



Special Event Planner & Menu

Contact the professional sales team at the Holiday Inn
Hotel & Conference Center Rock Island to plan your next event!

Holiday Inn • 226 17th Street • Rock Island, IL 61201 • 309-794-1212

General Information

Hotel at a Glance

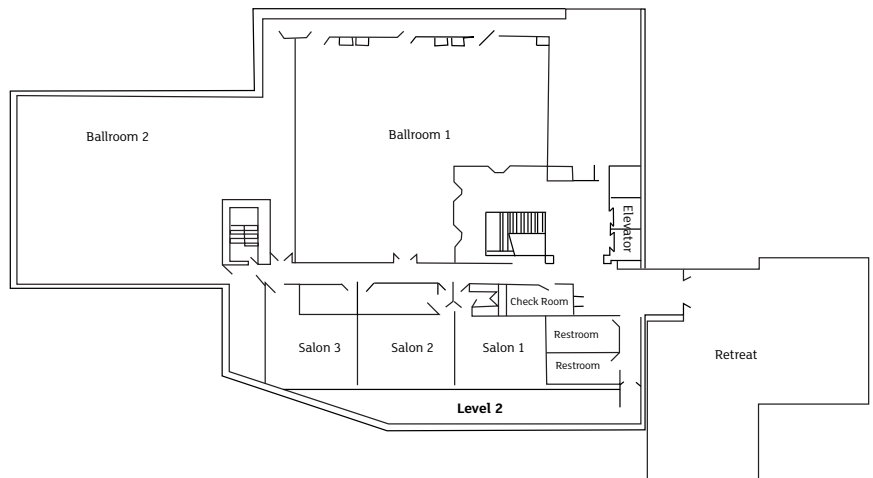
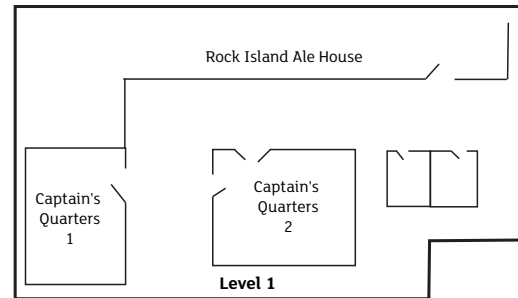
Number of Floors..... 8
 Number of Guest Rooms..... 172
 Number of Conference Rooms..... 9
 Complimentary Parking
 Check-In..... 3:00 pm
 Check Out..... 12:00 pm

ROCK ISLAND ALE HOUSE RESTAURANT ON SITE!

STANDARD GUEST ROOM AMENITIES

Microwave & Mini-refrigerator
 37-inch flat screen HDTV
 Complimentary Wireless High Speed Internet
 Voice Mail
 Hair Dryer
 Keurig Coffee Maker
 Iron & Ironing Board
 Same Day Laundry Service
 Clock Radio
 Oversized Desk
 Room Service

24-Hour Business Center
 Extensive Fitness Center
 Indoor Swimming Pool & Whirlpool



MEETING ROOM	DIMENSIONS (L X W)	SQUARE FOOTAGE	THEATER	CLASSROOM	U-SHAPE	BANQUET	CONFERENCE
Grand Ballroom	47 x 110	5,438	800	400	85	500	250
Ballroom 1	103 x 56	2,992	300	180	70	240	180
Ballroom 2	47 x 52	2,444	300	225	60	250	150
Salon 1	25 x 17	425	35	25	15	30	20
Salon 2	25 x 17	425	35	25	15	30	20
Salon 3	25 x 17	425	35	25	15	30	20
Retreat	48 x 40	1,920	75	40	30	100	60
Captain's Quarters 1	31 x 26	806	50	40	25	50	25
Captain's Quarters 2	38 x 24	912	50	40	25	50	25



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Audio/Visual Services

AUDIO/VISUAL

Priced per item per day.

VIDEO & COMPUTER EQUIPMENT

40" Color TV and DVD Player

Projector and Screen

MICROPHONES & SOUND EQUIPMENT

Wireless Lavalier Microphone

Handheld Wired Microphone

Handheld Wireless Microphone

PROJECTION SCREENS

8' x 8' Tripod Screen

AUDIO & SOUND SYSTEMS

4 Channel Mixer

Large Powered Speaker (1 speaker for up to 2 microphones)

Small Powered Speaker

COMPLIMENTARY AUDIO/VISUAL

Complimentary audio/visual services with every meeting.

- Wireless Internet Access
- Toll Free Calls



MEETING ACCESSORIES & SUPPLIES

Priced per item per day. Subject to service charge and sales tax. Enhance your video presentation through the use of our In-House Audio Sound System.

