FOOD EXPENSE SAVINGS GUIDE
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1. Introduction

Representatives from YSM departments and Procurement have partnered to identify non-salary cost savings opportunities across the Medical School.

The team is requesting that each department review and utilize all tools and recommendations provided to incur a 15% reduction in non-salary costs while still maintaining quality services to support the missions of the university. It is understood that the opportunities will vary from one department to another. You will be expected to decide which commodity or combination of commodity savings will best serve your departmental needs and culture.

The following guide represents the work done by the food expense commodity committee. Committee members are Linda Chiaraluce, Priscilla Flynn, Wendy Hall, Yin Jiang, Karen Muth, Erlyn Neri and Sandra Stein.

Training will be rolled out initially to Lead Administrators and then through larger group venues. We hope that the tools and recommendations provided will assist you in realizing a significant savings for your department and are excited to assist you in this process.
2. YSM 2012 Food Expenses

This table represents YSM food expenses for FY12 broken down by expense type and the targeted savings goal for FY13. Please note that the use of expense types have changed since FY12 and you may see variation from one expense type to another for FY13.

<table>
<thead>
<tr>
<th>Expenditure Type Name</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering-External</td>
<td>$2,108,689</td>
</tr>
<tr>
<td>Business Meals - Domestic</td>
<td>$1,959,520</td>
</tr>
<tr>
<td>Food &amp; Beverage</td>
<td>$797,775</td>
</tr>
<tr>
<td>Entertainment &amp; Alcohol - Unallowable - Domestic</td>
<td>$402,380</td>
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<tr>
<td>Domestic Travel - Meals</td>
<td>$280,449</td>
</tr>
<tr>
<td>Bottled Water &amp; Filtering Service</td>
<td>$67,236</td>
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<tr>
<td>Entertainment &amp; Alcohol - Unallowable - International</td>
<td>$9,936</td>
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<tr>
<td>Supplies for Food Service</td>
<td>$9,292</td>
</tr>
<tr>
<td><strong>Catering-Internal-YaleDining only</strong></td>
<td>$5,955</td>
</tr>
<tr>
<td>***Catering – Internal – JSA Transfers for ISP</td>
<td>$788,708</td>
</tr>
<tr>
<td>Supplies – Flowers &amp; Decorations</td>
<td>$5,283</td>
</tr>
<tr>
<td>Supplies – Paper &amp; Disposables – Food Service</td>
<td>$3,267</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$6,438,490</td>
</tr>
<tr>
<td>Target Savings Goal of 15% for FY13</td>
<td>$965,774</td>
</tr>
</tbody>
</table>

**Expenditure type name adjusted midyear from Catering-Internal to Catering-Internal-YaleDining only (figure reflected on this table associated with "Catering-Internal-YaleDining only" is actually external caterers spend that was miscoded.**

*** Catering – Internal – JSA Transfers for ISP figure is inclusive of JSA Transfers for Marigold Catering, Yale Catering and Yale Catering Express.
3. Expense Type Reduction Recommendations

Your biggest savings may occur from a change in the habits and culture of your department. Perhaps you can start by questioning some of your current practices.

- If you currently serve food at many of your meetings... Can you end that practice?
- Can you make the meetings brown bag?
- Can you move lunch meetings to the morning or afternoon and just serve coffee/snacks?

These and other recommendations for cost reductions are listed for several expense types. In addition, we’ve provided some negotiated vendor prices to assist in your efforts in achieving food cost savings.

**Internal Catering** – We highly recommend that you choose the internal service provider for your catering needs. They have committed to providing quality products and service at competitive prices. [http://www.yale.edu/dining/catering/](http://www.yale.edu/dining/catering/)

**External Catering** – Procurement has negotiated prices with the top external caterers (based on surveys and expense analysis). Target costs were submitted to all vendors with a request that they meet at least one if not all targeted prices and waive delivery/paper goods fees.

Caterers that met at least one of the targeted meal prices are listed as a preferred vendor for those meals. Please utilize internal catering and these external vendors for your catering needs. Sample menus are included in the appendix.

