



WINTHROP UNIVERSITY

# *Wedding Guide*



# YOUR WEDDING. OUR PASSION. THE PERFECT MATCH.

Whether you envision a celebration that is traditional or trend-setting, festive or formal, intimate or grand, our experienced and inspired team will provide you with unlimited options in planning your perfect storybook wedding. We will work closely together at every step in the process to create a reception that reflects your personalities and indulges your senses.

Winthrop Catering brings the sophistication of creative, inspired and utterly delicious cuisine, along with seamless service and logistical expertise to make your wedding day a truly joyous and memorable celebration. Artistically prepared, beautifully presented menu choices are served with the gracious attention to detail that has genuinely become a hallmark of our team.

We have been getting ready for this day for probably as long as you have been dreaming about it! Our passionate staff brings over 30 years of experience in designing and delivering perfectly executed events, and we stake our reputation on nothing short of your happiness. Congratulations, and we look forward to helping you as you journey down the path of creating a wedding day tailored to your unique style, vision and budget.

If we can offer you more information, or to make a wedding consultation appointment, please contact us at 803.323.2134, or email us at [catering@winthrop.edu](mailto:catering@winthrop.edu)

Sincerely,  
Winthrop Catering by Sodexo

# WEDDING PACKAGES



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All Wedding Packages are served in a buffet style and include Freshly Brewed Coffee, Decaffeinated Coffee, Herbal and Non-Herbal Teas with Hot Water, Freshly Brewed Iced Tea, Sweet Tea and Iced Water. There is a \$25 Attendant fee per three tables (about 24 people).

## Italian Family Dinner

\$21.79 per person

**Caesar Salad**

**Penne & Gemelli Pasta**

*With Marinara & Pesto Sauce*

**Italian Meatballs**

*With Shaved Parmesan*

**Garlic & Butter Breadsticks**

*With Caramel Dip or Raspberry Dip, Pita Chips or Crackers*

**Antipasto & Cheese Display**

*With Pita Chips or Crackers*

**Choice of Punch**

## THE PICNIC

\$23.79 per person

**Carved Glazed Picnic Ham**

*With Rolls*

**Crisp Fried Chicken Tenderloin**

*With Honey Mustard*

**Pimento Cheese Stuffed Mushrooms**

**Fresh Fruit, Cheese, & Crudités Display**

*With Garden or Onion Dip, Pita Chips or Crackers*

**Choice of Punch**

## SIMPLY ELEGANT

\$25.79 per person

**Carved Cajun Fried Turkey Breast**

*With House-Made Cranberry Sauce and Rolls*

**OR**

**Slow Roasted Top Round of Beef**

*With Creamy Horseradish Sauce and Rolls*

**Mini Chicken and Vegetable Egg Rolls**

**Cajun Chicken Roulades**

*With Tasso Ham and Pepper Jack Cheese*

**Warm Artichoke Dip**

*With Pita Chips or Crackers*

**Imported & Domestic Cheeses**

*With Pita Chips or Crackers*

**Choice of Punch**

## TASTE OF THE LOW COUNTRY

\$28.99 per person

**Honey & Thyme Brined Pork Loin**

*Carved and served with Honey Dijon Sauce and Rolls*

**Tender Creamed Chicken**

*Over Mimi House-Made Buttermilk Biscuits*

**Hoppin' John Black-Eyed Peas, Ham, and Rice**

**Shrimp and Creamy Grits**

**Fresh Fruit, Cheese, & Crudités Display**

*Assorted Dips with Pita Chips or Crackers*

**Choice of Punch**

# RECEPTIONS A LA CARTE



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All items priced per dozen unless otherwise specified. There is a \$25 Attendant fee per attendant, the number of which will be based upon service requirements as determined by Winthrop Catering.

