</b>	<b>\$36.00</b>
<b>Fresh Fruit Whole</b>	Assorted whole seasonal fruit. <b>Serves 10 guests.</b>	<b>\$15.00</b>
<b>Sliced Fruit Platter with Yogurt Dip</b>	Sliced seasonal fresh fruit with a yogurt dip. <b>Serves 10 guests.</b>	<b>\$36.00</b>
<b>Fresh Fruit Salad</b>	Mixture of seasonal fruit including honeydew, cantaloupe, pineapple, and grapes. <b>Serves 10 guests.</b>	<b>\$36.00</b>
<b>Fresh Fruit Watermelon Basket</b>	Seasonal fruit salad, served in a watermelon. <b>Serves 20 guests.</b>	<b>\$72.00</b>
<b>Middle Eastern Platter</b>	Middle Eastern spreads including Tzatziki, Tabouli, Hummus, and olives, served with grilled pita wedges. <b>Serves 20 guests.</b>	<b>\$90.00</b>
<b>Party Pizza</b>	Party Size Fresh Baked Pizza – typically half cheese and half pepperoni	<b>\$15.00/DZ</b>
<b>Grilled Pizza Platter</b>	Pesto & Parmesan and Basil marinara & Fontina. <b>Serves 25 guests.</b>	<b>\$50.00</b>
<b>Chips &amp; Salsa</b>	Tri-colored tortilla chips with fresh tomato salsa. <b>Serves 25 guests.</b>	<b>\$50.00</b>

## **SUSHI PLATTERS**

**Sushi Platters include wasabi, soy sauce and chop sticks  
36 pieces per platters**

<u><b>Item</b></u>	<u><b>Description</b></u>	<u><b>Cost</b></u>
<b>California Roll</b>	Imitation crab, avocado and cucumber	<b>\$72.00</b>
<b>Spicy Tuna Roll</b>	Tuna with spicy sauce, avocado and cucumber	<b>\$72.00</b>
<b>Vegetable Combo</b>	Avocado, cucumber and Inari	<b>\$72.00</b>
<b>Salmon &amp; Cucumber Roll</b>	Salmon and cucumber	<b>\$72.00</b>

# HORS D'OEUVRES

Hors d'oeuvres are sold by the dozen with a minimum order of two dozen per type.

<u>Item</u>	<u>Description</u>	<u>Cost</u>
<b>Bacon Wrapped Scallops</b>	Sea scallops, spices, lemon and garlic wrapped in bacon	<b>\$21.00 / Dz</b>
<b>Beef Empanadas</b>	Made with beef, spices, onions, green olives, raisins & Mexican spices wrapped in a butter puff pastry	<b>\$21.00/ Dz</b>
<b>Beef Satay on a Skewer</b>	Tender steak in a delightful peanut sauce	<b>\$21.00/ Dz</b>
<b>Beef Wellington</b>	Beef tenderloin with Duxelles in a butter puff pastry	<b>\$21.00/ Dz</b>
<b>Breaded Jalapeno Cheddar Bites</b>	Breaded Jalapeno pepper stuffed with cheddar cheese	<b>\$18.00/ Dz</b>
<b>Brie with Raspberry Jam in Phyllo</b>	French Brie, almonds and raspberry jam in Phyllo	<b>\$18.00/ Dz</b>
<b>Bruschetta</b>	Plum tomato and basil topped with mozzarella cheese	<b>\$18.00/ Dz</b>
<b>Buffalo Mozzarella and Plum Tomato Canapé</b>	On sliced Focaccia with Balsamic glaze	<b>\$18.00/ Dz</b>
<b>Chicken Cornucopia</b>	Made with white meat chicken, Cheddar cheese, vegetables and spices in a flour tortilla	<b>\$18.00/ Dz</b>
<b>Chicken Fingers</b>	Served with honey mustard dipping sauce	<b>\$30.00/ Dz</b>
<b>Chicken Hawaiian Brochette</b>	Chicken tenderloin, pineapple, fresh onions, green and red peppers with sweet chili sauce	<b>\$21.00/ Dz</b>
<b>Chicken Satay on a Skewer</b>	Chicken tenderloin in a delightful satay sauce	<b>\$21.00/ Dz</b>
<b>Chicken Wings</b>	Seasoned/Buffalo/Teriyaki Glazed chicken wings served with dry rub, Teriyaki, or BBQ sauce	<b>\$18.00/ Dz</b>
<b>Cocktail Meatballs with Swedish Sauce</b>	Mini meatballs served in sweet brown gravy	<b>\$15.00/ Dz</b>
<b>Coconut Breaded Shrimp</b>	Sweetened coconut and bread crumbs on baked shrimp	<b>\$24.00/ Dz</b>
<b>Crab Rangoon</b>	Wontons filled with crabmeat, cream cheese, horseradish, scallions, salt, pepper and spices	<b>\$21.00/ Dz</b>
<b>Frank 'n' Puff Pastry</b>	Mini frankfurter wrapped in a mini pastry	<b>\$16.00/ Dz</b>

