



Introduction to Tech Catering's KENDEDA Menus

The Georgia Institute of Technology is home to Georgia's first Living Building Challenge certified building: [The Kendeda Building for Innovative Sustainable Design](#). This certification places The Kendeda Building among the greenest in the world. Rather than being less bad than conventional buildings, The Kendeda Building is regenerative. For example, over the course of a year, its photovoltaic system supplies over 200% of the building's energy needs. It gives back more than it takes from the environment and focuses on the health and happiness of occupants.

The culinary selections we make have an impact our health and the planet. Therefore, to the greatest extent possible, food served in The Kendeda Building should follow Principles of Healthy, Sustainable Menus established by the [Menu of Change Initiative](#). The menu options below comply with The Kendeda Building catering guidelines and are available for any event on campus.

For assistance contact:

Nichole" Tokunaga || Catering Assistant, Georgia Tech Dining
nichole.tokunaga@dining.gatech.edu

Tech Catering Breakfast Menus

All packages served with paired condiments for pastries and beverages including butter, jellies, creamer, sweeteners, honey, and lemon slices.

A 12-guest minimum applies to all menus (upcharge will apply to orders under minimum).

Some menu packages can be made into Grab & Go options for speed of service. See Tech Catering Office for details.

Everyone's Favorite Healthier Continental... \$13.00 per person

House-baked Mini Pastries, Assorted Tea Breads, Portions of Gluten Free Pastries, Assorted Sliced Fruit, Dispensed Juice, Regular & Decaf Coffee, Assorted Teas

GT (Georgia Traditional) Southern Breakfast... \$12.00 per person

Scrambled Eggs, Choice of 1 Protein. Shredded Hash Browns, Home Fries or Grits, Southern Biscuits and Honey, Dispensed Juice, Regular & Decaf Coffee, Assorted Teas

**Breakfast protein options: Chicken Sausage Links, Beyond Meat Vegan Sausage Patties, and Halal Turkey Bacon*



By the Dozen Breakfast Sandwiches:

**Served with: Butter, Jellies, Honey*

Chicken Biscuit... \$50.00

Egg Whites, Spinach & Cheese English Muffin ... \$52.00

"Beyond Meat" Sausage & Vegan Cheese on a Gluten Free Bun... \$52.00

Breakfast Enhancements and Add-on's:

Deconstructed Yogurt Parfaits with fresh Berries and House-made Granola... \$5.00 per person, 10 person minimum

New York Style Bagels served with Cream Cheese and Jelly... \$15.50 per dozen

Fresh Seasonal Sliced Fruit... \$4.50 per person, 5 person minimum

Fresh Fruit Salad... \$4.00 per person, 5 person minimum

Greek Yogurt Cups... \$2.50 each

Mini Frittatas: (suggested serving size- 2 per person)

Mini Artichoke and Tomato Mini Frittatas... \$48.00 per dozen (three dozen minimum)

Mini Chicken and Pepperjack Cheese Mini Frittatas... \$50.00 per dozen (three dozen minimum)

Mini Quiche: (suggested serving size 2 per person)

Caramelized Onions, Mushrooms, and Swiss Mini Quiche...\$51.00 (three dozen minimum)

Add-on House-made Breakfast Items by the Dozen:

Fresh Baked Muffins in Assorted and Seasonal Flavors... \$20.50

Chef Selected Petite Pastry Assortment... \$21.00

Freshly Baked Croissants... \$22.00

Assorted Fresh Baked Breakfast Breads... \$20.50

House-made Doughnuts... \$24.00

Southern-style Buttermilk Biscuits... \$18.00 (Served with: Butter, Jellies, Honey)



Tech Catering Beverages

Dispensed Cold Beverages:

Ice Water...\$9.00 per 3 gallons (45 servings)

Infused Ice Water (Citrus, Cucumber & Mint, Lemon Basil) ... \$11.50 per 3 gallons (45 servings)

Orange Juice, Apple Juice, Cranberry Juice, Lemonade... \$22.00 per gallon (15 servings)

Freshly Brewed Iced Tea... \$21.00 per gallon (15 servings)

Fresh Brewed Sweet Tea... \$21.00 per gallon (15 servings)

Dispensed Hot Beverages by the Gallon (approximately 15 servings per gallon):

