



MONONA
CATERING

Function: District 35 - Water Service

Show: District 35 Winter TLI

Date: 02/03/2018 (Saturday)

Reserved by: Ed Thelen
District 35 Toastmasters
GE Healthcare
900 Innovation Drive
Wauwatosa, WI 53226
Ph: (414)708-8574

Function: 42516-01
Catering Type: Hospitality

Set-up:

Room Ballroom AB
Tables
Head
Covers
Napkins
Tableware Disposable
Service Stations/Self-service

Numbers:

Prelim. Guarantee: 250
Final Guarantee is due:
Tue., 01/30/2018 by Noon
Final Guar. _____
Set for _____
Served _____

Times:

Open Door 06:30 AM
Serve 06:30 AM
Program
Start 08:00 AM
End 04:30 PM
End 04:30 PM

Notes Onsite Contacts: Ed Thelen & Nancy McCulley

06:30 AM to 10:00 AM - Registration

Water Station
Carafs of water

**** Capitol Promenade**

08:00 AM to 04:30 PM - Meeting

Speaker's Water & Water Station

**** Ballroom AB**

12:00 Noon to 01:00 PM - Lunch/Program

**** Ballroom AB**

02:45 PM to 03:00 PM - Break

**** Refresh Room & Water**

04:30 PM - Event Ends

Price is subject to service charge and applicable sales tax.

Client must provide Tax Exempt Certificate for the State of Wisconsin or applicable sales tax will apply.

BY YOUR SIGNATURE HEREON, YOU ACKNOWLEDGE RECEIPT OF OUR "FOOD SERVICE POLICY" SHEET AND AGREE TO ITS CONDITIONS. CHANGES TO THIS CONTRACT ARE SUBJECT TO ADDITIONAL CHARGES.

APPROVED: _____ TITLE: _____ DATE: _____

**Function: District 35 - All Day Hospitality**

Show: District 35 Winter TLI

Date: 02/03/2018 (Saturday)

Reserved by: Ed Thelen
District 35 Toastmasters
GE Healthcare
900 Innovation Drive
Wauwatosa, WI 53226
Ph: (414)708-8574

Function: 42516-02
Catering Type: Hospitality

Set-up:

Room Ballroom AB
Tables
Head
Covers
Napkins Cocktail
Tableware China & Disposable
Service Stations/Self-service

Numbers:

Prelim. Guarantee: 250
Final Guarantee is due:
Tue., 01/30/2018 by Noon
Final Guar. _____
Set for _____
Served _____

Times:

Open Door 07:00 AM
Serve 07:00 AM
Program
Start 08:00 AM
End 04:30 PM
End 04:30 PM

Notes Onsite Contacts: Ed Thelen, Nancy McCulley and Katie Castern
China & Disposable Cups

Break times are approximate.
Lunch will be in the same room at Noon

Lunch Iced Tea and Lemonade will remain in the room until gone or event ends.

07:00 AM to 03:00 PM - Hospitality

Coffee - Reg/Decaf - Rising Shores® Blend 32.95/ Gallon +
Start with (10) Regular and (1) gallon of Decaf. Refresh up to
16 gallons ttl without prior authorization from onsite contact.
Tea Assortment - Reg/Herbal Bags 2.25/Each +
Charge on consumption

12:00 Noon to 01:00 PM - Lunch

**** Refresh Coffee for Lunch Service**

Check with Client for reorder. All reorder will be at a la carte pricing.

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APPROVED: _____ TITLE: _____ DATE: _____

**Function: District 35 - Grab n Go Lunch**

Show: District 35 Winter TLI

Date: 02/03/2018 (Saturday)

Reserved by: Ed Thelen
District 35 Toastmasters
GE Healthcare
900 Innovation Drive
Wauwatosa, WI 53226
Ph: (414)708-8574

Function: 42516-03
Catering Type: Lunch

Set-up:

Room CapProm outside of Ballroom AB
Tables Rounds
Head
Covers MT - IVORY
Napkins Paper
Tableware Disposable
Service Stations

Numbers:

Prelim. Guarantee: 250

Final Guarantee is due:
Tue., 01/30/2018 by Noon
Final Guar. _____
Set for _____
Served _____

Times:

Open Door 07:00 AM
Serve 12:00 Noon
Program
Start 01:00 PM
End 01:45 PM
End 04:30 PM

Notes Onsite Contacts: Ed Thelen, Nancy McCulley and Katie Castern

Meal Tickets: by MC

Meal Code:

Turkey Club Wrap - YELLOW

Vegetarian Wrap - GREEN

Chicken Orchard Salad - BLUE

Allergy/Special Dietary - PURPLE

GTE NOTE: Please have meal tickets prepared by 3:00pm on 02/02/18. Please give to Nancy McCulley.

All Services from Stations.

Please roll Lunch Beverages into Ballroom to join Coffee/Water Station.

(2) Food Stations.

Wraps and Chips on Station #1

Chicken Orchard Salads on Station #2

CULINARY NOTE: Packaging by Client.

12:00 Noon to 01:00 PM - Grab n Go Lunch

3.00 Gallon	Lemonade	28.95/ Gallon +
3.00 Gallon	Iced Tea with Sliced Lemons	28.95/ Gallon +
	Packaging by Guest	
	Guests to build their own lunch	
	Includes: Disposable Plates, Disposable Napkins and Utensils, Salt & Pepper, Appropriate Condiments	

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**Function: District 35 - Grab n Go Lunch**

Show: District 35 Winter TLI

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Reserved by: Ed Thelen
District 35 Toastmasters
GE Healthcare
900 Innovation Drive
Wauwatosa, WI 53226
Ph: (414)708-8574

Function: 42516-03
Catering Type: Lunch

Turkey Club Wrap 8.75/Each +
(minimum of 10 per item)
Deli-sliced Turkey with Crisp Bacon, Fresh Tomatoes and
Lettuce
Wrapped in Herb Tortilla with Dijonnaise Spread
Condiments

CUSTOM Vegetarian: Substitute GRILLED JULIENNE
PORTOBELLO MUSHROOM for Meat

Day-of-event special dietary requests by guests must be
honored by Monona Catering and will be reflected on final
invoice.

Potato Chips (GF) 14.50/Pound +
Start with (5) Pounds. Check with Client for Reorder, if
needed.

Chicken Orchard Salad Box (GF) 14.95/Each +
(minimum of 10)
Fresh Romaine and Spring Greens Salad topped with Grilled
Boneless Chicken Breast, Diced Seasonal Apples, Gorgonzola
Cheese and Roasted Walnuts
Served with Homemade Fig-Grape Seed Vinaigrette
Breadsticks with Butter
(*Please wrap breadsticks in cellophane as some guests are
gluten free but we won't know who in advance.)

Day-of-event special dietary requests by guests must be
honored by Monona Catering and will be reflected on final
invoice.

01:00 PM to 01:45 PM - Pannel Discussion

Speaker's Water

**** Whatever is left of the Coffee, Lemonade and Iced Tea should stay out all afternoon.
Programs lasting longer than 90 minutes will be subject to additional labor charges.**

Price is subject to service charge and applicable sales tax.

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CONDITIONS. CHANGES TO THIS CONTRACT ARE SUBJECT TO ADDITIONAL CHARGES.

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