



SPECIAL EVENT PLANNER & MENU

Contact the professional sales team at the Holiday Inn & Suites Overland Park-West to plan your next event!

Holiday Inn & Suites • 8787 Reeder Street • Overland Park, KS 66214 • 913-888-8440



***Holiday Inn
& Suites***

AN IHG® HOTEL

WELCOME



The Holiday Inn & Suites Overland Park West is conveniently located just off I-35 and Highway 69. Only a short drive to Pine Ridge Business Park, Oak Park Mall, and Quivira 95 shops. The hotel is only 12 miles from downtown Kansas City, and nearby attractions include: Arrowhead Stadium, Kauffman Stadium, the Kansas Speedway, Sporting KC Stadium, Worlds of Fun & Oceans of Fun. Regardless of their reason to visit, our guests enjoy a number of great business and leisure opportunities.

Whether you are planning a meeting for 10, or a convention for 500, the Holiday Inn & Suites Overland Park West hotel and staff are sure to exceed your expectations. We offer over 10,000 square feet of flexible conference space.

Our facility is perfect for board meetings, classroom settings, receptions, and much more. Business necessities include audio visual equipment and complimentary high-speed internet access. We are confident that you will see why our guests consider us the only choice for their next big event.

We are also known for our superb catering services. From an informal breakfast, to an elegant dinner; our creative staff works with you to customize the perfect food and beverage selections for your event.

Call our Sales and Catering Department for more information or to book your event today!



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Prices are subject to change due to market fluctuations caused by COVID-19. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or state sales tax. 06/02/2020

GENERAL INFORMATION

HOTEL AT A GLANCE

Number of Floors 8
 Number of Guest Rooms..... 190
 Number of Conference Rooms.....14
 Complimentary Parking 325
 Check-In 3:00 pm
 Check Out 12:00 pm

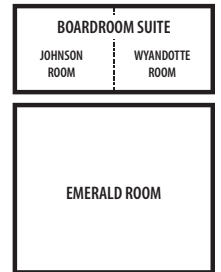
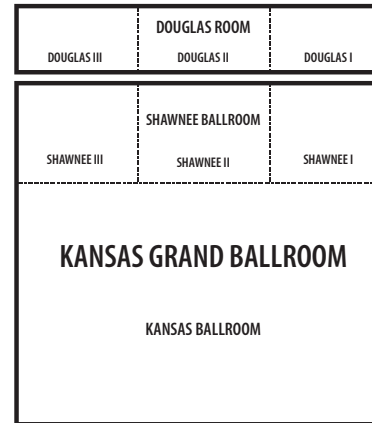
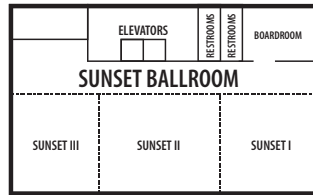
RESTAURANT ON SITE!

Available for your breakfast and dinner needs.

STANDARD GUEST ROOM AMENITIES

Microwave & Mini-refrigerator
 37-inch flat screen HDTV
 Complimentary Wireless High Speed Internet | Voice Mail, Speaker Phone & Dual Line Phones | Hair Dryer, Keurig Coffee Maker, Iron & Ironing Board | Laundry Service | Clock Radio
 Oversized Desk | Room Service

24-Hour Business Center and Fitness Center | Indoor & Outdoor Swimming Pool | Whirlpool



MEETING ROOM	DIMENSIONS (L X W)	SQUARE FOOTAGE	BOARDROOM	THEATER	CLASSROOM	U-SHAPE	BANQUET
Douglas Room	66 x 20	1,320	35	90	54	45	90
Johnson Boardroom	41 x 45	1,845	12	N/A	N/A	N/A	N/A
Wyandotte Room	20 x 30	600	20	40	24	20	40
Kansas Grand Ballroom	66 x 75	4,950	N/A	500	250	N/A	325
Kansas Ballroom	66 x 45	2,970	N/A	325	180	N/A	200
Shawnee Room	66 x 30	1,980	40	130	90	48	120
Sunset Ballroom	86 x 40	3,440	N/A	375	200	N/A	225
Sunset Boardroom	N/A	N/A	12	N/A	N/A	N/A	N/A
Emerald Room	24 x 34	816	30	48	45	32	50



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GENERAL INFORMATION

The staff and management of the Holiday Inn & Suites Overland Park West provide all the professional services required to make your function an absolute success. Whether it is a business meeting, wedding or other social function.

ROOM RENTAL AND ASSIGNMENT

Room rental varies in accordance with the size and location of each meeting room. Please consult with a member of the Sales Department for room rental quotes. Function and meeting rooms are assigned based on the number of people expected. The hotel, at its discretion, reserves the right to change function room assignments.