Freshly Brewed Starbucks Regular or Decaffeinated Coffee... \$34.50

Herbal & Non-Herbal Teas... \$19.00

Bottled & Canned Beverages (each):

Dasani Water (16.9 oz) ... \$2.00

Dasani Water (10 oz) ... \$1.50

Minute Maid Assorted Juices... \$2.50

Coke, Diet Coke, Sprite, Coke Zero, Ginger Ale (12 oz) ... \$1.85

Iced Coffee Bar (per gallon):

Regular Cold Brew Coffee, Flavor Pumps, Cream, Ice ... \$52.00

Hot Cocoa (per gallon):

House-made Cocoa, Mini Marshmallows, Peppermints, Mini Chocolate Chips and Whipped Cream ... \$23.00

Hot or Cold Cider (per gallon):

Hot or Cold Apple Cider, Cinnamon Sticks, and Orange Slices ... \$23.00



Tech Catering Lunch Menus

Buzzing Sandwich Boards... \$16.50 per person

Choice of four Gourmet Sandwiches, two Side Salads, House-made Chips, Pickle Spears, Choice of Cookies, Brownies, Blondies or Lemon Bars and an assortment of Cokes and Dasani Bottled Water.

GF Bread can be substituted for an additional \$1 per item. 10 guest minimum applies (upcharge will apply for orders less than minimum).

Gourmet Sandwich Selections:

Turkey and Swiss; Pistou Aioli (nut free) and Mixed Greens

Grilled Chicken Caprice; Focaccia, Pesto Grilled Chicken, Fresh Mozzarella, Mixed Greens, Sliced Tomato

Roast Turkey Sandwich; Kaiser Roll, Lettuce, Sun Dried Tomatoes, Italian Dressing

Chicken Salad; Field Greens, Butter Croissant

BBQ Chicken Wrap; BBQ Chopped Chicken, Coleslaw, Shredded Cheddar, Flour Tortilla

Mediterranean Sandwich, Ciabatta Roll, Whipped Feta, Cucumber, Tomato, Mixed Greens, Olive and Peppadew Tapenade (V)

Vegetarian Italian Sub; Hoagie Roll, Veggies, Provolone Cheese, Mix Greens, Oil, and Vinegar (V)

Chicken Caesar Salad Wrap; Romaine Lettuce, Diced Chicken, Caesar Dressing and Parmesan Cheese

Vegetable and Roasted Red Pepper Hummus Wrap; Spring Mix, Spinach Tortilla (VG)

Chickpea Salad Wrap, Garbanzo Salad, Mix Greens, Garlic Herb Tortilla (VG)

Side Salad Selections:

Classic Caesar; Chopped Romaine, Parmesan Cheese, House-made Croutons; Caesar Dressing (V)

Veggie Pasta Salad; Cucumber, Tomato, Feta Cheese; Vidalia Onion Vinaigrette (V)

Spring Mix Salad; Cucumber, Tomato, Carrot; Creamy Ranch or Balsamic Vinaigrette (VG, GF)

Tri-color Quinoa Salad; Spring Onions, Bell Peppers; Lemon Vinaigrette (VG, GF)



Large Pizza ... \$14.00 per pie (8 Slices)

(For orders exceeding 50 pizzas, please call the catering office)

Choice of Cheese, Veggie, or Pepperoni

**Vegan and /or gluten free available – please contact catering office for details*

Salads for a Crowd: (serves approximately 20 - 25)

Mixed Greens; *Cucumber, Tomato, Carrot, Creamy Ranch or Balsamic Vinaigrette (VG- GF) ... \$36.00*

Veggie Pasta; *Cucumber, Tomato, Vidalia Onion Vinaigrette (VG)...\$36.00*

Caesar; *Chopped Romaine, Parmesan Cheese, House-made Croutons; Caesar Dressing (V)... \$45.00*

Southwest; *Romaine Lettuce, Corn, Red Onion, Cherry Tomato, Black Beans, Diced Bell Peppers with Avocado Ranch Dressing (V, GF) ... \$45.00*

Lunch Buffets:

12 guest minimum applies (upcharge will apply for orders less than minimum)

Chicken Finger and Tater Tots Lunch ... \$13.00 per person

**Chicken Fingers, Tater Tots, and Mixed Green Salad with Ranch Dressing, Honey Mustard Dressing, Blue Cheese Dressing and Ketchup Dispensed Water and Tea and either a Decadent Brownie or a Cookie*