### Preferred Vendors – External Catering

<table>
<thead>
<tr>
<th>External Caterers</th>
<th>Breakfast Continental $4.00 pp</th>
<th>Breakfast Full $10.00 pp</th>
<th>Lunch $6.50 pp</th>
<th>Light Lunch/ Light Dinner $5.50 pp</th>
<th>Dinner Buffet $12.00 pp</th>
<th>Dinner Plated $25-$42 pp</th>
<th>Snack $3.00 pp</th>
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</thead>
<tbody>
<tr>
<td>Fork &amp; Fingers</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>$12.00</td>
<td>$25-$42</td>
<td>n/a</td>
</tr>
<tr>
<td>Sweet Relief</td>
<td>$3.75</td>
<td>$9.00</td>
<td>$6.00</td>
<td>n/a</td>
<td>$12.00</td>
<td>n/a</td>
<td>$3.00</td>
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<tr>
<td>Greek Olive</td>
<td>n/a</td>
<td>$7.95</td>
<td>$5.25</td>
<td>$11.50</td>
<td>$23-$45</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Koffee</td>
<td>$2.95-$6.35</td>
<td>n/a</td>
<td>$5.85</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>$2.95-$3.60</td>
</tr>
<tr>
<td>Corporate Caterers</td>
<td>$4.00</td>
<td>$10.00</td>
<td>$6.50</td>
<td>$5.50</td>
<td>$12.00</td>
<td>$25-$42</td>
<td>$3.00</td>
</tr>
</tbody>
</table>
## Contact Information

<table>
<thead>
<tr>
<th>External Caterers</th>
<th>Authorized Contact</th>
</tr>
</thead>
</table>
| Forks & Fingers         | 670 Main St, East Haven, CT 06512  
Tel: 203-298-4530  
Cell: 203-889-8520  
Email:forksandfingercatering@gmail.com  
Stephanie Lefrancois |
| Sweet Relief            | 128 Crown St, New Haven CT 06510  
Tel: (203) 789-9800  
www.SweetReliefCatering.com  
Eric Rogers |
| Greek Olive             | 402 Sargent Drive, New Haven, CT 06511  
Tel: (203) 495-9990  
Email: anna@thegreekolive.com  
Lucy Morales |
| Koffee Katering         | 104 Audubon St, New Haven, CT 06510  
Tel: (203) 809-1382  
Email: koffeekatering@gmail.com  
Duncan Goodall |
| Corporate Caterers      | 1212 Main St, Branford, CT 06405  
www.corporate-caterers.net  
Tel: (203) 488-3702  
Joy Bozzi |

### Domestic Business Meals

We have provided a list of high, medium and low cost restaurants based on entrée prices. (some with additional discounts). Please have an admin or other staff member attempt to secure the discount when making the reservation to save the faculty member from having to request it in the presence of guests. All will request to see a Yale ID. Please note that these discounts are for faculty business meals and are not for personal use.

- Can you recommend that faculty frequent the medium and low cost restaurants on a more regular basis and save high end for special guests? ....Or...limit high end to once per quarter?
• Can you recommend a limit to the number of attendees at faculty recruiting and business meals. (4-5 seems to be common)
• Educate staff/faculty on tax savings by fostering an understanding of the tax exemption rules and the establishments that honor this. [http://tax.yale.edu/sales-and-use-tax](http://tax.yale.edu/sales-and-use-tax)
• Educate staff/faculty on tax exemption savings honored by other states. [http://tax.yale.edu/sales-and-use-tax](http://tax.yale.edu/sales-and-use-tax)
• Can you educate and reinforce the university limit on per person dinner costs?
• Can you provide a template email to your admin to use when assisting faculty with dinner plans? It could be a standard reminder of the per person limits, the # of guests limit, reminder to use their pcard to ensure taxes won’t be charged, request that they choose from the medium/low cost options. (template included in appendix)

