Where Do I Start?

STEP ONE: ATTEND MEETING

Every year Student Activities hosts several “Event Support Meetings” to help prepare you for your events. It focuses planning for the following steps:

• Confirming the budgeting and finances for your event
• Confirming times and places of your program
• Contacting Conferences and Events with the space(s) you would like to use
• Figure out extra costs, items (i.e. renting tables, chairs, flowers) and any Audio Visual equipment you may need
• Coordinating marketing and advertisement plans

To find the schedule for planned meetings, go to: https://www.brandeis.edu/ces/studentevents/jumpstart.html

STEP TWO: CONTACT CONFERENCE AND EVENTS

To help the process along, make sure you speak with a Conference and Events or Catering representative as EARLY AS POSSIBLE. We will make sure you:

• Have accurate quoted pricing to give to financial representatives
• Book space for your events
• Quote costs for custodial charges and any set up rentals you may need
• Have all permits necessary for your events

STEP THREE: CONFIRM EVENTS

Conferences and Events will send your organization’s planner a tentative invoice.

Your event will NOT move forward UNLESS it is signed and confirmed within 5 BUSINESS DAYS OF YOUR EVENT.

Contacts

Sarah Nyeste
Catering Director
Brandeis Catering
T: 781 736 4331
snyeste@brandeis.edu
KUTZ BAKED GOODS
Assorted Mini Muffins.........$8.00/dz (K $10.00/dz)
Assorted Mini Danish ...............$8.00/dz (K $10.00/dz)
Assorted Mini Scones.............$8.00/dz (K $10.00/dz)
Bagels with
Cream Cheese & Butter......$14.00/dz (K $16.50/dz)

NIBBLES  *all available kosher at same price*
1 lb Bulk Potato Chips...........$5.00/each
1 lb Bulk Pretzels................$5.00/each
Granola Bars........................$1.00/each
Tortilla Chips with Salsa (serves 30).......$35.00

HOT SNACKS
JUMBO Fried Chicken Wings with 1 Sauce Option (BBQ, Buffalo, Garlic Parmesan, Plain) with Blue Cheese Dipping Sauce
100 pcs........................................$75.00
Plain Chicken Fingers with 1 Dipping Sauce (BBQ, Ketchup, Honey Mustard, Ranch)
100 pcs........................................$75.00 (K $95.00)
Mozzarella Sticks with Marinara Sauce
100 pcs........................................$80.00 (KD $80.00)
Mini Egg Rolls with Sweet and Sour Sauce
100 pcs........................................$60.00
French Fries with Ketchup
(serves 25).....................................$60.00 (K $75.00)

PLATTERS (serves 25)
Fresh Fruit Salad..................$40.00 (K $50.00)
Vegetable Crudité..................$50.00 (K $65.00)
Cheese & Crackers.................$55.00
Garden Salad with
Balsamic Dressing...............$35.00 (K $45.00)
Hummus with Pita Chips.........$40.00 (K $50.00)

EASY - PEASY BUFFETS
$9.25/person (K $11.50)
(Minimum 25 people, Max 100 People)

CLASSIC BBQ
Hamburgers
Hot Dogs
Vegetarian BBQ
Hamburger and Hot Dog Buns
Lettuce, Tomato, Onion, Sliced Cheese Ketchup, Mustard, Mayo and Relish
Potato Chips
*KM -No Cheese Available Only*

DELI BUFFET
Pick 3:  Sliced Turkey Roast Beef Egg Salad Marinated Grilled Veggies
Lettuce, Tomato, Onion
Swiss and Muenster Cheese Ketchup, Mustard and Mayo Assorted Breads and Rolls Potato Chips
*KM -No Cheese Available Only*

ITALIAN BUFFET
Garlic Bread Caesar or Garden Salad with Dressing Vegetarian or Beef Lasagna Penne Pasta with Marinara Sauce Parmesan Cheese
*KD Vegetable Lasagna available only*

PIZZA
Cheese Pizza.......................$9.99/each (K $14.99)
Add Toppings .......................$1.45/each (K)
Marinated Chicken BBQ Chicken Meatball Turkey Bacon Roasted Peppers* Feta Cheese* Artichoke Hearts* Roasted Vegetables* Spinach* Black Olives* Caramelized Onions*

SWEETS & TREATS
Mini Cookies.........................$6.00/dz (K $8.00)
Large Cookies.......................$12.00/dz (K $16.00)
Brownies..............................$10.00/dz (K $12.00)
Blondies..............................$10.00/dz (K $12.00)
Rice Crispy Treats...$10.00/dz (K $12.00)

Make Your Own Brandies Buddies Kit *
(serves 15).........................$25.00 (K)
Rice Chex, Semi Sweet Chocolate Chips, Powdered Sugar, Peanut Butter (individual cups), Vanilla Extract, Smart Balance
*microwave and microwavable bowls not included*

BEVERAGES  *all available kosher at same price*
Spring Water ..........................$3.00/gallon
Lemonade .....................................$4.50/gallon
Soda (2 Liter)..............................$5.00/2 liter
Soda (Cans)...............................$1.00/each
Bottled Water............................$1.50/each
Coffee, Decaffeinated Coffee or Hot Tea with Lipton ......$15.00/gallon
Hot Chocolate..........................$15.00/gallon

***All available kosher options are denoted in GREEN***