**"Daring Chicken" vegan tenders available upon request*

Pasta Lunch ... \$16.00 per person

Choice of 2 Pasta Bakes, Garden Salad, Garlic Bread, Dispensed Water and Tea and a Decadent Brownie or Cookie

Pasta Choices: *Veggie Marinara Bake (VG), Veggie Alfredo Bake (V), Chicken Alfredo Bake*

**Rice bakes can be substituted as a Gluten Free Option*

Tech Bowls

12 guest minimum (upcharge will apply for orders less than minimum)

Served buffet style with all items separate so guests can choose their own combination of flavors and proteins while also avoiding allergens and gluten if desired

All orders come with a Vegetarian protein option for 50% of the guest count, dispensed Water and Tea and choice of Cookie or Brownie

Choose from:

Southwest ... \$16.50

Cilantro Lime Rice or Seasoned Brown Rice, Chopped Chicken, Seasoned Tofu Crumble (50% guest count), Sautéed Peppers, Shredded Cheese, Shredded Lettuce, Black Beans, Guacamole, Pico de Gallo, Sour Cream, Tortilla Chips, and Flour Tortillas



Mediterranean ... \$14.00

Yellow Basmati Rice, Mixed Greens, Grilled Chicken, Falafel, Kalamata Olives, Cherry Tomatoes, Pickled Onions, Feta Cheese, Tzatziki Sauce, Lemon Vinaigrette and Pita Chips

Ramen (broth and noodles) ... \$14.00

Mushroom Broth, Yakisoba Noodles, Green Onions, Napa Cabbage, Sprouts, Sliced Mushrooms, Chicken, Tofu, Carrots, Edamame, Sliced Radishes

GT Healthy Habits ... \$14.00

Steamed Rice or Soba Noodles, Vegetable Broth, Mixed Greens, Grilled Chicken, Tofu Crumbles, Quinoa, Stewed Lentils, Edamame, Cauliflower, Roasted Squash, Carrots, Marinated Mushrooms

Tech Greens ... \$14.00

Mixed Greens, Grilled Chicken, Black Beans (VG-GF option), Sliced Cucumber, Cherry Tomatoes, Red Onion, Shredded Cheese, Crumbled Bacon, Chopped Boiled Eggs, Croutons and a Variety of Dressings



THEMED BUFFETS

All orders include a Vegan option for 50% of the guest count

Backyard Barbeque ... \$26.50 per person

Rolls, Dessert, Iced Water and choice of Lemonade or Tea

Salads: select 2

Pasta Salad (V)

Coleslaw (V-GF)

Garden Salad with Dressing selections (VG-GF)

Quinoa and Grilled Corn Salad (VG- GF)

Sides: select 2

Baked Beans (VG-GF)

Grilled Onions and Green Beans (VG-GF)

Corn on the Cob (VG-GF)

Old Bay Baked Potato Wedges (VG-GF)

Entrees: select 2

Smoked Crispy BBQ Cauliflower (VG-GF)

Barbeque Chicken (GF)

Southern Buffet... \$26.50 per person

Includes dispensed Iced Tea and Ice Water, Cornbread Muffins and Butter

Salads: select 2

Southern Potato salad (V-GF)

Mixed Green Salad (VG-GF)

Southern Coleslaw (V-GF)

Tri-Color Veggie Pasta Salad (V)

Sides: select 2

Herbed Roasted Potato Medley (VG-GF)

Macaroni and Cheese (V-GF)

Braised Collard Greens (VG-GF)

Green Beans (VG-GF)

Entrées: select 2

Southern Fried or Roasted Bone in Chicken

Quinoa Cakes with Tomato Remoulade (VG-GF)



Dessert: select 1

Banana Caramel Bread Pudding

Seasonal Cobblers (Peach, Apple, or Blueberry)

Italian Buffet... \$27.50 per person

Includes dispensed Iced Tea and Ice Water and House-Baked Bread Sticks

Salads: select 1

Classic Caesar

Caprese Salad; Tomatoes, Mozzarella Cheese, Basil and Balsamic Vinaigrette (V-GF)

Market Green Salad; local greens, hearts of palm, shaved radish, dried cherries; thyme vinaigrette (VG-GF)

Starch: select 1

Herb Polenta (V-GF)

Herb Buttered Pasta (V)