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Discount</th>
<th>Contact</th>
<th>Telephone</th>
<th>Address</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Low Range Entrees $5-$15</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bangkok Gardens</td>
<td>5%</td>
<td>Olu</td>
<td>203-789-8684</td>
<td>172 York Street</td>
<td></td>
</tr>
<tr>
<td>The Greek Olive</td>
<td>5%</td>
<td>Lucy</td>
<td>203-495-9990</td>
<td>402 Sargent Drive</td>
<td></td>
</tr>
<tr>
<td>Est Est Est Pizza &amp; Resta</td>
<td>5%</td>
<td>Gabriel</td>
<td>203-777-2059</td>
<td>1176 Chapel Street</td>
<td></td>
</tr>
<tr>
<td>Pad Thai Restaurant</td>
<td>10%</td>
<td>Kim</td>
<td>203-562-0322</td>
<td>1170 Chapel Street</td>
<td></td>
</tr>
<tr>
<td>Prime 16</td>
<td>No</td>
<td></td>
<td>203-782-1616</td>
<td>172 Temple Street</td>
<td></td>
</tr>
<tr>
<td>New Haven Meatball House</td>
<td>No</td>
<td></td>
<td>203-772-3360</td>
<td>1180 Chapel Street</td>
<td></td>
</tr>
<tr>
<td>Abates Apizza &amp; Seafood</td>
<td>No</td>
<td></td>
<td>203-776-4334</td>
<td>129 Wooster Street</td>
<td></td>
</tr>
<tr>
<td>Bar</td>
<td>No</td>
<td></td>
<td>203-495-8924</td>
<td>254 Crown Street</td>
<td></td>
</tr>
<tr>
<td><strong>Mid Range Entrees $15-$25</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bentara</td>
<td>5%</td>
<td>Niza</td>
<td>203-562-2511</td>
<td>76 Orange Street</td>
<td></td>
</tr>
<tr>
<td>Carmine's Tuscan Grill Restaurant</td>
<td>5%</td>
<td>Antonio</td>
<td>203-389-2805</td>
<td>1500 Whalley Ave</td>
<td></td>
</tr>
<tr>
<td>Royal Palace Chinese Restaurant</td>
<td>5%</td>
<td>Tony</td>
<td>203-776-6663</td>
<td>32 Orange Street</td>
<td></td>
</tr>
<tr>
<td>Oaxaca Kitchen</td>
<td>10%</td>
<td>Thomas</td>
<td>203-859-5774</td>
<td>228 College Street</td>
<td>promotion extends to students</td>
</tr>
<tr>
<td>Pacifico Restaurant</td>
<td>10%</td>
<td>Walther</td>
<td>203-772-4002</td>
<td>220 College Street</td>
<td>discount only good for Monday-Thursday</td>
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<tr>
<td>Thali New Haven</td>
<td>10%</td>
<td>Thomas</td>
<td>203-777-1177</td>
<td>4 Orange Street</td>
<td>promotion extends to students</td>
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<tr>
<td>116 Crown</td>
<td>No</td>
<td></td>
<td>203-777-3116</td>
<td>116 Crown Street</td>
<td></td>
</tr>
<tr>
<td>Barcelona</td>
<td>No</td>
<td></td>
<td>203-848-3000</td>
<td>155 Temple Street</td>
<td></td>
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<tr>
<td>Geronimo Southwest Grill</td>
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<td></td>
<td>203-777-7700</td>
<td>271 Crown Street</td>
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<tr>
<td>L'Orcio</td>
<td>No</td>
<td></td>
<td>203-777-6670</td>
<td>806 State Street</td>
<td></td>
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<tr>
<td>Miso Japanese Restaurant</td>
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<td></td>
<td>203-848-6472</td>
<td>15 Orange Street</td>
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<tr>
<td>Skappo</td>
<td>No</td>
<td></td>
<td>203-773-1394</td>
<td>59 Crown Street</td>
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<tr>
<td><strong>High Range Entrees $25-$45</strong></td>
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<tr>
<td>Carmen Anthony Steakhouse</td>
<td>10%</td>
<td>Shirley</td>
<td>203-773-1444</td>
<td>660 State Street</td>
<td>Not valid in conjunction with any other offers or on parties of 6 or more.</td>
</tr>
<tr>
<td>Restaurant</td>
<td>Discount</td>
<td>Month</td>
<td>Phone</td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>----------</td>
<td>-------</td>
<td>-----------</td>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>Kudeta</td>
<td>20%</td>
<td>May</td>
<td>203-562-8844</td>
<td>27 Temple Street</td>
<td></td>
</tr>
<tr>
<td>Ibiza</td>
<td>No</td>
<td></td>
<td>203-865-1933</td>
<td>39 High Street</td>
<td></td>
</tr>
<tr>
<td>Union League</td>
<td>No</td>
<td></td>
<td>203-562-4299</td>
<td>1032 Chapel Street</td>
<td></td>
</tr>
<tr>
<td>Zinc</td>
<td>No</td>
<td></td>
<td>203-624-0507</td>
<td>964 Chapel Street</td>
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<tr>
<td>Heirloom Restaurant</td>
<td>No</td>
<td></td>
<td>203-503-3919</td>
<td>1157 Chapel Street</td>
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<tr>
<td>Sushi on Chapel</td>
<td>No</td>
<td></td>
<td>203-776-4200</td>
<td>1022 Chapel Street</td>
<td></td>
</tr>
</tbody>
</table>

**Supplies**

- Consider whether flowers/decorations are necessary.
- Consider buying re-useable decorations/arrangements.
- Are you buying paper goods in bulk?
- Can faculty and staff use their own cups/utensils and just buy paper products for guests?