MENU SELECTION

Final menu selections must be submitted to the Sales Department no less than two weeks prior to the function.

GUARANTEE

A final guest count is to be made by 5 p.m. three business days prior to the scheduled function. Charges will be based upon the guarantee, or the actual number served, whichever is greater. If the guarantee is not received within three business days, the contracted number of attendees will be considered the guarantee.

BILLING

All food and beverage prices are subject to applicable sales tax and 22% service charge. The hotel requires a deposit upon confirmation of the event with payment in full prior to the event, unless previous credit has been established. Upon request, a credit application will be sent to you which must be completed and returned at least six weeks prior to the function. Prices are subject to change at any time without notice.

ALCOHOLIC BEVERAGE CONSUMPTION

The Holiday Inn & Suites, in accordance with state and local liquor regulations, will serve no one under the age of 21. **Customers or their guests may not bring outside alcoholic beverages into the hotel banquet or meeting rooms.**

DECORATIONS

Our rental fees include set-up, tear down, and general decorations. Assistance in planning specialty menus, theme parties, decorations, special in-room amenities, and other non-standard requests may be arranged through the Catering Department. **Please note that attaching anything to the walls or ceilings with nails, staples, tape or any other material is permitted only with the approval of the Catering Department. Client set-up and decoration time may be available prior to the event. Please consult with the Catering Department.**

SHIPPED MATERIALS

Materials shipped to the hotel may not be received more than three days prior to a function. In addition, should materials be sent to the hotel preceding, or left following a function, the hotel will assume no responsibility for damage or loss. A storage fee may be charged on all materials.

AUDIO/VISUAL

Standard audiovisual equipment rental requests must be made **at least 48 hours** in advance. The hotel will not accept responsibility for equipment rented or purchased elsewhere. All outside audio visual equipment is subject to a fee of \$25.00 per item.

FOOD & BEVERAGE

The Holiday Inn & Suites Overland Park West is a full-service hotel; no outside food or beverage is permitted. An additional fee of \$25.00 per person will be assessed if unauthorized food and beverage items are brought into meeting spaces.

CHANGES/CANCELLATION

Changes to the original room set-up requested on the day of the function are subject to an additional labor charge of \$350.00. If an event must be canceled, the following fees apply:

- **Less than 90 days before the event date**
100% cancellation fee of total estimated charges
- **91 to 120 days before the event date**
50% cancellation fee of total estimated charges
- **121 or more days before the event date**
30% cancellation fee of total estimated charges



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FREQUENTLY ASKED QUESTIONS



WHAT HAPPENS AFTER I SIGN THE FUNCTION AGREEMENT FOR MY EVENT? WHO CAN I CONTACT WITH QUESTIONS ABOUT MY UPCOMING EVENT?

Our Catering Department will contact you approximately 45 days prior to your event to discuss the following items: menu, setup arrangement of meeting or banquet room, audio visual and equipment needs, exhibits or displays, and special needs pertaining to your event. Until then, please do not hesitate to contact the team member who initially coordinated your event. They will have the greatest understanding of your upcoming event and are eager to help.

WHEN CAN I MAKE MENU SELECTIONS FOR MY UPCOMING EVENT? WHEN WILL THE HOTEL GUARANTEE MY PRICING?

We always suggest that, when possible, menu selections are made within the season of service. Prices are subject to change; however, we will guarantee final banquet pricing up to 90 days prior to your event.

DO WE NEED TO PROVIDE A MINIMUM GUEST COUNT?

Yes, the hotel will ask for a guaranteed minimum guest count by 5 p.m. three business days prior to your event. This will be the minimum number of guests for which you will be charged. The hotel will prepare for an additional 5% guest count. The final number charged will be the greater of your guaranteed count or actual number of guests.

HOW IS PAYMENT EXPECTED FOR MY EVENT?

We have included a credit card authorization form with your function agreement. Please complete and return this form with your signed agreement. The hotel accepts all major credit cards and deposits made by cash, card, or check. Final payment is due 21 business days before your event by cash, credit card, or certified check.

DO I NEED TO MAKE SPECIAL ARRANGEMENTS FOR SECURITY?

Our staff monitors and secures all conference rooms, however, we will not assume liability for lost, stolen, or damaged items prior to, during, or following your function. The hotel may require a damage deposit or paid security for groups where alcohol is being served and/or unsupervised minors are in attendance. The team member who is coordinating your event will outline this in detail on your function sales agreement.

CAN WE HANG DECORATIONS ON THE WALLS OR CEILING?

Our Catering Department will be happy to assist you in planning the decorations for your event. We ask that all decorations be approved in advance of your event to avoid damage to walls, ceilings, or carpet. The hotel reserves the right for staff to handle electrical needs, the use of ladders, and other items which may result in additional setup fees. We have the capability to offer almost any service if coordinated in advance.