Sides: select 2

Roasted Broccolini (VG-GF)

Stewed Eggplant and Tomatoes (VG-GF)

Yellow Squash and Zucchini (VG-GF)

Entrees: select 2

Chicken Piccata

Eggplant Parmesan (V-GF)

Dessert: select 1

Traditional Tiramisu (V)

Pistachio and Chocolate Cannoli (V)

Indian Buffet ...\$22.00 per person

Includes Naan Bread, Dispensed Iced Tea and Ice Water

Entrees: Select 2

Chicken Tika Masala

Coconut Curried Chickpeas (VG-GF)

Butter Cauliflower (V-GF)

Sides: select 1

Basmati Rice (VG-GF)

Basmati Rice with Vegetables (Biryani) (VG-GF)



Sides: select 2

Spicy Potato and Cabbage (VG-GF)

Roasted Eggplant and Tomatoes (VG-GF)

Curried Mixed Vegetables (VG-GF)

Dessert: select 1

Gulab Jamun (V)

Rice Kheer (V)

Asian Buffet... \$20.00 per person

Includes White Rice and Vegetable Spring Rolls, dispensed Iced Tea, Ice Water

Salads: select 1

Napa Cabbage and Sesame Slaw (V-GF)

Korean Cucumber Salad (VG-GF)

Rice Noodle Salad (VG-GF)

Sides: select 2

Vegetable Fried Rice (VG-GF)

Roasted Asian fingerling Potato Salad (VG-GF)

Garlic Ginger Quinoa and Edamame (VG-GF)

Vegetable Lo Mein Noodles (VG)

Entrées: select 2

Thai Basil Chicken

Thai Barbeque Crispy Cauliflower (V)

Sweet Chili Tofu (VG-GF)

Desserts: select 1

Chinese Almond Cookies

Mango Pudding



Tech Catering A La Carte Desserts

Assorted House-made Cookies: *In Traditional and Seasonal Flavors ... \$19.00 per dozen*

***Vegan and Gluten Free (VG-GF) Cookie option is Double Chocolate** (2 mini cookies per person) ... \$ 48 per dozen

Gluten Free (GF) Dessert options:

Chocolate Chip cookie ... \$57 per dozen

Brownie ... \$24 per dozen

Dessert Bars: *Brownies, Blondies, Red Velvet Bars, and Rice Crispy Treats, ...\$21.00 per dozen*

Assorted Regular Cupcakes (V): *In Traditional and Seasonal Flavors ... \$28.00 per dozen*

Mini Cupcake Assortment (V): *In Traditional and Seasonal Flavors ...\$21.00 per dozen*

***Regular and Mini Cupcakes can be Vegan (VG) in the following flavors:**

Regular: Devil's Food, Red Velvet, Pumpkin and Carrot Cake ... \$22 per dozen

8" Sliced Cakes (V): *Vanilla Bean, Double Chocolate, Strawberry, Funfetti, Lemon, Cookies & Cream, Red Velvet... \$38.00 each*

Double Layer Sheet Cakes (V): *Vanilla Bean, Double Chocolate, Strawberry, Funfetti, Lemon, Cookies & Cream, Red Velvet*

Half...\$64.00 / Full...\$125.00

Southern Cobblers (V): *Peach, Apple, Blueberry*

Half Pan (serves 12) ... \$28.00 each

Full Pan (serves 25) ... \$53.00 each

Petite Dessert Assortment: *An Assortment of French Macaroons, Petite Tartlets, Petite Verrines, and Seasonal Pate de Fruit ...\$18.00 per dozen*

Petite Tartlets (V): *In Traditional and Seasonal Flavors including; Chocolate Cheesecake, Lemon Cream, Raspberry Mousse, and Apple Pie tartlets... \$24.00 per dozen*

Petite Verrines (V): *In Traditional and Seasonal Flavors including Cheesecake, Chocolate Cream and Mango... \$21.00 per dozen*

Ice Cream Novelty Assortment... \$3.25 each



Tech Catering Snack Break Packages:

Morning AM Break...\$8.50 per person

Assorted Energy Bars, Greek Yogurt, Whole Fruit, Regular Coffee, Hot Tea, Dasani Bottled Water

Afternoon PM Break...\$8.50 per person

Assorted Chips, Popcorn (sweet and savory), Whole Fruit, Coca-Cola Canned Soft Drinks, Dasani Bottled Water