4. **Training**

Initially this package will be rolled out to Lead Administrator clusters. Procurement and the different teams will be presenting at a brown bag soon after. Individual department training is available on request.

5. **Metrics/Reporting**

Lead Administrators will be expected to provide quarterly self reporting at their individual cluster meetings. You will find a YBT report with instructions in the appendix for reporting purposes. We highly encourage that some focus goals are shaped around cost savings goals for responsible individuals. Procurement will provide annual YSM progress updates.

6. **Appendix**

   a. Business meals email template
   b. Preferred vendor menus
a. Business Meal Template Email

Dear (Speaker Host name),

I would be happy to make reservations for your dinner with Dr. XXX. Please let me know where you are dining, what time and who will be joining you.

Please remember that there is a 4-5 person limit and per Yale policy, dinner must be no more than $100 per person including tax and tip. We recommend that you use your Yale Pcard to avoid taxes being added to the bill and please be sure to get an itemized receipt for reimbursement.

In support of the university initiative to reduce non personnel costs, I’ve included a list of medium price range restaurants. Several of these restaurants offer discounts as well. Please show your Yale ID to obtain these additional discounts. I hope that one of these restaurants will be suitable for your dinner.

Thank you,

Lisa

Medium Price Range Restaurants

Thali New Haven
Barcelona
Pacifico
116 Crown
Geronimo Southwest Grill
L’Orcio
Miso Japanese Restaurant
Royal Palace Chinese Restaurant
Bentara
Skappo
Oaxaca Kitchen
Dinner Buffet Options

Minimum 10 guests

Please select one option from each of the following sections at $12.00 per person

Salads

Classic Caesar crisp romaine hearts, imported parmesan cheese & herbed croutons served w/our house Caesar dressing

Garden Salad a mix of crisp romaine hearts & baby field greens topped w/tomatoes, cucumbers, carrots, sweet red onion, red bell peppers, olives & herbed croutons served w/our house balsamic vinaigrette

Famous Salad baby field greens topped w/tomatoes, cucumbers, carrots, gorgonzola cheese, candied walnuts & cranraisins served w/our house balsamic vinaigrette

Protein

Chicken Marsala lightly sautéed chicken breast w/sliced mushrooms in a marsala wine sauce

Chicken Francaise lightly sautéed chicken breast in a white wine, butter & fresh lemon sauce

Mediterranean Chicken grilled chicken breast topped w/a quick sauté of asparagus tips, grape tomatoes, artichoke hearts, kalamata olives & feta cheese dressed w/fresh lemon juice, white wine & olive oil

Tuscan Chicken lightly sautéed chicken breast w/sundried tomatoes & artichoke hearts in a fresh garlic & herb white wine sauce

Meat Lasagna individual lasagna rolls stuffed w/ground beef, sweet Italian sausage, fresh oregano, ricotta & parmesan cheese topped w/marinara sauce & fresh mozzarella cheese

Stuffed Peppers w/ground beef, rice, roasted vegetables & ricotta cheese

Classic Meatloaf w/house gravy

Roasted Pork Tenderloin roasted to perfection, sliced & topped w/caramelized apples & onions

Pasta or Starch

Margarita Angel Hair w/plum tomatoes, fresh basil, garlic & extra virgin olive oil

Penne ala Vodka al dente penne pasta w/a light tomato sauce finished w/vodka & cream

Cheese Tortellini served w/sundried tomatoes in a pesto cream sauce

Bowtie Primavera fire roasted vegetables w/fresh baby spinach in a light tomato sauce
FORKS
FINGERS
Catering By Design.

