Catering Policies

To help make your catering event run smoothly, please read the following carefully.

Advance Notice

All catering requests must be submitted at least **seven (7) business days** prior to date of event. If the event is on Thursday at 8:00 am, the order must be placed before 8:00 am of the preceding Tuesday.

Menu Changes

Menu changes must be submitted in writing no later than **three (3) working days** in advance of the scheduled event. Arrangements for functions to be held on Mondays and Tuesdays should be finalized by noon of the preceding Friday.

Food is ordered in advance so changes **cannot be guaranteed** the week of the event.

Pricing

Catering requests will not be scheduled unless a **budget code** is provided on order form.

The number of guests given at that time will constitute a guarantee, not subject to reduction, and charges will be made accordingly.

All prices are subject to change without notice.

Cancellations

A **cancellation fee of 15%** will be assessed for any order cancelled with **less than 5 days** notice.

MANOR FOOD & NUTRITION SERVICES

Manor ISD

Catering

Menu & Order Form

jennifer.parks@manorisd.net
512-278-4080

Manor ISD Catering Menu & Order Form

Ordering Process: Email completed form to **jennifer.parks@manorisd.net**. You will receive a calendar request as soon as your order has been reviewed & confirmed. It is the responsibility of the customer to review calendar confirmation for accuracy. If you do not receive a calendar request, please call 512-278-4080. **A minimum of 10 guests is required for all caterings.**

Customer Information

NAME

TODAYS DATE

PHONE #

BUDGET CODE

SIGNATURE

Event Information

EVENT DATE

SET-UP TIME & LOCATION

EVENT BEGIN & END TIME

OF ATTEENDEES

Main Event	Price Per Person	QTY	Total
Lasagna Plate - Homemade lasagna served w/ garlic bread, house salad & cookie ☐ Beef ☐ Cheese	$10.00		$ 0.00
Spaghetti Plate - Traditional beef spaghetti served w/ garlic bread, house salad & cookie	$10.00		$ 0.00
Enchilada Plate - Homemade enchiladas served w/ spanish rice, charro beans & salsa ☐ Beef ☐ Chicken	$12.00		$ 0.00
Nacho Plate- Our famous nachos served w/ spanish rice, charro beans & salsa ☐ Beef ☐ Chicken Fajita	$12.00		$ 0.00
Pizza & House Salad Combo (8 slices/pizza) ☐ Cheese ☐ Pepperoni ☐ Veggie	$12.00		$ 0.00
Loaded Baked Potato & House Salad Combo (includes butter, sour cream, cheese)	$10.00		$ 0.00
Add protein for $1.50 more ☐ Chicken Fajita ☐ Crispy Chicken Tenders	$12.50		$ 0.00
Soup Combo - Homemade soup w/ your choice of house salad or cheese breadsticks ***Soups:*** *Broccoli & Cheese, Chicken Tortilla or Tomato Basil* ***Salad Dressings:*** *Ranch, Jalapeno Ranch or Italian*	$10.00		$ 0.00
Sandwich Boxed Lunch - Served w/ chips, lettuce, tomato, pickle, fruit salad & cookie. ***Grain:*** *white bread, wheat bread, hoagie, croissant or flour tortilla* ***Protein:*** *Chicken salad, tuna salad, turkey, ham, or crispy chicken tenders*	$10.50		$ 0.00

Party Trays (Serves 10-20)	Price	QTY	Total
Fresh Fruit Tray - Assorted seasonal fresh fruit	$50.00		$ 0.00
Fresh Fruit & Cheese Tray - Seasonal fresh fruit & assorted cubed cheese	$38.00		$ 0.00
Cheese & Cracker Tray - Assorted cubed cheese & crackers	$38.00		$ 0.00
Meat & Cheese Tray - Assorted deli meats, cubed cheese & crackers	$38.00		$ 0.00
Fresh Vegetable Tray - Garden-fresh veggies served w/ creamy ranch dip	$32.00		$ 0.00
Traditional Sandwich Tray - Sandwich halves made to order. Includes cheese, lettuce & tomato. ***Grain:*** *White bread, wheat bread , hoagie or croissant* ***Protein****: Ham, turkey, chicken salad or tuna salad*	$40.00		$ 0.00