Make your Own Trail Mix Bar...\$10.00 per person

*Crunchy House-made Granola, Dried Fruits, Banana Chips, Chocolate Chips, Mini M & M's, Toasted Coconut, Pumpkin Seeds, Wasabi Edamame, Chopped Walnuts, Roasted Peanuts
Regular Coffee, Hot Tea, Assorted Coca-Cola Soft Drinks, Dasani Bottled Water*

Tea Sandwich Sliders & Petite Desserts Break...\$13.00 per person

**Assorted Slider Sandwiches on Hawaiian Rolls, Petite Dessert Assortment, Natalie's Lemonade, Ice Water*

***Choose up to 3 Sandwich Options:**

Roasted Red Pepper and Pesto Hummus (VG), Salmon Salad with Red Onion, Dill and Lemon Aioli, Egg Salad with Arugula and Dijon Mustard Aioli, Honey Papaya Chicken Salad with Mesclun Greens

Dips & Chips Breaks

Fiesta Break...\$10.00 per person

7 Layer Dip, Salsa Verde, Fire-roasted Salsa, Guacamole, Tortilla Chips, Churros, Lime-aide, Ice Water

Healthy Dip Break...\$9.00 per person

Hummus Trio (Garlic, Roasted Red Pepper, Spinach), Toasted Pita, Marinated & Grilled Vegetables, Sliced Fruit with Ginger Yogurt Dip, Green Iced Tea, Ice Water

Potato Chip & Pretzel Bites Break...\$9.50 per person

House-fried Potatoes with Aioli Trio, Bavarian Pretzel Bites with Spicy Mustard, Coca-Cola Canned Soft Drinks, Dasani Bottled Water



“Fall for First Semester” Break (Available September – December) ...\$8.50 per person

Caramel Espresso Blondies

Apple Pie Tartlets

Hot (or cold) Apple Cider

Hot Chocolate with Mini Marshmallows, Cinnamon Sticks, Chocolate Shavings, Whipped Cream

“Spring into Second Semester” Break (Available January – May) ...\$8.50 per person

Chocolate Chip Cookies

Cherry Pie Tartlets

Sparkling Citrus Punch

Iced Coffee or Regular Coffee Bar with Assorted Syrups



Tech Catering Reception Menus:

Stationary Displays *(12 person minimum):*

Sliced Fruit Display... \$4.50 per person

Bruschetta Trio with House-made Crostini... \$5.00 per person

Tomato Basil, Black and Green Olive Tapenade, Roasted Peppers with White Bean and Arugula

Mezze Platter with House-made Crostini, Warm Pita... \$10.50 per person

Babaganoush, House-made Hummus, Marinated Artichoke Hearts, Cremini Mushrooms, Boursin Cheese, Roasted Red Peppers, Spiced Olives

Charcuterie Display... \$12.50 per person

Grilled Seasonal and Local Vegetable Platter... \$5.00 per person

Local and Imported Cheese Board... \$8.00 per person

Variety of Cheeses, Fresh and Dried fruit, Fig jam, honey, Dijon Mustard, Gourmet Crackers, Cracklin' Bread and Baguette

House-made Dips and Spreads... \$7.00 per person (choice of 2)

Spicy Queso Dip with House-made Potato Chips

Spinach and Artichoke Dip with Tortilla Chips

Buffalo Chicken and Blue Cheese Dip with Tortilla Chips

Hummus Trio with Pita and Crudit 

***Hors d'oeuvres (per dozen)**

Served Ambient :

Greek Vegetable Tartlet...\$24.00 (V)

Melon and Tajin Bites...\$21.00 (VG)

Sweet Potato and Avocado Cups ...\$28.00 (VG)

Spanakopita...\$24.00 (V)

Sundried Tomato Chicken Tartlet... \$28.00

Roasted Vegetable Stuffed Mushroom Caps; Tomato Ragu...\$24.00 (VG, GF)

Served Hot :

Mac & Cheese Bites, White Cheddar Fondue...\$21.00 (V)

Curry Chicken Tartlet...\$28.00

Three Cheese Arancini; Truffle Aioli...\$31.00 (V)



Chicken Skewers (Honey Hot, Teriyaki, Chili Lime, Sesame- Ginger) ...\$31.00

BBQ Chicken Bao Bun...\$41.50

**Please contact us for additional custom options!*

Tech Catering Plated Menus

Seated-served Cold Plate Entrée Salads:

*All entrees served with Artisan Roll with Butter or Herbed Crostini, Iced Tea, Ice Water. House Porcelain Service-ware is included for internal department groups of up to 20 guests. *Plated Dessert available at an additional cost noted below.*

Apple Salad... \$22.00 per person

Honey Glazed Grilled Chicken Breast, Spring Mix, Marinated Apple Slices, Dried Cranberries, Toasted Sesame Dusted Goat Cheese Truffles, Spiced Agave Vinaigrette

Poached Pear and Blue Cheese Salad... \$22.00 per person

Herb Roasted Chicken Breast, Mixed Greens, Poached Pears, Crumbled Blue Cheese, Toasted Pecans, White Balsamic Vinaigrette

Vegetarian Niçoise Salad ... \$20.00 per person

Mixed Greens, Haricot Verts, Soft Boiled Egg, Cherry Tomatoes, Kalamata Olives, Cannellini Beans, Balsamic Vinaigrette

Roasted Vegetable Chopped Salad... \$18.00 per person

Pesto Coated Seasonal Vegetables, Baby Spinach, Chickpeas, Israeli Cous Cous, Feta Cheese

Roasted Beet Salad ... \$17.50 per person

Goat Cheese; Honey Pepper Vinaigrette

Seated-served Hot Entrées:

All entrees served with Artisan Roll with Butter or Herbed Crostini, choice of salad (Caesar, Garden, or Marinated Tomato & Cucumber), Iced Tea, Ice Water and Coffee Service. House Porcelain Service-ware is included for GT internal department groups of up to 20 guests.

Plated Dessert available at an additional cost noted below.

Poultry Entrée Options...\$36.00 per person

Pan seared Airline Chicken Breast, Boursin Stuffed Crispy Chicken, Honey-garlic Chicken, or Chicken Marsala

Vegan Entrée Options: ...\$25.00 per person

Quinoa Stuffed Oyster Mushroom or Tamari Marinated Sweet Potato "Steak"

Starch Sides: choose 1

*Potato Puree (V, GF), Macaroni and Cheese Souffle (V), Roasted Fingerling Potatoes (VG, GF), Whipped Garlic Mashed Potatoes (V, GF), Israeli Couscous (VG, GF), Yellow Grits (V, GF), Coconut Rice (VG, GF)
VG-Vegan, V-Vegetarian, GF- Gluten Free, DF- Dairy Free*

May 2024



Vegetable Side options: choose 1

Braised Greens (VG, GF), Charred Broccoli (VG, GF), Grilled Asparagus (VG, GF), Garlic Green Beans (VG, GF), Parsnip Puree (VG, GF), Roasted Heirloom Carrots (VG, GF), Blistered Heirloom Cherry Tomatoes (VG, GF), Wilted baby Spinach (VG, GF), Crispy Brussel Sprouts (VG, GF)

***Plated Dessert Options: add \$9.00 per person**

Double Chocolate Cheesecake Tart; *Mandarin Gel, Raspberries*

Passionfruit Panna Cotta; *Raspberry Elderflower Gelee and Cookie Crumble*

Caramelized Pineapple Tart; *Toasted Coconut and Pink Guava Pate de Fruits*

Vanilla Bean Pavlova; *Mango Diplomat and Hibiscus **gluten-free option*

**Seasonal options also available, please our office for details*



TECH CATERING SERVICE & LABOR CHARGES

Subject to 4-hour minimum service charge per attendant for external groups, events occurring after 5pm, and events on weekends and holidays

***Attended Service:**

- \$35 per hour

***Bartending Services**

- \$50 per hour

***Chef Services:**

- \$50 per hour

Service-ware Options:

All Compostable Disposable/ Drop Off only Service – *No Charge*

Delivery Disposable Service – *No Charge*

Premium Compostable Disposable Service (Palm Leaf Service-ware)- *\$2.00 per person*

House Porcelain Service-ware:

- *Georgia Tech sponsored on-campus events including Faculty/ Staff/ Student groups up to 20 guest - no charge*
- *Georgia Tech sponsored on-campus events 20 guests- 100 guests - \$4.00 per person*
- *Georgia Tech sponsored on-campus events 100+ guests - \$5.00 per person*
- *Georgia Tech sponsored off-campus events- Starting at \$8.00 additional per person*
- *Non-Georgia Tech sponsored events on or off campus- Starting at \$10.00 per person*

Rental Service-ware:

- If event guest count exceeds Tech Catering's in-house inventory or if an outside source is preferred, then pricing to be based on rental cost + a 20% handling charge.