WHAT HAPPENS IF I CANCEL OR DOWN-SIZE MY EVENT FROM THE ORIGINAL AGREEMENT?

When you authorize your function agreement, you agree that you have reviewed our Cancellation and Policies page. Please take a moment to review this document and ask your Sales Representative to clarify the details. If you down-size or cancel a definite event, the hotel will charge fees that vary from 30% up to 100% of your anticipated charges, depending on how close you are to the date of the event. If you anticipate major changes to the scope of your agreement, please contact your Sales Representative as soon as possible.



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AUDIO/VISUAL SERVICES

AUDIO/VISUAL

Priced per item per day.

VIDEO & COMPUTER EQUIPMENT

42" TV and HDMI Cable	40.00
DVD Player	35.00

MICROPHONES & SOUND EQUIPMENT

Handheld Wired Microphone	25.00
Wireless Lavalier Microphone	85.00
Wireless Handheld Microphone.....	80.00
Microphone Stand.....	10.00

PROJECTION SCREENS

VGA/HDMI Projector	200.00
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AUDIO & SOUND SYSTEMS

Patch in House Sound	25.00
4 Channel Mixer	65.00
Powered Speaker (100 watts)	105.00

MEETING PACKAGES

Premium Meeting Package.....	10.00 per person
<i>Voss Artesian Water, note pad, pen, and seasonal fruit.</i>	
Audio/Visual Package	70.00
<i>Includes 7' x 7' screen, AV table, extension cord, and power strip. *If client is providing projector, a \$25.00 outside AV fee will be assessed.</i>	
Screen and Projector Combo	250.00

SHIPPING PACKAGES

Please deliver packages for events no earlier than 72 hours prior to the scheduled event. Packages should be clearly marked with the on-site contact name, sales manager's name, meeting name, and arrival date.

PLEASE SHIP PACKAGES TO:

Holiday Inn & Suites Overland Park West
8787 Reeder Street, Overland Park, KS 66214

STORAGE FEES

Packages under 50 lbs	5.00 per package/day
Packages over 50 lbs	10.00 per package/day
Packages over 100 lbs.....	20.00 per package/day



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MEETING ACCESSORIES & SUPPLIES

Priced per item per day. Subject to service charge and sales tax.

Wireless Internet Access	Complimentary
Flip Chart with Pad & Markers	25.00
Poster Easel (A-Frame).....	10.00
Extension Cord or Powerstrip.....	5.00
Dry Erase Board with Markers.....	35.00
Polycom Speaker Phone.....	65.00
Stage	50.00
Podium.....	35.00
Exhibit Tables.....	25.00
<i>Includes 8' table with boxed linen, two chairs, extension cord, power strip, and waste basket.</i>	

TELEPHONE ACCESS

Local and "800" Toll-Free Calls	Complimentary
Direct Dial Extension with Long Distance	50.00
<i>(Priced per day. Not available in all meeting rooms.)</i>	

SHUTTLE SERVICE

After Hours Shuttle Service	150 per hour
<i>Available between 9:00 p.m. to 12:00 a.m. (within a 3 mile radius).</i>	

PROCEDURES & TECHNICAL LABOR

Audio/Visual Setup Package (30 minutes).....	37.50
<i>A technician will assist with the setup, power, testing, and tape down of your presentation. For use with client equipment, includes extension cords and power strips.</i>	

The hotel will not assume any responsibility for damages or loss of any merchandise or articles left in the hotel prior to, during, or following your function.

ADDITIONAL AUDIO/VIDEO EQUIPMENT IS AVAILABLE UPON REQUEST. OUTSIDE AUDIO VISUAL EQUIPMENT WILL BE SUBJECT TO A \$25 FEE.

TAKE A BREAK



EXECUTIVE MEETING PACKAGE

Our executive meeting package is designed to simplify your pre-planning.

60 SECOND MEETING PLANNER

Continental Breakfast: regular and decaffeinated coffee, herbal tea, assorted juices, and water. Danishes and muffins.

Basic Mid-Morning: regular and decaffeinated coffee, iced tea, assorted Coca Cola brand soft drinks, and bottled water.

Basic Afternoon Break: regular and decaffeinated coffee, iced tea, assorted Coca Cola brand soft drinks, bottled water, assorted cookies and brownies.

**Upgrade to our deluxe continental breakfast for an additional charge.*

BREAKS

Limited to one hour, all breaks are priced per guest.

BASIC MORNING BREAK

Regular and decaffeinated coffee, iced tea, assorted Coca Cola brand soft drinks, and bottled water.

BASIC AFTERNOON BREAK

Regular and decaffeinated coffee, iced tea, assorted Coca Cola brand soft drinks, bottled water, assorted cookies and brownies.