Spaghetti Marinara
Herb Rice Pilaf

Roasted Red Potatoes
Parmesan Mashed Potatoes

Vegetables
Steamed Green Beans & Carrots
Green Beans Almandine
Sautéed Vegetable Medley
Roasted Cauliflower

Menu selections includes the following:
An assortment of coke, diet coke, sprite & water
Delivery charge & all paper goods included

Plated Dinners
All plated dinners to be served on our platters & baskets

$25.00 per person menu

Salad Course
Baby field greens w/plum tomatoes, cucumbers, shredded carrots, candied walnuts, cranraisins & gorgonzola w/balsamic vinaigrette
Artisan Breads & Rolls w/ herb whipped butter

Entrée
Mediterranean Chicken grilled chicken breast topped w/a quick sauté of asparagus tips, grape tomatoes, artchoke hearts, kalamata olives & feta cheese dressed w/fresh lemon juice, white wine & olive oil served w/Basmati Rice Pilaf & braised baby spinach

Dessert
House made Tiramisu w/mint fused whipped cream & fresh berries

An assortment of coke, diet coke, sprite & water
Delivery charge & all paper goods included
Menu includes basic china for place settings & chaffing dishes

$35.00 per person menu

Salad Course
Baby iceberg lettuce topped w/crispy applewood smoked bacon, grape tomatoes, stilton blue cheese crumbles, crispy shallots & Roquefort dressing
Artisan Breads & Rolls w/herb whipped butter

Dinner Course
Grilled New York Strip steak w/truffled Yukon mashed potatoes, grilled asparagus bundles w/lemon emulsion
Dessert
White chocolate key lime cheesecake,
gingersnap crust, mint fused mascarpone, gingered candied limes,
raspberry coulis
An assortment of coke, diet coke, sprite & water
Delivery charge & all paper goods included
Menu includes basic china for place settings & chaffing dishes

$42.00 per person menu

Salad Course
Baby Arugula w/roasted golden beets, fresh strawberries, crumbled goat cheese & toasted almonds w/balsamic fig drizzle
Artisan Breads & Rolls w/herb whipped butter

Dinner Entrée Choice of
*Braised Short Ribs w/pomegranate demi glace, duck fat roasted fingerling potatoes w/pancetta & shallots, sautéed broccolini
*Herb Crusted Grilled Salmon in a sundried cherry port wine reduction, asparagus & shiitake mushroom risotto, braised baby bok choy

Dessert
Fresh sliced Melon & Berries on table
Served Grand Marnier Chocolate Mouse, almond toile, crème anglaise, raspberry coulis
An assortment of coke, diet coke, sprite & water
Delivery charge & all paper goods included
Menu includes basic china for place settings & chaffing dishes

Dinner menu is priced for a minimum guest count of 50. Price is subject to change should guest count be less.
These menus are a point of reference as to what Forks & Fingers can offer at these pricing structures. We are more than happy to customize any menu.
These menus are for Yale faculty, staffing & students only.
These prices do not pertain to personal functions or weddings.
Full staffing, bar service & additional rentals available upon request.

Individual pricing structure can be found on the attached corporate catering menu also available online at www.forksandfingersct.com. We will extend a 15% discount to any items added to your menu.
- CONTINENTAL BREAKFAST-
  $3.75/person
  Coffee & Pastries-
  (Premium Arabica coffee, decaf coffee, hot water with assorted tea flavors, milk, cream along side of assorted pastries; bagels, croissants, muffins, danishes, scones)
  *Coffee Services also include linens, cups, stirrers, sugar/Sweet&Low

- FULL BREAKFAST-
  $9.00/person
  Scrambled Eggs and/or Assorted Quiches
  Breakfast Meats- (Bacon, Sausage, Spiraled Ham)
  Potatoes (Home Fries)
  Coffee Service- (Premium Arabica coffee, decaf coffee, hot water with assorted tea flavors, Milk, Cream)
  *Coffee Services also include linens, cups, stirrers, sugar/Sweet&Low

- DELI PACKAGE-
  $5/per-person
  Deli Sandwich- (Ex. Ham, Turkey, Tuna, Roast Beef, Fresh Mozzarella Wrap) $5.00
  Beverage- (Water, Soda or Coffee) $1.00

Add-ons:
  Chips: $1.25  Cookies: $0.75  Salad: $2.00
- GOURMET SANDWICH LUNCH -
$7/person - *See Accompanying Menu For More Sandwich Listings* *$6.00 per sandwich*

- Turkey Club Steak On Rye –
House Roasted Turkey and Provolone on One Layer With Bacon, Romaine, Tomatoes, and Mayonnaise on the Second Layer Between New York Rye