Linens:

- House linens for buffets are complimentary. House linens for guest tables start at \$8 each. Specialty linen additional. Please contact our Catering Offices for additional information.

**Based on schedule demands or actual event needs. Tech Catering reserves the right to outsource service staff when necessary.*



Tech Catering Ordering Procedures

Please follow these tips for planning your event at **Georgia Tech**:

Booking your Function:

Even if the date or guest count of your event is tentative, please notify our catering office of your event so that we can make preliminary plans to ensure a memorable occasion as our calendar fills up quickly! Our Office of attentive staff is here to assist you with your event planning details. You can reach us at techcatering@dining.gatech.edu or by phone at **404-894-1542**.

Facility Reservations:

For internal groups, room reservations are made through Georgia Tech's event management system (**EMS**). Please allow and reserve space four hours before your guest's arrival and two hours after departure for sufficient set-up and breakdown time for **full-service affairs**. Guest tables and chairs, foodservice tables, audio visual equipment and trashcans should also be requested at the time of booking your space.

Certain spaces on campus, while reservations are allowed, prohibit or limit food service. For additional guidance, please view our policy on "[Food allowed in classrooms for event reservations](#)".

Food and Beverage:

We offer a wide range of catering options to fit every budget. Our catering menu includes fresh, contemporary menus that represent a starting point; the Catering Team is committed to curating an unforgettable experience for you and your guests. Should you desire a custom approach to your event menu, please feel to contact our office directly. Our Chefs are skilled culinarians who specialize in the art of food.

Alcohol Policy:

Please visit the [Campus Alcohol Policy | Policy Library \(gatech.edu\)](#) for information regarding the Institute's alcohol policy for events. Currently, Tech Catering, while authorized to serve, is not licensed to supply/purchase alcohol. Therefore, clients who have been approved to serve alcohol per GT Policy are responsible for the purchase, transport, and post event-pick-up of their own alcohol. Tech Catering provides TiPs or ServSafe Alcohol certified bartenders and bar set-up inclusive of non-alcoholic beverages, garnishes, and service-ware, at additional charges. Please contact our office for assistance.



Guest Counts and Menu Changes:

Your event is booked with an attendance estimate. Guaranteed guest counts and event changes **must** be confirmed **3 business days prior to the event date for internal clients (5 days external clients)**. At the conclusion of your event, you will be billed for the guaranteed number, or the actual guest attendance, **whichever is greater**.

Delivery:

We offer several delivery service-ware options:

- **Drop-off All Compostable Disposable-** Tech Catering delivers and sets up only; client is responsible for event clean-up; compostable service-ware disposables provided.
- **Delivery Disposable** - Tech Catering delivers, sets up and picks-up. Compostable disposables, re-usable buffet service-ware, and buffet linens included with this service; depending on size and scope of event, **staffing may be assigned at additional costs**.
- **Porcelain Service-ware** - due to the nature of porcelain, staff may be assigned to your event at an additional charge. Please note that additional charges for rental porcelain may apply if event size exceeds Tech Catering's internal supply.

For most events, a minimum of 30 minutes before and after your guests' arrival is needed for delivery and pick up. Please ensure that doors are unlocked, and **Tech Catering has building access** to avoid delay of set up. A delivery fee to apply for events held at off campus locations.

Payment:

For all Georgia Tech internal departments, Tech Catering processes journal entries in Workday on your behalf. Therefore, please ensure that you **confirm with your department business/budget manager the appropriate payment method and verify the availability of funds**. Compliance with all Georgia Tech food purchase policies is the sole responsibility of the event planner. For off-campus clients or clients paying via credit card or check, payment for invoices must be made prior to event date.

For all internal GT campus partners, the following documents must be received for event confirmation. **No exceptions will be granted and events lacking documentation will be cancelled:**

- **Active Work-tag**
- **Completed & Signed [Food Group Meal Form](#)**
- **List of Attendees (for events less than 15 guests)**
- **[Alcohol Approval Form](#) (For events serving alcohol)**



State per diem limits apply to all events paid by way of state funds (***\$13 Breakfast, \$14 Lunch, \$23 Dinner***). All necessary documents mentioned above **must be received by the Catering Office at least three business days prior to your event date**. Tax will not be applied if using state funds, as Georgia Tech is tax exempt.