## HOT HORS D'OEUVRES

**BBQ Rubbed "General Tso" Chicken Bites with BBQ Pork Fried Rice**  
\$23.99 per dozen

**Mini Country Ham Biscuits with Onion Jam**  
\$27.59 per dozen

**Pimento Cheese Stuffed Mushrooms**  
\$14.99 per dozen

**Meatballs (Italian, Swedish, or BBQ)**  
\$16.59 per dozen

**Mini Assorted Quiche**  
\$17.89 per dozen

**Chicken Yakitori Japanese Grilled Chicken Skewer**  
\$17.89 per dozen

**Mini Egg Rolls with Sweet & Sour Sauce**  
\$16.79 per dozen

**Seasoned Chicken Tenders with Honey Mustard**  
\$18.99 per dozen

**BBQ Pulled Pork on Mini Potato Cakes**  
\$13.79 per dozen

**Jerk Beef on a Risotto Cake**  
\$27.99 per dozen

**Teriyaki Pork & Pineapple with Sweet and Sour Dipping Sauce**  
\$22.99 per dozen

**Shrimp & Grits with Bacon and a Spicy Tomato Sauce**  
\$8.99 per dozen

## COLD HORS D'OEUVRES

**Finger Sandwiches, Assorted**  
*Pimento Cheese, Chicken Salad, Herbed Cream Cheese*  
\$13.99 per dozen

**Cheese Straws**  
\$13.79 per dozen

**Mini Hummus & Roasted Pepper Bites**  
\$14.29 per dozen

**Ham Salad in Cream Puff Shells**  
\$17.99 per dozen

**Bacon Deviled Eggs**  
\$14.29 per dozen

**Mini Taco Salad Cups**  
\$17.79 per dozen

**P.B.L.T., Pimento Bacon Lettuce & Tomato on Sour Dough Open-Faced**  
\$16.99 per dozen

**Gingered Fruit Kebabs**  
*With a Honey Yogurt Mint and Ginger Dip*  
\$12.99 per dozen

**Couscous-Stuffed Grape Leaves**  
\$12.99 per dozen

## DIPS & SPREADS

**Chocolate Chip Cookie Dough Dip**  
*With Graham Crackers and Vanilla Wafers for Dipping*  
\$2.59 per person

**Chilled Spinach Dip**  
*With Toasted Pita Points*  
\$2.59 per person

**Warm Artichoke Dip**  
*With Toasted Pita Points*  
\$2.99 per person

**Grilled Vegetable & Boursin Cheese Dip**  
*With Toasted Pita Points*  
\$3.29 per person

**Pimento Cheese Dip**  
*With Pretzels Bites*  
\$3.79 per person

**Warm Charleston Crab Dip**  
Market Price per person

RECEPTION ACCENTS





# RECEPTION ACCENTS

*A minimum of 50 guests, smaller groups may incur an upcharge.*

## **A GARDEN CRUDITÉS DISPLAY**

*Broccoli, Peppers, Mushrooms, Grape Tomatoes, Celery, Cauliflower and Carrots with Ranch Dip*

\$3.59 per person

## **SEASONAL FRUIT DISPLAY**

*Fresh Seasonal Fruits and Berries Displayed with Salted Caramel or Marshmallow Cream Cheese Dip*

\$3.99 per person

## **CHEESE DISPLAY**

*An Assortment of Cheddar, Swiss, Pepper Jack and Smoked Gouda Cheeses. Served with a Mustard Dip and Gourmet Crackers*

\$4.99 per person

## **ANTIPASTO DISPLAY**

*Genoa Salami, Ham Capicola, Fresh Mozzarella, Provolone Cheese, Cantaloupe, Grapes, Artichokes, Olives, Marinated Tomatoes, Roasted Red Peppers and Garlic Toast. Garlic Hummus and a Creamy Parmesan Italian Dip*

\$7.99 per person

# CARVING & ACTION STATIONS



# CARVING & ACTION STATIONS

\*The Carving and Action Stations are **not** considered buffets. These Stations are priced as additions to our Buffet Selections. There is a \$28 chef fee per Action Station.

