

The logo for Elmina Catering & Event Management is centered within a dark rectangular frame with a double-line border. The word "Elmina" is written in a large, elegant, white cursive font at the top. Below it is a decorative flourish, and then the word "Catering" is written in the same cursive font. At the bottom of the frame, the words "& Event Management" are written in a smaller, white, sans-serif font.

*Elmina*  
*Catering*  
& Event Management

*Dear Bride & Groom,*

*We would like to first congratulate you on your upcoming wedding. We are honored to be considered for your catering needs. We would love to experience this wonderful time with you. Allow us to show you how vital we can be to the success of your special day.*

*When planning a wedding, you want everything to be perfect. Here at Elmina Catering & Event Management, we offer full service catering that will be sure to please even the most discerning palate. We can even provide all of your rentals and wait-staff. Once we get the opportunity to sit down with you, we will suggest menus that would best compliment your reception based on your service style, presentation requirement, and budget. We can also provide you with a proposal to show you all of the costs prior to booking with us so that you won't have any surprises later.*

*During your reception, our event manager will be there to oversee your reception so that you and your family can enjoy your guests to the fullest! Our talented and professional staff will assist you in planning your unforgettable wedding. From linen selection, entertainment, floral, music, cake, and photography needs. Allow the staff of Elmina Catering & Event Management to show you why we stand out from the rest.*

*Sincerely,*

*Mrs. Willyne Ross*

*Director of Catering & Special Events*

## *Buffet or Plated Wedding Package I*

### *Display*

*Fresh Fruit, Cheese & Crudite Display*

### *Salads*

*Select one of the following:*

*Classic Caesar Salad*

*Tossed Garden Salad*

*Elmina Catering's House Salad: Mixed field greens with dried sweetened cranberries, glazed pecans/walnuts, crumbled feta cheese, and a balsamic vinaigrette*

### *Choice of One Entrée*

*Herb Roasted/Baked Chicken with pan gravy*

*Garlic Pesto Stuffed Chicken Breast with a wild mushroom cream sauce*

*Chicken Piccata*

*Sliced Roast Beef with Mushroom Madeira Sauce*

*Pan Seared Tilapia with Lemon Butter Sauce*

*Broiled Salmon Topped with Cajun Shrimp Sauce or Creamy Lemon Butter Dill Sauce*

*Penne Pasta with Grilled Chicken, Sun-Dried Tomatoes, Kalamata Olives & a Gorgonzola Cream Sauce*

*Vegetable Lasagna*

*Chef's Choice of Fresh Vegetable*

*Rosemary Roasted Baby Potatoes/ Garlic & Parmesan Whipped Potatoes*

*OR*

*Yellow Rice with mixed vegetables*

*Assorted Breads & Butter*

*Iced Tea or Fresh Lemonade*

*\$20.50pp*

## *Buffet or Plated (dual plate) Wedding Package II*

### *Display*

*Fresh Fruit, Cheese & Crudite Display*

### *Hors D'oeuvres*

*Choice of One selection. View list in the back of package.*

### *Salads*

*Select one of the following:*

*Classic Caesar Salad*

*Tossed Garden Salad*

*Elmina Catering's House Salad: Mixed field greens with dried sweetened cranberries, glazed pecans/walnuts, crumbled feta cheese, and a balsamic vinaigrette*

### *Choice of Two Entrée*

*Herb Roasted/Baked Chicken with pan gravy*

*Garlic Pesto Stuffed Chicken Breast with a wild mushroom cream sauce*

*Chicken Piccata*

*Sliced Roast Beef with Mushroom Madeira Sauce*

*Pan Seared Tilapia with Lemon Butter Sauce*

*Broiled Salmon Topped with Cajun Shrimp Sauce or Creamy Lemon Butter Dill Sauce*

*Penne Pasta with Grilled Chicken, Sun-Dried Tomatoes, Kalamata Olives & a Gorgonzola Cream Sauce*