For all external clients, the following information must be received for event confirmation. **No exceptions will be granted and events lacking documentation/ payment will be cancelled.**

- **Proof of confirmed on-campus reservation**
- **Alcohol Approval- if serving alcohol**
- **Payment via credit card or check- received at least 5 business days in advance of event date**

Events paid for by credit card (*as well as some Foundation Funds*) are subject to an 8.9% sales tax. For Georgia Tech affiliated organizations such as the GT Alumni Association as well as all, external clients, sales tax will be applied unless a valid **State of Georgia** tax exempt certificate is supplied to the Catering office in advance of your event. Credit card payments can be made securely at our online [GT Marketplace](#) payment portal, thru TouchNet.

We accept American Express, Visa, MasterCard, and Discover.

Event Amenities:

Tech Catering can be of assistance in many areas of service including ordering specialty linens, buffet décor and floral arrangements. Please speak with our Office for additional assistance.

Service Staff – Determined by the scope and demands of your event as evaluated by Catering Management. For Institute affiliated, on-campus events, **pricing is \$35 per attendant per hour; \$50 per bartender per hour; \$50 per chef per hour (all service staff subject to minimum service hours whenever necessary)**. For external client events, as well as off-campus events, please contact our Catering Offices as additional charges and time minimums apply.

Catering Equipment- We offer a full range of catering equipment to provide a professional image while serving your event. A quote for rental equipment can be provided for any service items not available through our department. All event equipment must be picked up at the conclusion of your event. A replacement cost charge will be assessed for any missing equipment.



Floral and Décor Services – We are happy to order, receive and handle floral and décor requests. A quote will be provided based on your décor preferences.

Pricing:

Prices are subject to change based on meeting guest minimums and product availability. Prices reflect services available during normal business hours in accordance with the Institute’s calendar. Please contact the Catering Office for pricing for events held on **Georgia Tech** holidays and breaks.

Changes and Cancellations:

All changes or cancellations referring to the menu, guest count or event arrangements **must be confirmed 3 business days prior to the event date** (*internal GT departments only*); a revised invoice confirms your revisions. All cancellations made with less than three business days’ notice may be charged for any food and labor that has been committed to the event (**up to 50% of total event cost**). **Cancellations made within 48 hours of the event will result in a charge of 100% of the total invoice.** If the Institute closes due to inclement weather, all catering events will be automatically cancelled.

Pop ups:

We understand that pop-up events can occur, and Tech Catering will make every effort to accommodate your last-minute request (*events requested with less than 5 business days’ notice*). Our schedule fills up fast and we ask that our clients plan at least 10 days in advance to ensure our availability. When Tech Catering is unable to accommodate your pop-up request, please feel free to contact one of GT’s *approved [secondary caterers](#) for assistance.

***Catering Exemptions and Secondary Caterers:**

If your event is more than \$600 and in any of Tech Dining’s controlled spaces where Tech Catering is the exclusive caterer (*Exhibition Hall, The John Lewis Student Center or West Village*), **exemptions will not be granted. Catering events less than \$600, do not require a catering exemption should you prefer an outside, licensed food-service provider.** A Catering Exemption is required for any vendor not on contract with GT. **Please note that submitting a request for exemption does not automatically guarantee approval.**

If your event is in non-Tech Dining controlled spaces, then use of GT’s secondary caterers is approved. For more information regarding the campus policy on catering exemptions and secondary caterers, [click here](#).



Force Majeure:

Both Tech Catering and the client shall be excused during the period “condition of force majeure”. The term shall mean an unforeseen event which is beyond the control of the parties and that makes it impossible or illegal for such party to perform its obligation hereunder (i.e., such as the destruction or closing of The Institute or any event space). An event cancelled due to a condition of force majeure shall be rescheduled, if possible, as soon as practical once the period of force majeure has passed.

Sustainable, Organic, Allergen Free Menus:

We are proud of our stewardship in providing you with fresh and tasty offerings. Please discuss your menu preferences with our offices and our commitment to providing you with a menu that focuses on local, seasonal, or allergen-free ingredients will become a reality.