<b>House Cut Chips</b>	Hand-cut fresh made chips	<b>\$21.00/Dz</b>
<b>Mini Crab Cake</b>	Breaded bite-sized chunks of crab meat	<b>\$21.00/ Dz</b>
<b>Mini Potato Pancakes</b>	Served with apple salsa and chive sour cream	<b>\$21.00/ Dz</b>
<b>Mozzarella Sticks</b>	Served with marinara sauce	<b>\$0.75/ stick</b>
<b>Petite Spring Rolls</b>	Delicate Chinese pastry with vegetables	<b>\$18.00/ Dz</b>
<b>Salmon Mousse Canapé</b>	Pumpnickel cocktail bread, fresh dill, and cucumber	<b>\$24.00/ Dz</b>
<b>Shrimp Cocktail</b>	Jumbo shrimp served with cocktail sauce and lemon	<b>Market Price</b>
<b>Skewered Beef Brochettes</b>	Teriyaki beef, mushrooms and red peppers	<b>\$21.00/ Dz</b>
<b>Skewered Chicken Brochettes</b>	Teriyaki chicken, green peppers and pineapple	<b>\$21.00/ Dz</b>
<b>Southwestern Vegetable Cornucopia</b>	Grilled flour tortilla triangles filled with Jack cheese, diced tomatoes, Jalapeno peppers and scallions	<b>\$24.00/ Dz</b>
<b>Spanakopita</b>	Seasoned spinach and Greek Feta cheese wrapped in flaky Phyllo Dough	<b>\$16.00/ Dz</b>
<b>Spinach and Feta Quiche Squares</b>	Pie crust filled with spinach, Feta, cottage cheese, green onion, olive oil, basil, pepper and garlic salt	<b>\$18.00/ Dz</b>
<b>Spinach, Artichoke &amp; Parmesan Canapé</b>	Multi-grain cocktail bread	<b>\$18.00/ Dz</b>
<b>Stuffed Mushroom Caps</b>	Garden vegetables, cracker crumbs and fresh herbs	<b>\$18.00/ Dz</b>
<b>Sun Dried Tomato Quiche Squares</b>	Pie crust filled with sun dried tomato, eggs, salt and pepper	<b>\$18.00/ Dz</b>
<b>Vegetable Eggroll</b>	Bite-sized eggrolls stuffed with fine chopped vegetables	<b>\$18.00/ Dz</b>
<b>Wasabi Beef Cracker</b>	Sliced roast beef, Wasabi Aioli and scallion on a rice cracker	<b>\$21.00/ Dz</b>



# **HOT LUNCH OR DINNER OPTIONS**

**Served Buffet Style**

## **L/D Option I**

Mixed Field Greens  
Chicken Parmesan  
Ziti Marinara  
Chefs Vegetable  
Bread Sticks  
Assorted Cake  
Soda and Water  
**\$16.00 per person**  
**12 Guest Minimum**

## **L/D Option II**

Mixed Field Greens  
Penne Primavera  
Ziti Marinara  
Chefs Vegetable  
Bread Sticks  
Assorted Cake  
Soda and Water  
**\$16.00 per person**  
**12 Guest Minimum**

## **L/D Option III**

Mixed Field Greens  
Open Steak Sandwich,  
Sautéed Onions & Mushrooms  
House Potato Chips  
Assorted Cake  
Soda and Water  
**\$18.00 per person**  
**12 Guest Minimum**