MORNING & AFTERNOON BEVERAGE BREAK

Regular and decaffeinated coffee, iced tea, assorted Coca Cola brand soft drinks, and bottled water.

MID-MORNING STRETCH

Basket with whole fruit and selection of granola bars. Served with regular and decaffeinated coffee, herbal and iced tea, assorted Coca Cola brand soft drinks, and bottled water.

THE HEALTH NUT

Nutri-Grain bars, assorted yogurts, trail mix, assorted cheese, and whole fresh fruit. Served with regular and decaffeinated coffee, herbal and iced tea, assorted Coca Cola brand soft drinks, and bottled water.

CHOCOHOLIC BREAK

Chocolate chip cookies, chocolate caramel Chex Mix, chocolate mousse, brownies, chocolate milk, and hot chocolate. Served with regular and decaffeinated coffee, herbal and iced tea, assorted Coca Cola brand soft drinks, and bottled water.



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A LA CARTE

ASSORTED INDIVIDUAL YOGURTS
DANISHES
CINNAMON ROLLS
DOUGHNUTS
ASSORTED FRESH MUFFINS
BAGELS WITH CREAM CHEESE
WHOLE FRESH FRUIT
MIXED NUTS
CHEX SNACK MIX
PRETZELS
JUMBO PRETZEL WITH CHEESE
NUTRI-GRAIN BARS
FRESH COOKIES
RICE CRISPY TREATS
BROWNIES
POPCORN WITH TOPPINGS
ASSORTED CHIPS
CHIPS & SALSA
ASSORTED GRANOLA BARS
FUNNEL CAKE FRIES
POTATO SALAD
PASTA SALAD
REGULAR OR DECAFFEINATED COFFEE
HOT TEA
ICED TEA
FRUIT PUNCH OR LEMONADE
ASSORTED JUICES
SKIM, WHOLE, OR CHOCOLATE MILK
ASSORTED COCA-COLA SOFT DRINKS
BOTTLED WATER
FRUIT INFUSED WATER
SMART WATER
HOT CHOCOLATE



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BREAKFAST SELECTIONS

CONTINENTAL BREAKFASTS

CLASSIC CONTINENTAL

Fresh Danish, muffins, doughnuts, regular and decaffeinated coffee, herbal tea, assorted juices, and water.

DELUXE CONTINENTAL

Assorted Danish, muffins, doughnuts, bagels with assorted cream cheeses and jellies, sliced fresh fruit display, regular and decaffeinated coffee, herbal tea, assorted juices and water.

WORKING BREAKFAST

Whole fruit, power bar, apple or orange juice, water, and trail mix.

PLATED BREAKFASTS

All plated breakfast selections are served with regular and decaffeinated coffee, herbal tea, fresh orange juice, milk, water, assorted fresh pastry basket, and fresh fruit display. Priced per guest.

THE HEARTLAND

Two farm fresh scrambled eggs and a generous helping of breakfast potatoes with choice of sausage, bacon or ham and a country biscuit.

EGGS BENEDICT

Two poached eggs on a toasted English muffin, served with smoked ham covered with hollandaise sauce, accompanied by breakfast potatoes.

CLASSIC BREAKFAST CROISSANT

A flaky butter croissant piled high with shaved ham, bacon, eggs, and cheddar cheese. Served with breakfast potatoes.

FRENCH TOAST

Two grilled golden cinnamon-swirl toast, lightly dusted with powdered sugar. Served with hot buttery syrup, and smoked sausage.



BREAKFAST BUFFETS

All breakfast buffets include regular and decaffeinated coffee, herbal tea, assorted juices, milk, and water. Breakfast buffets are limited to one hour, priced per guest, and require a minimum of 25 people.

SUNRISE MORNING

Includes fresh seasonal fruit display, breakfast potatoes, and your choice of the below menu items.

CHOOSE ONE EGG:

Freshly Scrambled Eggs • Eggs Florentine

CHOOSE TWO MEATS:

Smokehouse Bacon • Turkey Sausage • Sausage • Ham

CHOOSE ONE STARCH:

Flaky Country Biscuits and Gravy • French Toast

BOUNTIFUL BRUNCH

Includes fresh seasonal fruit display, breakfast potatoes, Chef's vegetable selection, assorted desserts, and your choice of the below menu items.

CHOOSE ONE EGG:

Freshly Scrambled • Southwestern Scrambled

CHOOSE TWO MEATS:

Smokehouse Bacon • Turkey Sausage • Sausage • Ham

CHOOSE ONE SALAD:

Potato Salad • Tossed Green Salad • Pasta Salad

CHOOSE ONE ENTRÉE:

Blackened Salmon • Chicken Alfredo •
Fried Chicken • Herb Roasted Cornish Hen •
Bacon Pepper Jack Mac & Cheese



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LUNCH SANDWICHES

LUNCHEON SANDWICHES

All sandwich selections can be served plated or boxed and are served with regular and decaffeinated coffee, herbal and iced tea, assorted Coca Cola brand soft drinks, water as well as chips, cookie and a piece of whole fruit. Available until 3 p.m., priced per guest, with a maximum of 3 selections. Add seasonal soups or side salad for an additional charge.

