

Conference Catering Menu and Service Details

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Company]

Menu Options

Breakfast

- Continental Breakfast: Assorted pastries, fresh fruits, coffee and tea
- Hot Breakfast: Scrambled eggs, bacon, hash browns, and fruit juice

Lunch

- Sandwich Platter: Assorted sandwiches, chips, and soda
- Salad Bar: Variety of greens, toppings, and dressings
- Hot Buffet: Chicken, rice, steamed vegetables, and rolls

Dinner

- Three-Course Meal: Starter, choice of entrees, dessert
- Dessert Table: Assorted cakes, cookies, and pastries

Service Details

Service Staff: Professional and friendly catering staff will be provided.

Setup Time: [Insert Time] before the event.

Dietary Restrictions: Please notify us of any dietary restrictions or special requests.

Contact Information

For inquiries, please contact: [Your Contact Information]

We look forward to serving you at the conference!