## **L/D Option IV**

Mixed Field Greens  
Open Turkey Sandwich,  
On toast with Stuffing and  
Mashed Potatoes  
Assorted Cake  
Soda and Water  
**\$16.00 per person**  
**12 Guest Minimum**

**Linen and China Service is available for an additional \$4.00 per person**

# **DESIGN YOUR OWN BUFFET**

(12 guest Minimum)

## **Assorted Dinner Rolls Served with Butter and Margarine**

### **Choose One (1) of the Following Salads:**

Tossed Salad      Mixed Field Greens Salad      Potato Salad      Cole Slaw

### **Choice of Entrée(s)**

#### **Entrée choices are available on pages 19-25**

Buffets may have either one or two entrees. If one entrée is selected the price of the Buffet would be the price listed for the entrée chosen. If two entrees are chosen, the higher priced entrée is considered the primary entrée and the lower priced entrée is considered the second entrée.

### **Choose One Accompaniment:**

Seasoned Rice      Roasted Potatoes

### **Choose of One Vegetable:**

Green Beans Almandine      Glazed Carrots  
Sautéed Squash and Zucchini

### **Choose Two Desserts:**

Chocolate Cake      Carrot Cake  
Chocolate Mousse

Soda and Water

**Pasta and Carving Station Options are listed on pages 27-28**

**Includes quality paper and cutlery service**

**Linen /china service is available for an additional \$4.00 pp.**

# PASTA ENTRÉE OPTIONS

(Minimum Order per Entrée is 12)

<b>Pasta</b>	<b>Description</b>	<b>Buffet Entrée Price</b>	<b>Second Buffet Entrée Price</b>
<b>Mac &amp; Cheese</b>	Elbow pasta with cheddar cheese sauce	\$13.00	\$7.00
<b>Chicken &amp; Broccoli Alfredo</b>	Chicken and broccoli in a creamy Alfredo sauce	\$13.00	\$7.00
<b>Shells &amp; Broccoli</b>	Shell pasta, broccoli, butter, garlic, and parmesan cheese	\$13.00	\$7.00
<b>American Chop Suey</b>	Elbow pasta, meat sauce, peppers, and onions	\$13.00	\$7.00
<b>Stuffed Shells</b>	Large shell pasta, stuffed with ricotta cheese and marinara	\$13.00	\$7.00
<b>Baked Pasta</b>	Pasta baked with marinara and topped with a melted blend of cheeses	\$13.00	\$7.00
<b>Penne Primavera</b>	Zucchini, yellow squash, cherry tomatoes, onions, garlic, spinach, and wine	\$13.00	\$7.00

All Buffets include quality paper and cutlery service.  
**Linen and china service is available for \$4.00 per person.**

## POULTRY ENTRÉE OPTIONS

(Minimum Order per Entrée is 12)

Item	Description	Buffet Entrée Price	Second Buffet Entrée Price
<b>Lemon Chicken (GF)</b>	Sautéed chicken breast, baked & finished with lemon butter sauce	\$16.00	\$8.00
<b>Chicken in White Wine (GF)</b>	Sautéed chicken breast, baked & finished with sautéed mushrooms & white wine sauce	\$16.00	\$8.00
<b>Chicken Piccata (GF)</b>	Sautéed chicken breast in a lemon butter sauce with capers	\$16.00	\$8.00
<b>Chicken Francaise</b>	Egg battered, sautéed chicken breast in white wine & lemon butter sauce	\$16.00	\$8.00
<b>Chicken Parmesan</b>	Lightly fried chicken breast, with marinara sauce & melted Mozzarella cheese	\$16.00	\$8.00
<b>Barbecue Chicken (GF)</b>	Dry spice rubbed chicken quarters, glazed with a sweet BBQ sauce	\$16.00	\$8.00
<b>Chicken Marsala</b>	Sautéed chicken breast with mushrooms and a Marsala wine demi glaze	\$16.00	\$8.00
<b>Chicken Coq Au Vin</b>	“Chicken in Wine”, chicken breast with sautéed mushrooms, pearl onions, in a red wine demi glaze	\$16.00	\$8.00
<b>Chicken Cordon Bleu</b>	Breaded & baked chicken breast stuffed with ham and Swiss cheese, finished with sauce supreme	\$18.00	\$9.00