ITALIAN STYLE SUB SANDWICH

An Italian festival of cold cuts, cheeses, onion, tomato, and herbed vinaigrette served on a fresh baked roll.

MILL CLUB

Toasted wheat berry bread stuffed with ham, turkey, Swiss and cheddar cheeses topped with bacon, lettuce, and tomato.

VEGGIE WRAP

Swiss cheese, tomato pesto spread, romaine lettuce, cucumber, tomato, and grilled veggies wrapped in a sun-dried tomato tortilla.

LETTUCE WRAP

Southwest chicken, black bean salsa, pepper jack cheese, and pico de gallo wrapped in lettuce.

CHICKEN CAESAR WRAP

Grilled chicken and crisp Romaine mixed with Parmesan cheese and Caesar dressing wrapped in a sun-dried tomato tortilla.

TURKEY AVOCADO WRAP

Sliced turkey, avocado, lettuce, pepper jack cheese, tomatoes, red onions, and chipotle ranch dressing in a warm tomato basil tortilla.

BUFFALO CHICKEN WRAP

Tomato basil tortilla, chicken, Buffalo sauce, red onions, lettuce, mozzarella, cheddar and herb cream cheese.



BACON CHICKEN MELT

Tender grilled breast of chicken topped with bacon and melted Swiss cheese on a bun. Minimum of 10 purchased.

CHEF'S DELI SANDWICH

Served with lettuce, tomato, and red onion served on white or berry wheat bread.

CHOOSE ONE MEAT:

Smoked Turkey, Ham, or Salami

CHOOSE ONE CHEESE:

Cheddar, Swiss, American, or Pepper Jack

MEATBALL SANDWICH

Three large classic meatballs with marinara sauce. Topped with mozzarella and parmesan on a toasted sourdough hoagie.



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10

PLATED ENTRÉES

Plated entrées are served with a house salad, freshly baked bread with herb butter, vegetable selection, regular and decaffeinated coffee, iced tea, and water. Add seasonal soup or side salad for an additional charge. *Dinner entrées includes Chef's choice dessert. Reduced price options available for lunch until 3 p.m. only.

*****12 OZ. GRILLED RIBEYE**

Grilled Ribeye served with creamy horseradish sauce and au jus. Accompanied with rosemary roasted new potatoes and chef's choice of vegetable.

*****8 OZ. GRILLED FILET MIGNON**

Bacon wrapped tenderloin filet served with creamy Béarnaise sauce. Accompanied with parsley buttered potatoes and chef's choice of vegetable.

****SEASONED KC STRIP STEAK**

12 oz cut of KC Strip, seasoned to perfection with baked potato and accompanied by asparagus with a hollandaise sauce drizzle.

***LONDON BROIL**

Slices of marinated flank steak. Accompanied with garlic mashed potatoes and chef's choice of vegetables.

FETTUCCINI ALFREDO

A rich Alfredo sauce over fettuccini noodles and topped with shredded Parmesan.

*Add grilled chicken breast for an additional \$4.00.

BAKED CHEESE RAVIOLI

Baked cheese ravioli with marinara sauce served with garlic cheese bread.

ROSEMARY PORK MEDALLIONS

Roasted 6 oz pork medallions with rosemary. Accompanied with sundried tomato mashed potatoes and sautéed green beans with onions and bacon.

****GRILLED PORK CHOPS**

Marinated pork chops served with wild rice and fresh seasonal vegetables.

****SALMON**

Lightly seasoned grilled salmon filet. Served with your choice of blackened, pecan crusted, or in a lemon-dill butter cream sauce; served over a bed of rice pilaf and asparagus with a hollandaise sauce drizzle.

DIABLO SHRIMP PASTA

Sautéed shrimp, mushrooms, and linguini with a spicy peppercorn sauce and topped with parmesan and salsa.

****STUFFED CHICKEN**

Chicken breast stuffed with pancetta, spinach and feta cheese, topped with a roasted red pepper sauce. Accompanied by fresh vegetables and sun-dried tomato whipped potatoes.

CHICKEN FLORENTINE

Sautéed chicken breast topped with cheesy spinach sauce. Accompanied with herb whipped potatoes and chef's choice of vegetable.

SAUTÉED CHICKEN MARSALA

Lightly breaded chicken breast sautéed with mushrooms in a Marsala wine sauce. Served with sun-dried tomato whipped potatoes.