- Chicken Caesar Salad Pita –
Sliced Grilled Chicken Breast, Parmesan Cheese, Romaine and Garlic Caesar Dressing

- Grilled Vegie on Focaccia
Grilled Zucchini, Red Peppers, Caramelized Onions- Pesto Sauce and Seasoned Ricotta on a Warm Focaccia Roll

- Fresh Mozzarella Wrap –
Fresh Basil, Grape Tomatoes and Mescaline Greens With Olive Oil and Balsamic Vinegar

- Tuna Salad on Ciabatta –
Dill Pickles, Mayonnaise, and Seasoning With Tomatoes and Baby Spinach

- Smoked Ham on Croissant –
Cheddar Cheese, Honey Mustard, Mescaline Greens, and Tomatoes

- Curry Chicken Salad –
Raisins, Mayonnaise, Celery, Red Peppers

Beverage- (Water or Soda) $1.00

Add-ons:  
Chips: $1.25  
Cookies: $0.75  
-Salad: $2.00

- LUNCH BUFFET OPTION -
$9/person - *Other Entrée Options Available*

- House Salad –
Romaine Mescalin mix with Grape Tomatoes, Shaved Carrots, and Croutons; served with Raspberry Vinaigrette dressing

- Entrée Dinner-
Chicken Marsala, Chicken Parmigiana, Asian Style Chicken (tossed with teriyaki and sautéed vegetables), Lemon Chicken, Orange Chicken, Chicken in Garlic Sauce, General Tso’s Vegetable Entrée-
Eggplant Parmigiana, Penne with Zucchini, Eggplant and Lentils, Penne A La Vodka, Spaghetti in Marinara Sauce

Bars and Cookies –
(Assortment possibilities of Chocolate Brownie bars, Oatmeal Raisin cookies, Chocolate Chunk cookies, Sugar cookies and Peanut Butter Chunk cookies)

- DINNER BUFFET OPTION 1 -
$12/person

- House Salad –
Romaine Mesclun mix with Grape Tomatoes, Shaved Carrots, and Croutons; served with Raspberry Vinaigrette dressing

- Chicken Florentine
Penne- (White Wine Sauce With Arugula, Greek Olives, Grape Tomatoes, Shaved Parmesan Cheese, Cracked Pepper)
Rosemary Roasted Redskin Potatoes

Bars and Cookies –
(Assortment possibilities of Chocolate Brownie bars, Oatmeal Raisin cookies, Chocolate Chunk cookies, Sugar cookies and Peanut Butter Chunk cookies)

Bottle of Water

- DINNER BUFFET OPTION 2 -
  $15/person
  House Salad –
  *Romaine mescaline mix with grape tomatoes shaved carrots croutons served with raspberry vinaigrette*

  Stuffed Chicken Breast (in Sage Cream Sauce)
  Pasta Primavera (Red Sauce, Zucchini, Yellow Squash)
  Sautéed Vegetables (White Wine, Sautéed Broccoli with Pine Nuts and Garlic)
  Rice Pilaf

  Bars and Cookies –
  (Assortment possibilities of Chocolate Brownie bars, Oatmeal Raisin cookies, Chocolate Chunk cookies, Sugar cookies and Peanut Butter Chunk cookies)

  Bottle of Water

- COFFEE/SNACK -
  $3/person
  Bars and Cookies –
  (Assortment possibilities of Chocolate Brownie bars, Oatmeal Raisin cookies, Chocolate Chunk cookies, Sugar cookies and Peanut Butter Chunk cookies)

  Coffee Service –
  (Premium Arabica coffee, decaf coffee, hot water with assorted tea flavors, Milk, Cream)
  *Coffee Services also include linens, cups, stirrers, sugar/Sweet&Low

- BEER/WINE PACKAGE 1 -
  $5/hour/person
  Choice Of-
  One domestic beer; Examples: Budweiser, Coors Light, Killians Red, Miller Genuine Draft

  Choice Of-
  One domestic light beer; Examples: Miller Lite, Bud Light

  One Red Wine – One White Wine

- BEER/WINE PACKAGE 2 -
  $7/hour/person
  Choice Of-
  One premium domestic beer; Examples: Sam Adams, Long Trail

  Choice Of-
  One premium domestic light beer; Examples: Sam Adams Light, Heineken Light, Amstel Light