*Vegetable Lasagna*

*Chef's Choice of Fresh Vegetable*

*Rosemary Roasted Baby Potatoes/ Garlic & Parmesan Whipped Potatoes*

*OR*

*Yellow Rice with mixed vegetables*

*Warm Rolls & Butter*

*Iced Tea or Fresh Lemonade*

*\$28.50pp*

## *Buffet Wedding Package III*

### *Display*

*Fresh Fruit, Cheese & Crudite Display*

### *Hors D'oeuvres*

*Choice of Two selections. View list in the back of package.*

### *Salads*

*Select one of the following:*

*Classic Caesar Salad*

*Tossed Garden Salad*

*Elmina Catering's House Salad: Mixed field greens with dried sweetened cranberries, glazed pecans/walnuts, crumbled feta cheese, and a balsamic vinaigrette*

### *Choice of Three Entrée*

*Herb Roasted/Baked Chicken with pan gravy*

*Garlic Pesto Stuffed Chicken Breast with a wild mushroom cream sauce*

*Chicken Piccata*

*Sliced Roast Beef with Mushroom Madeira Sauce*

*Pan Seared Tilapia with Lemon Butter Sauce*

*Broiled Salmon Topped with Cajun Shrimp or Creamy Dill Sauce*

*Penne Pasta with Grilled Chicken, Sun-Dried Tomatoes, Kalamata Olives & a Gorgonzola Cream Sauce*

*Vegetable Lasagna*

*Chef's Choice of Fresh Vegetable*

*Rosemary Roasted Baby Potatoes/ Garlic & Parmesan Whipped Potatoes*

*OR*

*Yellow Rice with mixed vegetables*

*Warm Rolls & Butter*

*Iced Tea or Fresh Lemonade*

*\$37.50pp*

## *Hors D'oeuvres List*

*Hot*

**Lobster Bisque in Martini or Shot Glass**  
**Mini Crab Cakes with tomato remoulade**  
**Pulled BBQ Chicken Sliders**  
**Miniature Burgers/Sliders**  
**Mini Philly Cheese steak sandwiches**  
**Papaya Garlic Shrimp Skewers**  
**Calypso Butterfly Shrimp**  
**Hot Crab & Artichoke Dip with toasted baguette**  
**Creamy Spinach & Roasted Artichoke Dip**  
**Mac & Cheese (served in martini glass)**  
**Jerk Chicken Skewers with sweet duck sauce**  
**Herb Chicken Skewers with pineapple glaze**  
**Cocktail Franks wrapped in puff pastry**  
**Scallops wrapped in hickory smoked bacon**  
**Mini Chicken egg rolls**  
**Mini Vegetable egg rolls**  
**Southwest Spring Rolls with avocado mousseline**  
**Bourbon BBQ Cocktail Meatballs**  
**Creamy Puree of Mashed Potatoes with Chorizo Sausage on Asian Spoons**  
**Beef Satay with sweet chili sauce & Thai peanut sauce**  
**Chicken Satay with Thai peanut sauce**  
**Herb Crusted Salmon Skewers with Dijon mousseline**  
**Lobster Mac & Cheese served in martini glass with wafer garnish**  
**Cocktail Beef Patties (mild or spicy)**  
**Cocktail Chicken Patties (mild or spicy)**  
**Italian Sausage Stuffed Mushroom Caps**  
**Jerk Chicken Wings**  
**Fried Wingettes**  
**Lobster Bites with Orange Buerre Blanc served on Asian Spoons**  
**Cocktail Lamb Chops with rosemary mousseline**  
**Spiced Chicken Lollipop with guava or pineapple glaze**  
**Mini Shepherd's Pie Tartlets**  
**Warm Butternut & Green Apple Soup**

*Cold*

**Wild Mushroom & Goat Cheese Tartlet**

**Miniature BLTs**

**Assorted Sushi served with wasabi & soy sauce**

**Domestic & Imported Cheese Display**

**Fresh Fruit, Cheese, & Crudite Display**

**Hummus Display with pita chips**

**Chilled Shrimp Cocktail with zesty sauce**

**Plantain Chips with mango salsa**

**Zesty Crab Salad served on plantain chips**

**Endive Petals with Gorgonzola & Glazed walnuts**

**Fresh Mozzarella, Pesto, & Roasted Pepper on crostini**

**Smoked Salmon with dill cream cheese on a toasted crostini**

**Plattered Deli Meats of Roasted Turkey, Roast Beef, Ham, & Cheese with condiments & bakery rolls**

**Fresh Basil & Tomato Bruschetta served on garlic toast**

**Stuffed Cherry Tomato**

**Chilled Cucumber Soup served in shot glass**

**Trio of Mini Café Sandwiches: Brown Sugar Ham, Oven Roasted Turkey, & Peppered Roast Beef**

*Please visit our website for updated options of Entrée, Pasta, Vegetable, & Starch Items*