<b>Item</b>	<b>Description</b>	<b>Buffet Entrée Price</b>	<b>Second Buffet Entrée Price</b>
<b>Jamaican Jerk Chicken (GF)</b>	Roasted chicken quarters, marinated in Jamaican sauce	\$16.00	\$8.00
<b>Teriyaki Chicken (GF)</b>	Grilled chicken breast, marinated in a sweet Teriyaki sauce	\$16.00	\$8.00
<b>Fried Chicken</b>	Southern style fried chicken pieces	\$16.00	\$8.00
<b>Baked Stuffed Chicken</b>	Chicken breast stuffed with a bread stuffing	\$16.00	\$8.00
<b>Chicken Tenders</b>	Breaded and fried chicken tenderloins, served with a choice of dipping sauce	\$16.00	\$8.00
<b>Chicken Cutlet</b>	Breaded and baked chicken with brown gravy	\$16.00	\$8.00
<b>Roast Turkey (GF)</b>	Oven roasted turkey breast with pan gravy	\$16.00	\$8.00

When choosing two entrees, the higher priced entrée is considered the primary entrée and the lower priced entrée is considered the second entrée, for pricing purposes.

All Buffets include quality paper and cutlery service.  
**Linen and china service is available for \$4.00 per person.**

# **BEEF, PORK, & VEAL ENTRÉE OPTIONS**

**(Minimum Order per Entrée is 12)**

<b>Item</b>	<b>Description</b>	<b>Buffet Entrée Price</b>	<b>*Second Buffet Entrée Price*</b>
<b><u>Beef</u></b>			
<b>Prime Rib</b>	Slow roasted prime rib of Beef, served with au jus & horseradish cream sauce	Market Price	Market Price
<b>Filet Mignon</b>	Grilled beef tenderloins steaks with choice of sauce (mushroom demi glaze or Béarnaise sauce)	Market Price	Market Price
<b>London Broil</b>	Marinated and grilled flank steak	\$16.00	\$8.00
<b>Ribeye</b>	Grilled ribeye steak	Market Price	Market Price
<b>Roast Beef</b>	Slow roasted top round of beef, served with brown gravy	\$16.00	\$8.00
<b>Beef Stir-fry</b>	Strips of beef and seasonal vegetables stir-fried in a light soy sauce	\$16.00	\$8.00
<b>Beef Stroganoff</b>	Sautéed pieces of beef served in a sauce with mushrooms and sour cream	\$16.00	\$8.00
<b><u>Pork</u></b>			
<b>Roast Pork Loin</b>	Garlic and rosemary roasted pork loins	\$16.00	\$8.00
<b>Baked Virginia Ham</b>	Slow roasted and honey glazed Virginia ham, with raisin sauce	\$16.00	\$8.00
<b>BBQ Ribs</b>	BBQ dry rubbed ribs, slow roasted and finished with a honey glaze	\$16.00	\$8.00
<b>Grilled Pork Chops</b>	Center cut pork loin chops, grilled with Dijon mustard glaze	\$16.00	\$8.00

<b>Item</b>	<b>Description</b>	<b>Buffet Entrée Price</b>	<b>*Second Buffet Entrée Price*</b>
<b><u>Veal</u></b>			
<b>Veal Parmesan</b>	Breaded veal cutlets, baked with marinara and melted Mozzarella cheese	\$16.00	\$8.00
<b>Veal Marsala</b>	Tender pieces of veal, sautéed with mushrooms in a Marsala wine sauce	Market	Price
<b>Veal Cordon Bleu</b>	Tender veal cutlet breaded with ham and cheese	Market	Price

When choosing two entrees, the higher priced entrée is considered the primary entrée and the lower priced entrée is considered the second entrée, for pricing purposes.