## CARVING STATIONS

### APRICOT GLAZED HAM

*With Dijon Mustard and Herb Mayonnaise - Fresh Baked Rolls*

\$5.79 per person

### THYME & HONEY BRINED PORK LOIN OR HERB CRUSTED PORK LOIN

*Roasted Garlic Crème Fraiche - Fresh Baked Rolls*

\$6.79 per person

### CAJUN FRIED TURKEY BREAST OR THYME & HONEY BRINED TURKEY BREAST

*With House-Made Cranberry Sauce or Honey Mustard Sauce - Fresh Baked Rolls*

\$5.79 per person

### ROASTED STRIP LOIN OF BEEF\*

*With a Rich Demi-Glace Sauce - Fresh Baked Rolls*

\$11.89 per person

### ROASTED BEEF TENDERLOIN

*With a Creamy Horseradish Sauce - Fresh Baked Rolls*

\$14.89 per person

\*All beef cooked medium rare unless requested otherwise\*

## ACTION STATIONS

### GRILLED CHEESE STATION

*Four Breads- American, Cheddar, Pimento, Swiss, and Mozzarella, Granny Smith Apples, Sliced Tomatoes, Serrano Peppers, Fresh Basil, Bread and Butter Pickles, Bacon, Salami, Turkey, Onions and Green Bell Peppers*

\$5.89 per person

### TUSCAN PASTA STATION

*Penne or Bowtie Pastas, Meatless Marinara Sauce, Classic Bolognese Meat Sauce and Creamy Alfredo Sauce*

*Ingredients to add in at no charge: Mushrooms, Onions, Garlic, Extra Virgin Olive Oil, Red Peppers, Spinach and Olives*

*Chicken Breast add \$2.00 per person*

*Italian Sausage add \$2.79 per person*

*Sweet Shrimp add \$4.59 per person*

\$6.89 per person

### MASHED POTATO BAR

*Whipped Creamed Yukon Gold Potatoes, served in Martini Glasses - Suggested Toppings: Bacon, Sour Cream, Sweet Cream Butter, Scallions, Cheddar Cheese, Sautéed Mushrooms, Diced Tomatoes, Brown Gravy or Salsa*

\$4.89 per person

### THE MAC & CHEESE STATION

*Rich House-Made Cheese Sauce, Extra Cheeses to choose from - Aged Cheddar, Gruyere and Shaved Parmesan*

*Toppings or Stir In's: Thick Hand-Cut Bacon, Scallions, Diced Tomatoes, Roasted Red Peppers and Sautéed Mushrooms*

*Breaded Fried Chicken add \$2.00 per person Cooked*

*Lobster Meat add \$7.00 per person*

\$5.89 per person

# DINNER BUFFETS



# DINNER BUFFETS

Dinner Buffets include a House Salad, Dessert, Fresh Baked Rolls and Butter, Freshly Brewed Coffee, Decaffeinated Coffee, Herbal and Non-Herbal Teas with Hot Water, Freshly Brewed Iced Tea, Sweet Tea and Iced Water. Service includes house china and glassware. There is a \$25 Attendant fee per attendant, the number of which will be based upon service requirements as determined by Winthrop Catering.

One Entrée Buffet \$22.99  
Two Entrée Buffet \$32.99

## House Salad

*Mixed Greens, Grape Tomatoes, Cucumbers, Red Onions and Carrots Ranch and Italian Dressings*

OR

Southern Potato Salad

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## SALAD UPGRADE CHOICES

Add \$1.59 per person

### Caesar Salad

*Crisp Romaine, Sweet Grape Tomatoes, Shaved Parmesan Cheese and Croutons  
Caesar Dressing*

### Spinach Salad

*Baby Spinach, Red Onions, Sliced Mushrooms, Chopped Eggs and Croutons  
Choice of Dressing: Warm Bacon, Ranch or Balsamic Dressings*

### Mediterranean Salad

*Chopped Romaine Lettuce, Artichoke Hearts, Roasted Red Peppers, Cucumbers,  
Tomatoes, Red Onions and Feta Cheese. Red Wine Vinaigrette Dressing*

### Southern Chopped Salad

*Iceberg and Romaine Lettuce, Chopped Eggs, Diced Bacon, Celery, Tomatoes,  
Black Eye Peas, Cheddar Cheese and Roasted Red Peppers. Choice of Dressings*

### The Baby Mixed Greens Salad

*Baby Greens, Candied Pecans, Red Onion, Crumbled Blue Cheese and Raspberry  
Vinaigrette Dressing*