CHICKEN SUPREME

Baked chicken served with a cream sauce, accompanied with almond rice pilaf and chef's choice of vegetable.

CHICKEN PARMESAN

Breaded chicken breast sautéed, then topped with a rich marinara sauce and mozzarella cheese. Served over linguini pasta with chef's choice of vegetable.

CHICKEN FRIED CHICKEN

Hand breaded, boneless chicken breast seasoned to perfection accompanied with mashed potatoes and gravy, and sautéed green beans with onions and bacon.

MEDITERRANEAN CHICKEN

Grilled chicken breast marinated in balsamic vinegar, topped with a lemon cucumber chutney, accompanied by grilled vegetables and cous cous quinoa blend.

**Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.*

*** These items are only served as dinner options.*

CHILDREN'S SELECTIONS

KID'S MEAL

Choice of: Chicken Strips, Cheeseburger, or Macaroni and Cheese. Served with smiley face fries, fruit cup, and drink.



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11

BUFFETS

LUNCH BUFFETS

All buffets are served with regular and decaffeinated coffee, iced tea, and water. Available 11:00 a.m. to 3:00 p.m. Limited to one hour, priced per guest, and require a minimum of 25 people. Add soup of the day for an additional charge.

DELI LUNCHEON

Sliced turkey, ham, pastrami, and roast beef; cheddar, pepper jack, and Swiss cheeses; tomato, sandwich sliced pickles, and red onion rings; house made potato chips; tossed garden salad with assorted dressings; assorted breads; and marinated vegetable salad.

PIZZA LUNCH BUFFET

Caesar salad, pasta topped with marinara, and choice of 3 pizzas.

CHOICE OF PIZZAS:

- Pepperoni
- Sausage
- Cheese
- Vegetable

THE COMPANY PICNIC

Grilled chicken breasts, hamburgers, and bratwurst; fresh tossed salad with tomatoes, cucumbers, and assorted dressings; creamy potato salad; house made potato chips; tomato slices, lettuce, red onion rings, and sandwich sliced pickles; sliced cheeses; and buns.



SPECIALTY BUFFETS

All specialty buffets include regular and decaffeinated coffee, iced tea, and water. Limited to one hour, priced per guest, and require a minimum of 25 people. Add soup of the day for an additional charge. *Dinner buffets includes mousse dessert.

TASTE OF ITALY

Caesar salad, fresh baked garlic cheese bread, seasonal vegetables, pasta salad, and marinated vegetable salad.

CHOICE OF ENTRÉES:

- Baked Cheese Ravioli with Marinara Sauce
- Italian Sausage Penne
- Chicken Parmesan
- Chicken Alfredo

DOWN HOME LUNCH BUFFET

Tossed garden salad with assorted dressings, fresh fruit salad, sautéed green beans with onions and bacon, garlic mashed potatoes, and freshly baked bread, and herbed butter.

CHOICE OF ENTRÉES:

- Homestyle Meatloaf and Gravy
- Fried Chicken
- London Broil
- Bacon Pepper Jack Mac & Cheese
- Roasted Rosemary Pork Loin
- Chicken Supreme

WESTERN ROUNDUP

Baked beans, coleslaw, creamy potato salad, cheesy corn, and assorted breads.

CHOICE OF ENTRÉES:

- Sliced BBQ Brisket
- BBQ Chicken
- Pulled Pork

MEXICAN FIESTA

Seasoned ground beef, grilled chicken, corn and flour tortillas served with refried beans or black beans, cilantro rice, fresh salsa, guacamole, and chips. Toppings include shredded lettuce, shredded cheese, diced tomatoes, onions, jalapeños, and sour cream. Add \$2 per person for guacamole and pico de gallo

SOUP, SALAD, AND POTATO

Choice of tossed salad or Caesar salad, a baked potato bar with cheddar, bacon, chives, butter, and sour cream toppings, and chef's choice of two seasonal soups.



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DINNER BUFFETS

Our dinner buffets are designed to provide a selection that will please a variety of tastes, especially when it comes to pleasing your guests. Please select from the selections below. All dinner buffets are served with choice of salads, freshly baked bread with herb butter, Chef's choice of vegetable, choice of starches, regular and decaffeinated coffee, iced tea, and water along with Chef's choice dessert. Dinner buffets are priced per guest and require a minimum of 25 people. Add soup of the day for an additional charge.