Flip Chart with Pad & Markers

Poster Easel (A-Frame)

AC Extension Cord or Powerstrip

Laser Pointer

Audio/Visual Cart with Powerstrip

Polycom Speaker Phone

Podium

TELEPHONE ACCESS

Direct Dial Extension with Long Distance (Priced per day. Not available in every guest room.)

PROCEDURES & TECHNICAL LABOR

Audio/Visual Setup Package (30 minutes)

A technician will assist with the setup, power, testing, and tape down of your presentation. For use with client equipment, includes AC power cords and strips.

DELIVERY & PICK-UP

To ensure proper receipt of your packages, please address them in care of your Hotel representative and note your name, group name and event date. The Hotel can provide limited assistance in placing pick-up orders for packages. We ask that you prepare packages to include company account information and that you schedule and authorize pick-up.

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.



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Breakfast Selections

PLATED BREAKFAST

All breakfast selections are served with a glass of fresh orange juice, regular and decaffeinated coffee, tea, and country biscuits. Priced per guest.

THE HEARTLAND

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

Substitute 4 oz. Sirloin for an additional cost.

EGGS BENEDICT

Lightly poached eggs served on Canadian bacon and toasted English muffin covered in creamy Hollandaise, served with breakfast potatoes and fresh fruit. Available for groups of 25 or less.

COUNTRY SKILLET EGG CASSEROLE

Layers of diced ham, sun dried tomatoes, green onions, mushrooms, and potatoes baked within an egg casserole and topped with melted Cheddar. Served with warm cinnamon apple compote or chilled fresh fruit cup.

CLASSIC BREAKFAST CROISSANT

A flaky butter croissant piled high with shaved ham, eggs, and Cheddar. Served with breakfast potatoes and chilled fresh fruit cup.

TEXAS FRENCH TOAST

Hand dipped Texas toast grilled golden brown, then lightly dusted with powdered sugar and served with hot buttery syrup, smoked sausage patties, and fresh fruit cup.



OMELET STATION OR WAFFLE BAR

Add a chef attended made-to-order omelet station or waffles served with a variety of toppings. Minimum of 30 guests. Egg beaters available upon request. Price additional to buffet.



BREAKFAST BUFFETS

All breakfast buffets include assorted juices, regular and decaffeinated coffee, and tea. Minimum of 30 guests required for all buffets. Priced per guest.

SUNRISE MORNING

Fresh seasonal fruit display, breakfast potatoes, and Danish.

CHOOSE ONE EGG:

Freshly scrambled eggs • Country skillet egg casserole

CHOOSE TWO MEATS:

Smokehouse bacon • Sausage • Ham

BOUNTIFUL BRUNCH

Fresh seasonal fruit display, breakfast potatoes, Chef's vegetable selection, bakery fresh muffins and Danish..

CHOOSE ONE EGG:

Traditional Eggs Benedict • Cheddar egg strata • Southwestern scrambled eggs

CHOOSE TWO MEATS:

Smokehouse bacon • Sausage • Ham • Baked chicken



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It's Your Choice

So many to choose from!

Take a Break

MORNING BREAKS

All breaks are priced per guest.

CLASSIC CONTINENTAL

Regular and decaffeinated coffee, herbal tea, assorted bottled juices, fresh Danish, muffins, and donuts.

DELUXE CONTINENTAL

Regular and decaffeinated coffee, herbal tea, assorted bottled juices, Danish, muffins, donuts, and sliced fresh fruit display.

BEVERAGES

REGULAR OR DECAFFEINATED COFFEE

ICED TEA, FRUIT PUNCH, OR LEMONADE

ASSORTED 00% BOTTLED JUICE

SKIM, WHOLE OR CHOCOLATE MILK

SOFT DRINKS & BOTTLED WATER

HOT CHOCOLATE

HOT TEA

BREAKFAST ITEMS

All break items are priced per dozen unless otherwise noted.

ASSORTED FRUIT YOGURT

DANISH

CINNAMON ROLLS

DONUTS

ASSORTED FRESH MUFFINS

BAGELS WITH CREAM CHEESE

FRESH SLICED FRUIT DISPLAY



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SPECIALTY BREAKS

AFTER SCHOOL BREAK

Regular and decaffeinated coffee, herbal tea, milk, and an assortment of freshly baked jumbo cookies and brownies.

THE HEALTH NUT

Regular and decaffeinated coffee, iced tea, herbal tea, bottled spring water, granola bars, assorted yogurt, mixed nuts, and whole fresh fruit.