## VEGETABLE & STARCH SIDE DISHES

*Choice of Two*

**Roasted Broccoli**

**Vanilla Sweet Potatoes**

**Oven Roasted Carrots**

**Curried Pineapple & Cashew Fried Rice**

**Buttered Corn**

**Creamed Yukon Gold Potatoes**

**Seasonal Vegetable Medley**

**Buttermilk Mashed Potatoes**

**Rice Pilaf**

**Butter Beans with Bacon & Tomatoes**

**Cornbread Dressing**

**Chef's Cheesy Mac**

**Tri-Color Oven Roasted Potatoes (add \$1.00 per person)**

**Green Bean Almondine (add \$1.00 per person)**

**Twice Baked Potato (add \$2.00 per person)**

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## ENTRÉES

### Beef

*Slow Roasted or BBQ Beef Short Ribs*

*\*Slow Roasted Top Round of Beef with Au Jus*

*Low Country Pepper Steak*

*\*Sliced Roasted Beef Tenderloin with Tomato Demi-Glace (add \$2.00 per person)*

### Pork

*\*Sliced Honey & Thyme Brined Pork Loin*

*Al Pastor Pork Loin with Grilled Pineapple*

*\*Carved Apricot Glaze Ham*

### Poultry

*1/2 Cornish Game Hens (add \$2.00 per person)*

*\*Oven Fried Chicken*

*Roasted Chicken Breast over Tasso Jambalaya*

*Tuscan Chicken - Grilled Chicken, Mushrooms, Onions, Garlic, Tomatoes and Cannellini Beans Monterrey*

*Chicken - Sautéed Mushrooms, Onions, Corn, Black Beans, Cheese and Avocado Cream Sauce*

*\*Carved Slow Roasted Cajun Turkey Breast with House-Made Cranberry Sauce or Gravy*

*Stuffed Airline Chicken Breast with Goat Cheese and Tomato Concasse*

*\*Items can be presented as a Carving Station for an additional \$25.00 per hour of carving*

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## DESSERT CHOICES

**Chocolate Cake with Whole Berries**

**Carrot Cake with Cream Cheese Frosting**

**Viennese Table (add \$4.99 per person)**

**Red Velvet Layer Cake**

**New York Cheesecake with Fruit Topping**

DINNER IS SERVED



# DINNER IS SERVED

Served Dinners include a Choice of Salad, Fresh Baked Rolls and Butter, Dessert, Freshly Brewed Coffee, Decaffeinated Coffee, Herbal and Non-Herbal Teas with Hot Water, Freshly Brewed Iced Tea, Sweet Tea and Iced Water. Service includes house china and glassware. Maximum for a served dinner is 150 guests. For events over 150 guests, please add an additional \$2.00 per person. There is a \$25 Attendant fee per three tables (about 24 people).

## FIRST COURSE

### Spinach Salad

*Baby Spinach, Red Onions, Sliced Mushrooms, Chopped Eggs and Croutons. Served with a Warm Bacon Dressing*

### House Salad

*Mixed Greens, Grape Tomatoes, Cucumbers, Red Onions and Carrots. Choice of one Dressing*

### Baby Mixed Greens Salad

*Baby Greens, Candied Pecans, Red Onion, Crumbled Blue Cheese and Raspberry Vinaigrette Dressing*

### Caesar Salad

*Crisp Romaine, Sweet Grape Tomatoes, Shaved Parmesan Cheese, Croutons and Caesar Dressing*

### Sodexo Signature

*Mixed Greens, Candied Pecans, Crumbled Blue Cheese, Champagne Pears and Chef's Signature Vinaigrette or Green Goddess Dressing*

### Wedged Salad

*Iceberg Lettuce, Bacon, Diced Tomato, and Egg. Topped with Moody Blue Cheese. (Add \$1.59 per person)*

## ENTRÉE CHOICES

### Slow Roasted Prime Rib

*Served with Au Jus and Horseradish Cream*  
8 oz. portion  
\$26.29 per person)

### Pecan Crusted Chicken Breast

*Served with a Bourbon Blueberry Sauce*  
\$22.79 per person

### Baked Salmon Fillet

*Served with a Shrimp Sauce with Tomatoes and Tarragon*  
\$25.29 per person

### Chef's Pan Seared Crab Cakes

*Served over an Autumn Ratatouille of Butternut Squash, Zucchini, Red and Green Peppers, Carrots, and Onion*  
*Finished with a Lemon, Honey and Cayenne Sauce drizzled*  
Market Price per person