All Buffets include quality paper and cutlery service.  
**Linen and china service is available for \$4.00 per person**

# SEAFOOD ENTRÉE OPTIONS

(Minimum Order per Entrée is 12)

<b>Item</b>	<b>Description</b>	<b>Buffet Entrée Price</b>	<b>Second Buffet Entrée Price</b>
<b><u>Seafood</u></b>			
<b>Grilled Salmon</b>	Grilled salmon with a citrus butter sauce	\$17.00	\$8.50
<b>Baked Haddock and Marinara</b>	Baked haddock covered with our own marinara sauce	\$17.00	\$8.50
<b>Crumb Topped Cod</b>	Baked cod, topped with buttery cracker crumbs and lemon	\$17.00	\$8.50
<b>Baked Sole</b>	Baked sole, topped with buttery cracker crumbs and lemon	\$17.00	\$8.50
<b>Stuffed Sole</b>	Baked sole, stuffed with seafood and crackers	\$17.00	\$8.50
<b>Seafood Scampi</b>	Shrimp, scallops, and fish sautéed with garlic, tomatoes, and white wine	\$17.00	\$8.50
<b>Sole Florentine</b>	Baked sole, stuffed with spinach and cheese	\$17.00	\$8.50



# VEGETARIAN ENTRÉE OPTIONS

(Minimum Order per Entrée is 12)

<b>Item</b>	<b>Description</b>	<b>Buffet Entrée Price</b>	<b>Second Buffet Entrée Price</b>
<b>Eggplant Parmesan</b>	Stacks of fried eggplant, topped with marinara and melted Mozzarella cheese	\$16.00	\$8.00
<b>Grilled Vegetable Stack</b>	Balsamic marinated seasonal vegetables, grilled and stacked	\$16.00	\$8.00
<b>Tofu &amp; Vegetable Curry</b>	Tofu and vegetables, simmered in a coconut based curry sauce	\$16.00	\$8.00

If two entrees are chosen, the higher priced entrée is considered the primary entrée and the lower priced entrée is considered the second entrée, for pricing purposes.

All Buffets include quality paper and cutlery service.  
**Linen and china service is available for \$4.00 per person.**

# PASTA STATIONS

Pasta Stations are available to complement any Buffet or Reception

## Server and Station:

**With Buffet**      \$30 for first hour, \$20 per each hour thereafter, plus cost of pasta and sauces chosen

**Without Buffet**    \$75 for first hour, \$30 per each hour thereafter, plus cost of pasta and sauces chosen

## Pasta Choices:

(Choice of two)

Tortellini	Minimum of 60 orders	<b>\$12 per order</b>
Farfalle	Minimum of 60 orders	<b>\$12 per order</b>
Penne	Minimum of 60 orders	<b>\$12 per order</b>
Ravioli	Minimum of 60 orders	<b>\$12 per order</b>

## Pasta Sauce Selection:

(Choice of three)

Primavera	Marinara	Bolognaise
Vodka Cream	Carbonara	Pesto

Each pasta selection is accompanied by your choice of two sauces. Additional sauces are available at \$1.00 per order with a 30-order minimum.

# CARVING STATIONS

Carving Stations are available to complement any Buffet or Reception

## Carver and Station:

**With Buffet**      \$30 first hour, \$15 per each hour thereafter, plus cost of selections chosen.

**Without Buffet**    \$75 first hour \$30 per each hour thereafter, plus cost of meat(s) chosen.

## Available Selections:

### **Roast Turkey Breast:**

Accompanied by a cranberry sauce

Minimum order 40 guests, **\$10.00 per order**

### **Roast Tenderloin of Beef:**

Served with horseradish cream sauce and au jus

Minimum order 40 guests, **\$12.00 per order**

### **Top Round of Beef:**

Complemented with horseradish cream sauce and au jus

Minimum order 40 guests, **\$10.00 per order**

### **Roast Pork Loin Peppercorn:**

Served with honey Teriyaki sauce

Minimum order 40 guests, **\$10.00 per order**

### **Baked Virginia Ham:**

Served with a delightful raisin sauce

Minimum order 40 guests, **\$10.00 per order**

# **BBQ OPTIONS**

Served Buffet Style – 1 Hour Service Time

## **BBQ Option I**

Hot Dogs, Hamburgers, and  
Veggie Burgers  
Potato Chips  
Sliced Watermelon  
Lemonade  
Condiments

**\$14.00 per person**  
**40 Guest Minimum**

## **BBQ Option II**

Hot Dogs, Hamburgers, and  
Veggie Burgers  
*Plus* Grilled Chicken  
Potato Chips  
Sliced Watermelon  
Lemonade  
Condiments

**\$17.00 per person**  
**40 Guest Minimum**

## **BBQ Option III**

Hot Dogs, Hamburgers, and  
Veggie Burgers  
*Plus* Grilled Italian Sausage  
Potato Chips  
Sliced Watermelon  
Lemonade  
Condiments

**\$17.00 per person**  
**40 Guest Minimum**

## **BBQ Option IV**

Hot Dogs, Hamburgers, and  
Veggie Burgers  
*Plus* Grilled Churico  
Potato Chips  
Sliced Watermelon  
Lemonade  
Condiments

**\$17.00 per person**  
**40 Guest Minimum**

All BBQ options include quality paper and cutlery service.  
For other BBQ requests, please contact Donovan Dining Center.