THE 7TH INNING STRETCH

Hot pretzel bites with mustard, melted Cheddar cheese sauce, mini corn dogs, buttered popcorn, tortilla chips & queso, assorted soft drinks, and bottled water.

CHOCOHOLIC BREAK

Regular and decaffeinated coffee, herbal tea, assorted soft drinks, bottled water, chocolate cookies and brownies, assorted chocolate candies, and chocolate dipped strawberries.

SNACKS

All break items are priced per pound unless otherwise noted.

MIXED NUTS

DRY ROASTED PEANUTS

POTATO CHIPS & PINT OF DIP

GARDETTO'S SNACK MIX

FRUIT 'N NUTS TRAIL MIX

PRETZEL BITES WITH QUESO

BALLPARK POPCORN

TORTILLA CHIPS & QUESO

CHIPS & SALSA

FRESH COOKIES

BROWNIES

WHOLE FRESH FRUIT

GRANOLA & FRUIT BARS

ICE CREAM BARS

ASSORTED CANDY BARS

Lunch Salads & Sandwiches

LUNCHEON SALADS

All luncheon salads are served with Chef's basket of baked rolls, butter, regular and decaffeinated coffee, iced tea, and lemonade. Priced per guest.

CHICKEN CAESAR SALAD

Crisp romaine leaves tossed in tangy Hickory Caesar dressing and Romano cheese, accented by tomato wedges, and croutons, then topped with grilled chicken. Substitute grilled salmon or shrimp for an additional cost.

MARINATED SIRLOIN SALAD

Marinated London Broil atop spring greens, red onion, diced tomato, and Feta cheese, served with Raspberry Vinaigrette dressing.

CHEF'S SALAD

Traditional arrangement of ham, turkey, bacon, American & Swiss cheeses, hard-boiled eggs, tomatoes, and green onion. Served over mixed greens with choice of dressing.

COUNTRY FRIED CHICKEN SALAD

Tossed greens topped with our special recipe batter fried chicken strips, and served with a tangy honey mustard sauce.

BOXED LUNCH SELECTIONS

Boxed luncheons with disposable service, delivered to your conference room. Luncheons include appropriate condiments. Priced per guest.

CLASSIC DELI SANDWICH

Choice of ham, turkey, and beef sandwiches with cheese. Choice of coleslaw, potato salad, pasta salad, or potato chips. Includes a large freshly baked cookie.

ITALIAN STYLE SUB SANDWICH

An Italian Festival of cold cuts, cheese, onion and tomato with herbed vinaigrette dressing, served on a hoagie roll. Served with choice of coleslaw, potato salad, pasta salad, or potato chips. Includes freshly baked cookies.

LUNCHEON SANDWICHES

Served with kettle chips, regular and decaffeinated coffee, iced tea, and lemonade. Priced per guest. Add soup du jour, pasta, or potato salad for an additional cost.

CROISSANT CLUB

Flaky butter croissant stuffed with ham, turkey, Swiss & Cheddar cheeses, and topped with bacon, lettuce, and tomato.

BLT WRAP

Tucked inside this garden tortilla are crispy bacon, lettuce, diced tomato, and red onion.

BACON CHICKEN MELT

Tender grilled breast of chicken topped with sautéed peppers, onions, maple cured bacon, and melted Jack cheese on a bread.

NEW YORK DELI SUB

Shaved Turkey Breast, Cured Ham, Tender Roast Beef and Swiss Cheese piled high on a fresh hoagie roll topped with lettuce, tomato, red onion, mild peppers and vinaigrette dressing.

HOT PHILLY CHEESESTEAK

Tender Roast Beef, sautéed green peppers, onions and mozzarella cheese piled high on a fresh Hoagie Roll.

WRAP IT UP CHICKEN SALAD

Tucked inside this tomato tortilla is our fresh, Creamy Chicken Salad with lettuce, diced tomato and red onion rings.



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Plated Lunch

LUNCHEON PLATES

Hot Plated Lunches are served with baked rolls and butter, regular and decaffeinated coffee, iced tea and lemonade. Priced per guest. Add a side salad or soup du jour for an additional cost.

CHICKEN TORTELLINI ALFREDO

Tender boneless breast of chicken mixed with our tri-colored tortellini pasta stuffed with ricotta cheese and sautéed in a rich Alfredo, served with shredded Romano.

MUSHROOM CHICKEN MARSALA

Tender boneless chicken breast, sautéed and topped with our Chef's own mushroom sauce, served over a bed of pasta.

SLICED PORK LOIN

Seasoned and roasted pork loin served with choice of roasted red potatoes or garlic mashed potatoes and selection of fresh vegetable.