### Grilled Filet Mignon

*Finished with a Mushroom Bordelaise sauce and Creamed Spinach*  
\$27.89 per person

### Southern Tenderloin Tips

*Sautéed and served with Collard Greens and Mushroom Onion Sauce*  
\$26.99 per person

### Slow Roasted Pork Loin "Al Pastor"

*Served with Charred Pineapple and Guacamole*  
\$24.99 per person

## SIDE CHOICES

This is just a sampling of what our Culinary Team can match to your Entrée selection:

Roasted Fingerling Potatoes  
Tender Green Beans  
Pasta Aglio Olio  
Creamed Corn  
Carolina Gold Rice  
Carrots and Pistachio  
Potato and Sweet Potato Hash  
Oven Roasted Seasonal Vegetables

## DESSERT SELECTIONS

Carrot Cake with Cream Cheese Frosting  
Red Velvet Layer Cake  
New York Cheesecake with Fruit Topping  
Coconut Macaroon Pie with Blackberry Sauce  
Triple Layer Chocolate Cake  
Stacked Tiramisu Cheesecake

*Note: Add \$50.00 for our staff to cut the wedding cake and box it.*

# BRUNCH BUFFET





# BRUNCH BUFFET

Brunch Buffets include Assorted Breads, Butter, and Jam. Freshly Brewed Coffee, Decaffeinated Coffee, Herbal and Non-Herbal Teas with Hot Water, Freshly Brewed Iced Tea, Sweet Tea, Iced Water, Apple and Orange Juice is included as well. Service includes house china and glassware. The best brunch is the menu you create, our staff will help guide you. Brunch Menu is \$21.99 per person. There is a \$25 Attendant fee per attendant, the number of which will be based upon service requirements as determined by Winthrop Catering.

## CHOOSE TWO

Scrambled Eggs OR Cheddar Scrambled Eggs

### Steakhouse Egg & Cheese "Skillet"

*Eggs, Potatoes, Onions and Cheese*

### Southern BBQ Breakfast

*Eggs, Smoked Pulled Pork, or Smoked Beef Brisket, two Sauces and Biscuits*

### Vegetable Egg & Cheese "Skillet"

*Eggs, Fire Roasted Peppers and Onions, Potatoes, Mushrooms and Cheese*

### Huevos Rancheros

*Eggs, Flavorful Ranchero Sauce and Flour Tortillas*

### Chicken and Waffles

*Bone-in or Boneless Chicken, Belgium Waffles and Pure Maple Syrup*

### Baked BBQ Chicken

*Bone-in Chicken Thighs and Drum Sticks Seasoned and Glazed with BBQ Sauce*

### Southern Pot Roast

*Braised in Natural Juices and Fork Tender*

### Creamed Chicken and Biscuits

## CHOOSE TWO

Home Fries Lyonnaise

Tater Tot Casserole

Breakfast Grits

Hash Brown Patty

Roasted Red Potatoes

Mac & Cheese

Whipped Yukon Gold Potatoes

## CHOOSE TWO

Country Sausage Links

Applewood Smoked Bacon

Smoked Ham

Smoked Pulled Pork

Corned Beef Hash

## CHOOSE TWO

Fresh Cut Seasonal Fruit Salad

Yogurt Granola Berry Parfaits

Cole Slaw

Tossed Salad

## SELECTIONS TO ADD TO YOUR BRUNCH

House-Made Sausage and Gravy with Biscuits

\$2.29 per person

Shrimp and Grits

\$5.99 per person

BBQ Chicken Pot Pie

\$4.79 per person

Sliced Smoked Beef Brisket

\$5.99 per person

Croissants, Bagels and Biscuits

\$2.89 per person

Bloody Mary Bar

\$5.95 per person

Mimosa

\$3.95 per person

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## CARVING STATION

Glaze-Ham or Roasted Pork Loin "Al Pastor"

\$4.49 per person

Slow Roasted Top Round of Beef

\$4.99 per person

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## SELECTION OF SIDES TO ADD ON

\$2.29 per person

Southern Style Green Beans

Charro Beans with Bacon

Collard Greens

Curried Pineapple & Cashew Fried Rice

Buttered Fried Corn

Roasted Fingerling Potatoes

Black Eyed Peas

Charleston Red Rice

Roasted Carrots

Garlic Cheese Grits

# ALCOHOL POLICY



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Full and Limited Bar Services are available. Add \$1.00 per person for glassware.