Breakfast Assortments	Price	QTY	Total
Breakfast Tacos (each) - Made fresh w/ 2 ingredients of choice on four tortillas. Salsa included.	$2.00		$ 0.00
$0.50 extra/taco for additional items *Choose: Eggs, Bacon, Sausage, Beans, Cheese, Potatoes*	$2.50		$ 0.00
Breakfast Taco Bar (self serve) - Made fresh w/ ingredients of choice. Salsa included. *Choose up to four:* ☐ Eggs ☐ Bacon ☐ Sausage ☐ Beans ☐ Cheese ☐ Potatoes	$6.00		$ 0.00
Sausage Biscuit - Home-style biscuit served w/ pork breakfast sausage	$2.00		$ 0.00
Bagels - Served with cream cheese	$2.00		$ 0.00
Muffins - Assorted flavors	$1.25		$ 0.00
Sausage Kolaches - Homemade kolaches made with sausage wrapped in a fresh baked dough	$1.50		$ 0.00
Yogurt Parfait - Vanilla yogurt topped with seasonal fruit & granola	$2.00		$ 0.00
Hashbrown Patties	$0.75		$ 0.00
Hashbrown Casserole (~25 svgs) - Homemade breakfast casserole w/ sausage, hashbrowns & cheese	$30.00		$ 0.00
Fresh Fruit ☐ Apples ☐ Bananas ☐ Oranges ☐ Pears	$0.75		$ 0.00

Special Instructions/Requests:

A La Carte	Price	QTY	Total
Garden Salad Bowl (15-20 svgs) - Green leaf lettuce, fresh veggies & dressing of choice	$45.00		$ 0.00
Add Protein: ☐ Chicken Fajita ☐ Crispy Chicken Tenders	$60.00		$ 0.00
Pizza (8 slices/pizza) ☐ Cheese ☐ Pepperoni ☐ Vegetable ☐ Add Jalapenos	$11.00		$ 0.00
Fajita Tacos - Chicken fajita w/ sauteed peppers & onions	$2.50		$ 0.00
Egg Rolls ☐ Chicken ☐ Vegetable	$1.50		$ 0.00
Tamales (by the dzn) ☐ Bean ☐ Beef ☐ Chicken	$14.00		$ 0.00
Cookies (by the dzn) ☐ Chocolate chip ☐ Oatmeal Raisin ☐ Peanut Butter ☐ Sugar	$7.00		$ 0.00
Chips & Salsa - Tortilla chips w/ fresh, home-made salsa	$1.00		$ 0.00
Paper Goods - Includes plates, cups, napkin & utensils per person	$0.75		$ 0.00

Beverages	Price	QTY	Total
Coffee (by the pot, ~20 svgs)	$15.00		$ 0.00
Juice Cups (6 oz.) ☐ Apple ☐ Orange	$0.75		$ 0.00
Bottled Water ☐ 8 oz (48/case) ☐ 16 oz (24/case)	$15.00		$ 0.00
Soft Drinks - Assorted, 12 oz cans	$1.25		$ 0.00
Iced Tea (gal.) ☐ Sweetened ☐ Unsweetened	$7.00		$ 0.00
Fruit Infused Water (gal.)	$10.00		$ 0.00
Lemonade (gal.)	$10.00		$ 0.00
Hot Chocolate (gal.) *1 gal. yields 8-10, 12 oz cups or 16-20, 6 oz cup*	$15.00		$ 0.00

Special Instructions/Requests (type in box):

Grand Total $ 0.00

All items subject to availability.

6/26/25

This institution is an equal opportunity provider.