  One Red Wine – One White Wine

* Well and Call Liquor Available*


The Greek Olive

For 12 or more people

Continental Breakfast: $6.50/p (bagel, muffin, Danish, fresh fruit salad coffee, orange juice and condiments)

Full Breakfast: $7.95/p (scrambled eggs, bacon, sausage, French toast or pancakes, home fries, coffee, orange juice and condiments)

Lunch: $8.95/p (assorted sandwich $5.95, chip $1.00, cookie $1.00, drink $1.00)

Coffee or Tea: based on box small box $15.00(serves up to 12), large box $25(serves up to 25) extra large box $50(serves up to 45)

Cookie: $1.00 large $.50 mini

High end desserts: $2.75

Lunch or dinner: $5.25/p (pizza, and drink)

Dinner Buffet: $11.50/p(chicken selection, pasta, salad, and beverage)

Delivery charge for the New Haven County is $15.00—Waived for selected meals

Charge for paper goods is $10.00 per order—Waived for selected meals

Full plated dinner-(at our facility)

$23.00/p Main entree, salad, dinner rolls, dessert, coffee, tea, beverage *chicken, pasta, lasagna

$29.00/p Chicken, Salmon, or London broil plated, salad, dinner rolls, two appetizers, dinner rolls, dessert coffee, tea, beverage.

$45.00/p Lamb chops or Sea Bass, stuffed chicken breast, filet mignon, salad, 4 appetizers, dinner rolls, dessert, coffee, tea, beverage.

We would like to first thank you for your consideration and we would like to thank you for your patronage.

Best regards,
Lucy Morales
The Greek Olive
402 Sargent Drive
New Haven, CT 06511
203-495-9990
Our catering offerings fall into three of the categories you outlined:

- Continental Breakfast (baked good, coffee, tea etc.)
- Lunch (sandwich etc.)
- Coffee & Treat (coffee break)

We have designed our menu so that customers can order at two levels: No Frills and Zero Landfill. All of our coffees and teas are organic and fairly traded. All of our pastries are baked in-house daily. For catering, all sandwiches and salads are prepared to-order. We have a wide variety of vegetarian options readily available and we can provide vegan and/or gluten-free selections upon request.

The Koffee Katering “No Frills” line is our most basic option. It includes delivery, plates, cups, napkins and forks/knives as needed. This option does not include set up or tablecloths. This menu is a suitable events with very limited budgets:

- **No Frills Morning Snack** – as the name suggests, this is not designed as a full breakfast, rather an inexpensive way to have baked goods and coffee delivered to a location. It includes: 2 micro muffins per person, a quarter of a bagel per person, cream cheese, butter, coffee served in disposable boxes, cups, sugar, milk, plates and napkins. $2.95/person (20 person min)

- **No Frills Lunch** – this is a light lunch option that provides a baguette sandwich, bag of chips, a cookie, and a bottle of water for each person. Plates and napkins are included. The basic price is $5.85/person. The cost to add salad is $1.35/person. The cost to replace water with soda is $0.30 per unit. If you wished to remove the bag of chips, we could reduce the price by 35 cents per person. No cookie would drop by another 35 cents, and water bottle another 35 cents. Thus, if you only wanted sandwiches delivered, it would run $4.80/person. (20 person minimum)

- **No Frills Afternoon Snack** – similar to the No Frills Morning Snack, it includes a box of fresh cookies, a disposable box of coffee and the accoutrement to consume it. $2.95/person (20 person min)

Our Zero Landfill option is the more popular of our two catering lines. As the name suggests, our Zero Landfill catering does not generate any waste. Everything is reused, recycled, or composted. All of the plates, cups, napkins, knives, forks etc... are made from compostable material. We also bring a compost bin with a biodegradable bag to the catering event to collect all of the waste. We take the waste away with us after the job is completed. While still affordable, this is a full service package that includes delivery, tablecloth, set up, all the plates/napkins/cups etc..., as well as take down and clean up.
- **ZERO LANDFILL Basic Breakfast** – This includes muffins and scones, bagels, block cream cheese and butter, coffee, and decaf. $6.25/person. The cost to add tea is $10/per pot + 0.75/teabag. The additional cost to add cut fruit platters is $2.50/serving. *If you wished to cut back the breakfast, and only serve bagels, we would keep the price the same, because we would increase the number of bagels to compensate. If you preferred to only have coffee and decaf, then the price would be $2.70/person (20 person minimum).*