# INTERNATIONAL CUISINE

## ENTREES

<b>Caribbean Chicken</b>	Chicken grilled in honey and lime	\$17.00
<b>Caribbean Beef</b>	Beef grilled in honey and lime	\$17.00
<b>Jamaican Jerk Chicken</b>	Roasted chicken quarters with Jerk spices	\$17.00
<b>Fried Chicken</b>	Southern style fried chicken pieces	\$17.00
<b>African Palava</b>	Traditional chicken with peanut stew	\$17.00
<b>Cape Verdean Munchupa</b>	A stew of beans, kale, and chorizo	\$17.00

## SALADS

(Choose One)

Tossed Salad with Choice of Dressing  
Mixed Field Greens with Choice of Dressing

## SIDES

(Choose Two)

Jallop Rice (basmati rice, tomatoes, & hot peppers)      Collard Greens  
Fried Plantains      Cornbread      Jag (rice, beans, kale)

## DESSERTS

(Choose One)

Pumpkin Pie  
Tropical Fruit Salad  
Banana Fritters  
Banana Bread with Whipped Cream

## Drinks

(Choose One)

Coffee/Tea  
Assorted Soda  
Juice

# DESSERTS

<u>Item</u>	<u>Minimum Order</u>	<u>Price</u>
Apple Turnovers	Each	\$3.25
Assorted Mousse Cups	Dozen	\$24.00
Assorted Party Size Cookies House	Dozen	\$12.00
Assorted Party Size Pastries	Dozen	\$16.00
Baklava	Dozen	\$18.00
Blueberry Turnovers	Each	\$3.25
Brownie, Gluten-Free	Each	\$3.25
Brownie, Large	Each	\$3.00
Brownies, Mini	Dozen	\$12.00
Chocolate Chip Cookie, Gluten-Free	Each	\$3.25
Chocolate Chip Cookie, Regular	Each	\$2.00
Chocolate Chip Cookies, Small	Dozen	\$12.00
Chocolate Dipped Strawberry	Each	\$2.00
Coconut Macaroons, Large	Each	\$1.75
Coconut Macaroons, Small	Dozen	\$14.00
Cupcakes, Assorted	Dozen	\$36.00
Cupcakes, Red Velvet	Dozen	\$36.00
Éclairs, Large	Each	\$3.00
Éclairs, Small	Dozen	\$21.00
Fruit Squares, Large	Each	\$3.00
Fruit Squares, Small	Dozen	\$21.00
Hermits	Each	\$2.25
Mini Cannoli	Dozen	\$18.00
Oatmeal Cookie, Regular	Each	\$2.00
Oatmeal Cookies, Small	Dozen	\$12.00
Pretzels	Each	\$1.95
Strawberries with Powdered Sugar	Dozen	\$30.00
Strawberry Shortcake	Slice	\$3.50
Sugar Cookies, Regular	Each	\$1.95
Sugar Cookies, Small	Dozen	\$12.00

## Bakery Fresh Pies:

Apple Crisp with Whipped Cream	Slice	\$3.50
Apple Pie	Slice	\$3.50
Blueberry Pie	Slice	\$3.50
Chocolate Cream Pie	Slice	\$3.50
Full Sheet Cake	Each	Market Price
Half Sheet Cake	Each	Market Price
Pumpkin Pie	Slice	\$3.50

**Gourmet Cakes:**

Carrot Cake	Slice	\$3.50
Cheesecake	Slice	\$3.50
Chocolate Mousse	Slice	\$3.50
Double Chocolate Layer Cake	Slice	\$3.50
Lemon Mousse	Slice	\$3.50
Mini Almond Cake	Slice	\$3.50

**Other:**

Cliff Bar	Each	\$3.00
Ice Cream Sundae Bar (Minimum 50 People)	Each	\$7.00
Kind Bar	Each	\$3.00
Lava Bar	Each	\$3.00