TWO ENTRÉE BUFFET

Selection of 2 Entrées, 2 Salads, and 2 Starches

THREE ENTRÉE BUFFET

Selection of 3 Entrées, 3 Salads, and 2 Starches

STEP 1 PICK YOUR ENTRÉES

- Baked Salmon
- London Broil
- Pot Roast
- Diablo Chicken Pasta
- Bacon Pepper Jack Mac & Cheese
- Chicken Marsala
- Sliced Pork in Rosemary Sauce
- Sliced Pit Ham in Honey Glaze
- Roasted Turkey
- Homemade Lasagna
- Chicken Florentine
- Bone-In Crispy Fried Chicken

STEP 2 PICK YOUR SALADS

- Tossed House Salad with assorted Dressings
- Fresh Fruit Salad
- Caesar Salad
- Old Fashioned Potato Salad
- Greek Salad
- Spinach Salad
- Pasta Salad
- Marinated Vegetable Salad

DESSERT SELECTIONS

- 3-TIER CHOCOLATE CAKE
- CARROT CAKE
- GERMAN CHOCOLATE CAKE
- APPLE PIE
- CHEESECAKE

STEP 3 PICK YOUR STARCHES

CHOOSE TWO:

- Rosemary Roasted Red New Potatoes
- Twice Baked Potato Casserole
- Garlic Mashed Potatoes
- Herb Whipped Potatoes
- Almond Rice Pilaf
- Sun-Dried Tomato Whipped Potatoes
- Pepper Jack Macaroni and Cheese
- Homemade Bread Stuffing
- Wild Rice Pilaf



CHEF'S CARVING STATION

Add the following hand-carved presentations to any of the dinner buffet options. Carved entrées count as one entrée selection. Serves approximately 40 people and includes appropriate condiments and silver dollar rolls. A carving fee will be applied. The carving fee is in addition to the buffet pricing.

SLOW ROASTED TOP ROUND OF BEEF - Round of beef slow-roasted to perfection, offered with Bourbon demi-glaze and creamy horseradish.

PRIME RIB OF BEEF - Herb-rubbed prime rib, served with creamy horseradish and au jus.



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HORS D'OEUVRES

HOT SELECTIONS

FRIED MOZZARELLA WITH MARINARA (90 PIECES)

CREAMY SPINACH ARTICHOKE DIP (SERVES 60)

Served with pita bread, carrots, and cucumber.

CREAM CHEESE STUFFED JALAPEÑO POPPERS (100 PIECES)

SANTA FE CHICKEN EGG ROLLS (50 PIECES)

SWEDISH OR BBQ MEATBALLS (80 PIECES)

HOT WINGS (TRADITIONAL OR BREADED) (75 PIECES)

Plain, Buffalo, Jim Beam, or Diablo sauce. Served with celery, ranch, and bleu cheese.

BREADED CHICKEN STRIPS (70 PIECES)

Plain, Buffalo, Jim Beam BBQ or Diablo. Served with celery, ranch, and bleu cheese.

STEAMED POT STICKERS (50 PIECES)

SAUSAGE STUFFED MUSHROOMS (70 PIECES)

PEPPERED BEEF KABOBS (50 SKEWERS)

Marinated beef tips, tomatoes, bell peppers, and mushrooms.

THAI CHICKEN KABOBS (50 SKEWERS)

Brushed with a Thai Peanut sauce.

CRAB RANGOON DIP (SERVES 60)

Served with wonton chips.

CHILLED SELECTIONS

VEGETABLE CRUDITÉS (SERVES 50)

with Ranch Dipping Sauce.

FRESH FRUIT DISPLAY WITH YOGURT DIP (SERVES 50)

ASSORTED CHEESES AND CRACKER MEDLEY (SERVES 50)

TURKEY PINWHEELS (50 PIECES)

Stuffed with spinach and cream cheese.

SILVER DOLLAR SANDWICHES (50 PIECES)

Baked ham, smoked turkey, lettuce, and tomato on a King's Hawaiian Roll.

JUMBO COCKTAIL SHRIMP (50 PIECES)

Choice of classic, spicy, or 50/50.

MINI BRUSCHETTA (50 PIECES)

with Tomatoes, Garlic, Basil, and Parmesan.

CAPRESE SKEWERS (50 SKEWERS)

CHARCUTERIE BOARD (SERVES 50)

Includes assorted meats, cheeses, spreads, and crackers.

**ASK US ABOUT
OUR BEST BUTLER
PASSED HORS
D'OEUVRES OPTIONS!**



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14

BEVERAGE & BAR SERVICE

HOSTED RECEPTION

Complete reception includes liquor, beer, wine, mixes, and set-ups. Priced per drink and added to your Master Account. Prices are subject to service charge and sales tax. A \$75.00 charge for up to four hours will apply to each bar; \$50.00 per hour thereafter.

CALL BRANDS.....	6.25
PREMIUM BRANDS.....	7.25
HOUSE WINE.....	6.25
DOMESTIC BOTTLED BEER.....	4.25
IMPORTED BOTTLED BEER.....	5.25
RED BULL.....	5.25
SOFT DRINKS.....	2.25
BOTTLED WATER.....	2.25
KEG BEER — DOMESTIC.....	325.00
KEG BEER — IMPORTED/MICRO.....	BY REQUEST

CASH BAR

Hotel provides the following drinks, mixes, and set-ups. Priced per drink. Prices include sales tax and service charge. A \$75.00 charge for up to four hours will apply to each bar; \$50.00 per hour thereafter.