- **ZERO LANDFILL Basic Lunch** – This includes baguette sandwiches, cookies, a bowl of chips, house-made lemonade, freshly brewed iced tea, and filtered water. In support of our sustainability endeavors, these beverages are served in glass pitchers. $8.80/person. The cost to add potato salad or coleslaw is $2.50/serving. The cost to add coffee and decaf is $1.75/person. Cookies can be replaced with a sweet treat platter that includes a variety of bar pastries for $1.00/serving. *If you wished to remove items, chips removal would reduce price by 50 cents/person, cookies by $1.00 per person, and beverages by $1.00 per person.*

- **ZERO LANDFILL Coffee & Cookies** – This package includes cookies organic coffee and decaf. $3.60/person

If you would like to see pictures of events we have done in the past, or read customer testimonials, please see our website: [www.koffeekatering.com](http://www.koffeekatering.com).

On a final note, I should mention that these prices are based on 12-person events. However, our menu is structured so that the cost per person for larger jobs – those of 100+ people – is lower.

Please feel free to contact me with any questions or concerns.

With thanks for your consideration,

[Signature]

Duncan Goodall  
Proprietor - Koffee Katering
Proposal for Yale University

Continental Breakfast.....................................................$4.00 per person
Assorted Bagels with Cream Cheese, Sliced Fruit Platter, Carafes of Orange Juice,
Coffee and Tea Service.

Add Assorted Danish, Muffins, Pastries $2.00 per person
Add Individual Yogurt $1.50 per person

Full Breakfast...............................................................$10.00 per person
Scrambled Eggs, Bacon and sausage, Home fries, Assorted Bagels with Cream Cheese, Carafes of Orange Juice, Coffee & Tea

Add Bottled Water $1.00 per person
Add Sliced Fruit Platter $1.00 per person

Sandwich Lunch Selection..............................................$6.50 per person
Deli style lunch sandwiches (Tuna Salad, Chicken salad, Egg Salad, Turkey and Cheese, Roast Beef),
Individual bag of chips, beverage

Upgrade to Gourmet Sandwich $2.50 per person
Add cookies $.75 per person
Add brownies $1.00 per person
Add whole fruit $.75 per person

Coffee/Tea Service.....................................................$3.00 per person
Fair Trade Coffee and Tea Service, cookie and brownie platter

Substitute Dessert Bars $1.25 per person

Late Lunch/Light Dinner..............................................$5.50 per person
Grilled Chicken Platter with a side of Classic Caesar Salad or Mesclun Green Salad. Served with Bread & Butter and a beverage
Dinner Buffet ................................................................. $12.00 per person
Rigatoni a la Vodka, Chicken Picatta, Garden Salad or Caesar Salad, Garlic Bread, Cookie platter and assorted beverages.

Add Grilled Salmon  $4.00 per person
Add Sliced Roast Beef
Or turkey breast  $4.00 per person
Upgrade Dessert to layer cake  $3.00 per person

Plated Dinner (Classic) ...................................................... $25.00 per person
Seasonal Salad with House Vinaigrette

Guest selection of the following:
* Herb Stuffed Chicken Breast with Marsala Wine Sauce
* London Broil with Bordelaise
* Eggplant Napoleon

Choice of:
Carrot Cake or Chocolate Layer Cake

Fair Trade Coffee/Tea Service

Add on Tables/Chairs
Add on Table Linens
Add on Glassware

Plated Dinner (Signature) .............................................. $33.00 per person
Seasonal Salad with House Vinaigrette

Guest Selection of the following:
* Chicken Shiitake with Madeira Wine Sauce
* Pan Roasted Salmon with Citrus Beurre Blanc
* Prime Rib with Au Jus

Choice of:
Chocolate Ganache Cake or Carrot Cake

Fair Trade Coffee/Tea Service

Plated Dinner (Exclusive) .............................................. $42.00 per person
Hearts of Palm and Avocado Salad with Pineapple Vinaigrette
Artisinal Rolls and Butter

Guest Choice of the following:
Stuffed Filet Mignon Lyonnaise
Chicken Florentine
Shrimp & Scallop Newburg
House-made Vegetarian Lasagna (fresh mozzarella, eggplant, san marzano tomato sauce)

Choice of:
Fruit di Bosco berry Tart
Chocolate Gran Marnier Cake

Fair Trade Coffee/Tea Service