# RHODE ISLAND COLLEGE CATERING POLICIES

## College Food and Beverage Policy

*All food, beverage, and related services for groups and organizations utilizing facilities under the jurisdiction of Rhode Island College, must be provided by College Dining Services to ensure that the RIC community and guests utilize college facilities receive the highest quality of food, beverage, and services in accordance with applicable federal, state, and local laws.*

In the event College Dining Services cannot directly provide the services requested, we will attempt to secure the services and/or items on behalf of the organization utilizing the College's facilities. Requests for exemptions from this policy must be submitted in writing, to the Director of Dining Services no less than 15 business days prior to the date of the desired event.

## Placing Orders in RIC Rooms

Food and beverage orders must be placed through RIC Rooms. Please follow this link for instructions: <https://ricrooms.ric.edu/EMSWebApp/>

## Orders entered into RIC Rooms by Dining Services

All on-campus requestors are encouraged to enter their Dining Services needs directly into RIC Rooms a minimum of **5 business days in advance of the event date**. Dining Services reserves the right to charge an administrative fee if, due to a unique circumstance, the requestor is unable to enter their order directly and Dining Services does so on their behalf.

## Pricing

Prices contained in this Guide are based upon services being provided during **normal operating hours**. Services outside of normal operating hours may require pricing changes. Dining Services' ability to provide items listed in this Guide is subject to availability and market conditions. Dining Services reserves the right to initiate product or service changes should conditions warrant. Every effort will be made to consult with the requestor prior to doing so.

## Operating Hours for Weekday, Weekend, and Holiday Functions

Prices stated herein are based upon services being provided between 7:00 AM and 6:00 PM, Monday through Friday and 9 AM-5:30 PM on Saturday and Sunday while classes are in session during the Fall and Spring semesters. Services requested outside of the periods stated above, may incur additional charges.

## Minimum Orders

The minimum order numbers listed in this Guide represent the lowest number of items Dining Services can provide at the price listed. Requests below the minimum number listed may require a change in pricing.

(Continued on next page.)



## **Guarantees**

Food requests require a guaranteed number of people no less than 5 business days prior to the event.

## **Cancellations and Emergencies**

All cancellations must be communicated using the RIC Rooms System three days prior to the scheduled event to avoid charges for cost not yet incurred. Dining Services reserves the right to charge for any expenses already incurred in support of the event. Events cancelled within 24 hours of the event may incur charges equal to 50% of the cost of the event or equal to the Cost incurred up to the cancellation. Rhode Island College reserves the right to cancel all activities scheduled on campus during periods of inclement weather and/or emergencies. If an event is cancelled by the college, the customer will not be charged for the food and beverage portion of the event.

## **Delivery Charge**

Service requests of \$50.00 or less, outside of the Dining Center, may incur a \$10.00 delivery fee. A delivery fee will not be billed for items that are picked up at DDC.

## **Removal of Food Leftovers**

CDS takes exceptional care to follow industry recommended food handling procedures to help reduce the risk of food-borne illness. Removal of unused food is typically prohibited for food safety reasons. Specific requests to remove leftover food items must be addressed to the food service supervisor on duty.

## **Damaged or Lost Equipment**

The person on record in RIC Rooms shall be responsible for the repair or replacement Cost for damaged or missing equipment.

## **Food Safety**

For the safety of our guests, College Dining Services reserves the right to determine the food-holding times, methods of maintaining required temperatures, and presentation practices.

## **R.I. Dept. of Health *Healthy Eating at Events* Policy**

The Rhode Island Department of Health has established a *Healthy Eating at Events* Policy (<http://www.health.ri.gov/publications/policies/HealthyEatingAtEvents.pdf>) to support and promote a healthy Rhode Island workforce by encouraging healthy eating and physical activity.

As a community partner with the RI Dept. of Health, College Dining Services supports this policy. This Catering Guide offers various healthy options to choose from. Should you have any questions or require assistance in this regard, please contact Dining Services via email at: [DiningServices@RIC.EDU](mailto:DiningServices@RIC.EDU).