CALL BRANDS.....	6.50
PREMIUM BRANDS.....	7.50
HOUSE WINE.....	6.50
DOMESTIC BOTTLE BEER.....	4.50
IMPORTED BOTTLED BEER.....	5.50
RED BULL.....	5.50
SOFT DRINKS.....	2.50
BOTTLED WATER.....	2.50



BEVERAGES

Beverage items are priced as noted.

NON-ALCOHOLIC BEVERAGES

Fruit Punch.....	20.00 per gallon
Lemonade.....	20.00 per gallon
Iced Tea.....	20.00 per gallon
Champagne Punch.....	25.00 per gallon

HOUSE WINE BY THE BOTTLE

Bottles are 750 ml unless otherwise noted.

Cabernet Sauvignon.....	23.95
Merlot.....	23.95
Chardonnay.....	23.95
Moscato.....	23.95

CHAMPAGNE BY THE BOTTLE..... 18.95 PER BOTTLE

SPARKLING WINE HOUSE BRAND..... 18.95 PER BOTTLE

***Personalized signature drinks available upon request. You can choose the name, color and beverage!**

Special requests priced accordingly. Please see our policies on page 4 for an important notice regarding the service of alcohol.



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MEETING/EVENT CHECKLIST

ORGANIZE MEETING NOTES AND MATERIALS AND REVIEW YOUR TIMELINES

Once you've established the framework of your meeting and know its general requirements, you're ready to contact hotels and discuss planning specifics. You'll find it helpful to set up an organizer with sections for the various planning steps so you can keep all the meeting information in one place. Some suggested section titles include:

Schedules	Audio/Visual Equipment	Budget	Food & Beverage
Contacts	Recreation	Rooming List	Speakers
Ground Transportation	Entertainment	Event Communications	Spouse Programs
Meeting Room Setups	VIPs		

3 TO 5 MONTHS OUT

- Determine the objective of your meeting
- Get your budget approved
- Check calendar of events taking place near your desired venue to avoid conflicts
- Book meeting site and necessary hotel rooms
- Speak to Meetings Director or Sales Manager about menus and meeting room needs
- Set up master account for meeting charges and determine who can sign for charges
- Invite speakers and provide scope of desired presentation
- Invite attendees
- Make travel arrangements
- Decide on any marketing needs; begin creative development

TIMELINE

These are general guidelines to keep in mind concerning what needs to be done and when. You may be on a tighter deadline, or have luxurious amounts of time (lucky!). Generally, you should start planning three months in advance so your attendees can arrange their schedule, speakers can begin to prepare their presentations, and you can relax a bit. Every program is different, so adapt this timeline as needed.

AT LEAST 1 MONTH BEFORE EVENT

- Confirm menus, room setups, and supplies in writing with your Meetings Director
- Reach out to speakers to check on their presentations (they'll likely need urging)
- Inform hotel of guest arrival time so front desk can be properly staffed
- Order gifts and amenities
- Order signs and printed materials
- Introduce any marketing materials into market
- Mail agenda and any brochures to attendees; suggest a dress code and arrival times



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3 WEEKS BEFORE MEETING

- Check in again with speakers; offer assistance with Audio/Visual and handouts
- Reconfirm quantity of hotel rooms needed and amenities

1 WEEK BEFORE MEETING

- Ship materials to location so that they arrive AT LEAST 24 hours before your arrival
- Confirm all outside equipment orders (like Audio/Visual)
- Make arrangements for shipping materials back to your office after event
- Finalize food and beverage counts for the first day of events
- Finalize needs for outside tickets/entertainment sources
- Take a master copy of all handouts and brochures; in a pinch, you can arrange to have them copied
- Take a deep breath; you're almost there

DAY BEFORE MEETING

- Review details with Meetings Director of Sales Manager
- Inspect all shipped materials
- Inspect signage and hotel message boards
- Ensure rooms have proper amenities
- Relax; everything will be great!

MEETING DAY(S)

- Check all function spaces one hour before use
- Notify Meetings Director immediately of any changes
- Meet with Meetings Director every afternoon/evening to go over itemized costs for the day
- Sign checks and keep ongoing record of expenses
- Be available for attendees; be patient if they offer advice or criticism (it's been known to happen); thank them warmly for compliments

WRAP UP

Sit down with Hotel Meetings Representative to review all your sessions and your charges. Be sure to praise the performance of staff who have provided exceptional service. Consider circulating a survey or a feedback form to attendees to assess success of event and areas of improvement for next time. Pat yourself on the back: nice job!