[www.ElminaCatering.com](http://www.ElminaCatering.com)

# Beverage Package



*Open Bar Packages includes the cost of one licensed & insured bartender. Additional bartender may be needed for large events.*

## Beer, Wine, & Soda Bar (4 hours)

*This option includes domestic & imported bottled beer, house wine selections, coke, diet coke, sprite, cocktail napkins, plastic cups, bar equipment, bar fruit, & ice --\$13.50 pp*

## Premium Open Bar (4 hours)

*This bar is stocked with premium brands of dark & white liquors, house wine selections, imported & domestic bottled beer, sodas, & all bar supplies & equipment----\$18.50pp*

## Semi-Premium Open Bar (4 hours)

*This bar is stocked with semi-premium brands of dark & white liquors, house wine selections, imported & domestic bottled beer, sodas, & all bar supplies & equipment-----\$16.50pp*

## Rail Open Bar (4 hours)

*This bar is stocked with rail brands of dark & white liquors, house wine selections, imported & domestic bottled beer, sodas, & all bar supplies & equipment-----\$14.50pp*

## Soda & Juice Bar (4 hours)

*This bar is stocked with coke brand sodas and a variety of juice options including lemonade, sweet tea or wild raspberry iced tea, cocktail cups, bar supplies/equipment-----\$6.50pp*

## Stock Your Own Bar (4 hour min)

*You provide the alcohol, chasers, mixes, bar fruit, plastic cups, cocktail napkins, ice, etc. We provide the bartender only! ----- Bartender fee is \$30.00 per hour (1/2 hour set up and 1/2 hour clean up must be included in bartender time for all packages.)*

### *Additional Services:*

*Assorted Bar Glassware is available at a cost of \$.75 per glass (3 glass/per person recommendation)*

# General Information

## Payment Plans

We accept all forms of payment. We offer our clients three convenient payment plans to choose from.

Option 1 (2 Payments): A 50% deposit is made when the contract is signed. The second payment of the total is due two weeks prior to the event.

Option 2 (3 Installments): Payments are made in three equal installments. One third (1/3) of the contract value is due when the contract is signed. The second payment is due six weeks prior to the event, and the final payment is due two weeks prior to the event.

Option 3 (Monthly Installments): Payments are made in equal monthly installments until your event date. The first payment of 25% of the total is made at the signing of the contract, and the remaining balance is divided in equal monthly installment until two weeks prior to the event date.

When this option is selected, each payment may be made electronically and can be taken automatically on the date chosen.

If these options are not convenient for the client, we can customize a payment schedule to reflect their budget needs. For either option, the final payment is subject to revision if changes are made to the contract. All bills must be settled before the reception or service will not be rendered. All credit card payments are subject to a separate 3% credit card processing fee.

## Rentals

Hot menu selections require warming on-site. Unless otherwise stated, your catering proposal will include buffet equipment to include chafers, rechauds, serving utensils & buffet tablecloth. Unless otherwise stated, your catering proposal will also include our standard table-setting which includes: Dinner Plate, Fork, Knife, Dessert Plate, Fork, Water Goblet, & Dinner Napkin @5.75pp. Client can elect to add additional rental items.

## Service Personnel

Unless otherwise stated, your catering proposal will include kitchen staff, Front of the House Staff (waiters, bartenders) and an Event Manager to manage your event staff and to ensure your event is ran smoothly.

### **Contact Info:**

(301) 839-3307-Office

(888) 401-5634-fax

Serving the DC, VA & MD areas

Sales@ElminaCatering.com

www.ElminaCatering.com