## **How to Place a Request through RIC Rooms:**

### **RIC Faculty/Staff:**

All RIC faculty/staff members should use their own RIC Rooms accounts to make reservations. You should see "Welcome [Your Name]" displayed there once you have logged into RIC Rooms successfully. Please call the MIS Help Desk at 456-9873 if you have trouble accessing RIC Rooms.

### **Approved RIC Student Organizations:**

All approved RIC student organizations can access RIC Rooms using their assigned RIC Rooms Accounts. Student Organizations may verify their RIC Rooms account status with the Student Union/Student Activities department. You should see "Welcome [Your Student Organization Name]" displayed there once you have logged on to RIC Rooms successfully. Please call the MIS Help Desk at 456-9873 for information about your student organization account or if you wish to reset your password. *Please note that all RIC students will have to make room reservations through their student organizations.*

### **Guests of the College:**

Please contact the College Events & Conference Services (CECS) Department at 401.456.8900. Our Trained events staff will be happy to guide you through the process of securing catering and spaces for your use on campus.

**\*NOTE: All food requests must be placed through RIC Rooms by the requestor, no later than 5 business days before the scheduled event.**



# Healthy Meeting Guidelines

## PURPOSE

To support and promote a healthy Rhode Island workforce by encouraging healthy eating and physical activity.

## SCOPE

These guidelines apply to meetings, trainings, conferences, workshops, summits, or other public events funded, sponsored, or hosted by participating State agencies and/or any of their contractual partners. Other community and State agency partners are also strongly encouraged to adopt similar guidelines or policies using this as a template.

## RECOMMENDED GUIDLINES

### GENERAL

- When sending out meeting invitations, ask guests if there are any special dietary needs or allergies including, but not limited to, vegetarian, vegan, and gluten free diets.
- Confirm that the food vendor can accommodate any special dietary needs and is aware of any potential food allergies.
- Work with vendors willing to utilize the RIDOH Nutrition Guidelines for Snacks and Meals.
- Offer opportunities for physical activity breaks that are relevant and appropriate for attendees and the available space.

### NUTRITION

#### BEVERAGES

- Have water available throughout the event, using pitchers rather than individual bottles whenever possible.
- Serve low- or no-calorie beverages that do not contain added sugar such as water, coffee, tea, unsweetened iced tea, or flavored seltzer waters.
- Offer only low-fat or fat-free options when serving milk, avoiding whole milk and cream.
- Limit beverages with artificial, non-caloric sweeteners.

#### MEALS/SNACKS

- Do not serve fried foods such as pastries, donuts, fried chicken, French fries, or chips.
- Choose local food options whenever possible.
- Try to ensure that at least 50% of every meal comes from fruits and vegetables.
- Provide fruits and vegetables as snacks.
- Serve food and condiments prepared with minimal amounts of fats and salt.
- Serve 100% whole grains such as brown rice, oatmeal, and whole wheat.
- Whenever possible, offer foods in single-serving portions.
- Serve only low-fat or fat-free dairy products and limit artificial, non-caloric sweeteners. Whenever possible, offer plain options instead of low or reduced sugar.
- Limit chicken, fish and other protein servings to four-ounce portions that are baked, broiled, grilled, and low in sodium.



# Healthy Meeting Guidelines

## RECOMMENDED GUIDELINES, CONTINUED

### PHYSICAL ACTIVITY

- Whenever possible, break up extended sitting time to allow for stretching or walking breaks. Let attendees know that it is acceptable to stand or move throughout the meeting space as needed.
- Build physical activity breaks into the agenda as appropriate. These breaks can be for organized physical activity opportunities (guided stretch breaks, group movement breaks, walking/running groups, etc.) or informal activities.
  - Offer at least one 10-minute break for meetings lasting 90 minutes or more.
  - Offer at least one 30-minute break for meetings lasting 3 hours or more.
- For all day meetings and/or conferences, support appropriate physical activity before, during, and after the event.
- Provide adapted programming or alternative activities for those with physical disabilities.

### BREASTFEEDING ACCOMODATIONS

- Provide reasonable time and space accommodations for attendees to breastfeed or pump breastmilk throughout the meeting.
  - Provide access to a lactation room that is:
    - Private and can be locked from the inside
    - Separate from the bathrooms and meeting rooms
    - Cleaned and sanitized regularly
    - Equipped with comfortable chairs, electric plugs, a table, and whenever possible a sink and fridge.