Please discuss alcohol service with the Catering Department when planning your event.

Beer and wine must be purchased through the Catering Department for the entire party. All alcoholic beverages, including beer and wine, are to remain in the facility during the event. All bars are sold for the full guest counts. We provide all bartender services. All bar services have a two hour minimum.

## SOUTHERN BAR

You furnish all liquor of any kind. Winthrop Catering will provide bartenders, house beer, or wine, mixers of Coca-Cola, Diet Coke, Sprite, Tonic Water, Club Soda, Ginger Ale, Cranberry, Grapefruit and Orange Juice. Fruit garnishes, ice and plasticware are included. Any liquor must be dropped off 48 hours prior to your event.

First Hour	\$8.00 per person*
Second Hour	\$4.00 per person*
Each Additional Hour	\$4.00 per person*

\* Minimum time - two hours

## WINTHROP ICE BAR

We'll take care of the hassle and provide all liquor necessary. Winthrop Catering will provide your choice of two beers and/or wines (see below, mixers of Coca-Cola, Diet Coke, Sprite, Tonic Water, Club Soda, Ginger Ale, Cranberry, Grapefruit and Orange Juice.

Beer choices - Budweiser, Bud Light, Michelob Ultra, Yuengling

Wine choices - Red, White, Rose

First Hour	\$18.00 per person*
Second Hour	\$ 7.00 per person*
Each Additional Hour	\$ 7.00 per person*

\* Minimum time - two hours

## FAIREST FLOWER BAR

Includes plasticware setup with house beer, wine and assorted canned sodas.

No external alcohol is permissible.

First Hour	\$6.00 per person
Second Hour	\$4.00 per person
Each Additional Hour	\$4.00 per person

## BAR SERVICE

Bartender labor is \$25.00 per hour per bartender. There is a minimum of two bartenders per 50 people.

## TIER TWO UPGRADE

First Hour	\$9.00 per person
Second Hour	\$7.00 per person
Each Additional Hour	\$7.00 per person

## TIER THREE UPGRADE

First Hour	\$15.00 per person
Second Hour	\$11.00 per person
Each Additional Hour	\$11.00 per person

## BEVERAGE SELECTION

**Beer** - Budweiser, Budweiser Light, Coors, Corona Extra, Heineken, Michelob Ultra, Miller Light, Sierra Nevada, Stella Artois and Yuengling,

**White** - Chardonnay, Pinot Grigio and Riesling

**Red** - Cabernet Sauvignon and Red Blend

Domestic Champagne	\$15.00 per bottle
Champagne Toast	\$2.50 per person

**Other Beverages** - Served on plastic ware. Service is for 2 hours.

Southern Peach Punch	\$1.89 per person
Sparkling Punch	\$1.89 per person

*(Fruit, Lemonade, or White Grape Juice)*

Assorted Canned Soft Drinks	\$1.50 per person
Regular or Decaf Coffee	\$1.39 per person
Gourmet Coffee Station	\$2.39 per person
Iced Tea	\$1.25 per person
Sweet Tea	\$1.25 per person
Bloody Mary Bar	\$5.95 per person
Mimosa	\$3.95 per person
Mojito	\$4.09 per person

# WEDDING SERVICE ENHANCEMENTS



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Winthrop Catering is not merely a food service provider, but a premier event designer. We provide several additions with which we can enhance your event, including, but not limited to, the selections mentioned below. Cost and fees will be based on any selections made.

## **FLOWERS**

We offer beautiful arrangements from bouquets and table centerpieces, to buffet vases, all in your color scheme and ready for immediate enjoyment.

## **FAVORS**

Chocolates, bookmarks, and planting seeds are just a few versatile and unique favors we can provide for your guests.

## **RENTALS**

Partnering with South Carolina's most established rental company, we offer design layouts to fit your largest to smallest events. From oversized frame-less tents, chocolate fountains, elegant chairs and contoured table, design ideas can be endless. Any rental requests must be determined 30 days prior to your event.

## **SPECIALTY LINENS**

From designer inlay linens & colors to napkins and drape, our color matching team can help make your event a truly memorable experience. We offer an endless array of linens styles to fit your event's vision and budget.

# PLANNING YOUR WEDDING



# PLANNING YOUR WEDDING

The Winthrop University Catering Department is pleased to present this wedding guide. We are available to assist with every detail to ensure the success of your event, please read through this guide carefully.

Our Catering Director and Sales Coordinator will be happy to meet with you to discuss all aspects of your event. To set up an appointment, please call the catering department at 803.323.2134 or send an email to catering@winthrop.edu. Please plan your event at least 90 days in advance and make sure you have communicated with the Office of University Events.

When scheduling services, the Catering Department will work with the Office of University Events to obtain the following information:  
Date and Time of Event | Room Reservation and Room Setup | Location of the Event | Estimated Number of Guests | Type of Service Requested

All food and beverages, including alcohol, must be managed and provided by the Catering Department with the exception of wedding and groom cakes.

## ROOM RESERVATION

The first step in planning your event is to contact the Office of University Events to secure the venue and sign the contract. Call or email University Events at 803.323.3394 or universityevents@winthrop.edu.

## ROOM SETUP

Please review your room setup requests with a representative from the Office of University Events and Winthrop Catering. Additional labor charges may result from late request changes in table or chair setup.

## SELECTING A MENU

The Winthrop Wedding guide is meant to give you an overview of our vast menu options. However, we are not limited to these selections and are able to customize a menu to meet your specific taste. Our experienced staff will gladly work with you to develop special menus, as well as, themed events and different service styles to make your event memorable. Any changes made to the menu after 10 calendar days prior to your event will incur a \$3.00 fee per person. Additional labor charges will be added to your wedding proposal based on your level of services. Once you have selected your menu, the Office of University Events will send a confirmation document or your review and agreement.

We encourage you to schedule a meeting with our Catering Department to discuss your event when you begin planning. Our office hours are Monday - Friday 8:30 am to 5:00 pm. A tentative menu is due 30 days prior to your event.

Event menus will be processed when the event is confirmed. Some food items are seasonal and may not be available at all times. Every effort will be made to accommodate your menu requirements with requested items or comparable substitutes. You will be notified in advance if substitutions are made. Prices listed in this guide are per person unless otherwise noted.

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*Note: Add \$50.00 for our staff to cut and box the wedding cake.*

*It is the policy of the Winthrop University Catering Department that no food or beverages be removed from a facility where a catered function has been held.*

*Special arrangements may be made for a bride and groom food basket.*

## GUEST COUNTS

An estimated guest count will be needed when your event is booked with the Catering Department. A final guest guarantee must be provided 10 calendar days prior to your event. If the actual guest count exceeds the estimated or guaranteed guest count, billing will be based on the actual count. If the actual count is less than the guaranteed count, billing will be based on the guaranteed count because food will have been prepared for that number of guests.

## SERVICE TIME

All wedding service events may be scheduled for up to four hours. An additional charge will be added at a cost of \$1.50 per person for every additional half hour. Drop-down linen for all guest tables will be at a cost of \$15.00 per tablecloth. Standard linen is available at a cost of \$3.50 per tablecloth.

## RENTALS AND DECORATIONS

You are responsible for having in place all rented items - this includes chairs, tables, linens, folded napkins, etc - by 10:00 am Friday morning.

If you need additional time for decorations or deliveries to be made, special arrangements may be made with the Office of University Events. All client-provided decorations must be removed from the tables at the end of the event.

## FOOD TASTING

Once your contract has been signed and received by University Events, we will gladly schedule a complimentary tasting, for up to four guests, to assist you in making menu selections. If you have yet to sign your contract prior to the tasting, a \$150 charge will be applied to the tasting. Tastings will be available on Tuesday - Thursday 1:00 pm to 3:00 pm.

After your wedding is booked with University Events, a special food tasting may be scheduled for up to four guests to sample your desired menu selection with our Catering Department.

## BILLING

All events are subject to state and local sales taxes and a 15% administrative fee. The Catering Invoice will be sent to University Events to align with your contract.







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WINTHROP UNIVERSITY

*Wedding Guide*