PINEAPPLE CHICKEN TERIYAKI

Lightly marinated chicken breast in oriental sauce with grilled pineapple served on a bed of white rice and medley of steamed fresh vegetables.

TRADITIONAL FOUR-CHEESE LASAGNA

Layers of seasoned ground beef and cheese baked inside this traditional favorite. Served with garlic bread and medley of fresh vegetables.

ROASTED VEGETABLE STIR FRY

A medley of roasted fresh vegetables stir-fried in a tangy Asian sauce, served over a bed of rice pilaf.

SOUTHWEST SALMON

A salmon filet seasoned with a mild chili and lime rub served over crispy fried potatoes and steamed fresh vegetables.

LONDON BROIL

6 oz. marinated sirloin carved and smothered with a demi-glaze of sautéed mushrooms and onions, served with a medley of steamed fresh vegetables and choice of garlic mashed potatoes, roasted baby red potatoes, or baked potatoes.



ADD A RICH CHOCOLATE CAKE



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Lunch Buffets

LUNCH BUFFETS

All buffets are served with regular and decaffeinated coffee, iced tea, and lemonade. Priced per guest. Minimum guarantee of 30 guests.

DELI LUNCH

Includes sliced turkey, ham, and roast beef, Cheddar and Swiss cheeses, tomato, dill pickle spears, red onion, potato chips, and assorted breads.

CHOOSE THREE SALADS:

- Tossed salad with assorted dressings
- Pasta salad
- Potato salad
- Coleslaw
- Cottage cheese

BAKED POTATO & SALAD BAR

Includes soup du jour, tossed salad with assorted dressings, assorted salads, large Idaho potatoes, Cheddar cheese sauce, sour cream, butter, chives, bacon pieces, steamed broccoli.

Add diced chicken

TASTE OF ITALY

2 ENTRÉES

3 ENTRÉES

Caesar salad, fresh baked garlic breadsticks, pasta salad, and fresh seasonal vegetables.

CHOICE OF ENTRÉES:

- Chicken Parmesan
- Lasagna (traditional or meatless)
- Tri-colored Tortellini with Alfredo Sauce
- Baked Cheese Ravioli with Marinara Sauce
- Chicken Picatta
- Baked Cavatelli

DOWN HOME LUNCH BUFFET

2 ENTRÉES

3 ENTRÉES

Tossed salad with assorted dressings; creamy potato salad; sautéed green beans, pearl onions and bacon; and garlic smashed potatoes.

CHOICE OF ENTRÉES:

- Herb Roasted Chicken
- Sliced Pork Loin
- Chicken Supreme

WESTERN ROUNDUP

Sliced barbecue pork, fried chicken, country green beans, baked beans, coleslaw, cornbread, and assorted rolls.

MEXICAN FIESTA

Fried corn shells and flour tortillas, shredded lettuce, cheese, diced tomatoes, peppers, onions, seasoned beef, chicken, refried beans, Spanish rice, and bean & cheese enchiladas.

THE COMPANY PICNIC

Grilled chicken breasts, hamburgers, brats, assorted Kaiser rolls and buns, garden greens with toppings, potato salad, coleslaw, potato chips, baked beans, buttered corn, tomato slices, lettuce, red onion, and pickle spears.

**ADD HOUSE-MADE
CHEESECAKE!**



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A close-up photograph of two pieces of steak resting on a rustic wooden cutting board. The steaks are seasoned with coarse salt, black pepper, and other spices. One steak is topped with a fresh basil leaf, and the other with a sprig of rosemary. In the background, several bright red cherry tomatoes are visible on their vine. The lighting is warm and focused on the steaks, creating a mouth-watering effect.

It's Dinner Time

Make's your mouth water!

Plated Dinners

All Plated Entrées are served with choice of salad, choice of starch, fresh seasonal vegetables, rolls with butter, regular and decaffeinated coffee, iced tea, and lemonade. Priced per person. Add soup du jour for only \$2 per person.

STEP 1 PICK YOUR SALAD

- House Salad with Assorted Dressing
- Caesar Salad
- Spinach Salad with Assorted Dressing

STEP 2 PICK YOUR STARCH

- Baked Potato
- Au Gratin Potatoes
- Duchess Potato
- Roasted New Baby Red Potato
- Garlic Mashed Potatoes
- Penne Pasta in Garlic Butter
- Rice Pilaf

STEP 3 PICK YOUR ENTRÉE

ROASTED PRIME RIB OF BEEF*

10 oz.
12 oz.

Generous portions of Prime Rib slow roasted and served with creamy horseradish and au jus.

GRILLED FILET MIGNON*

A steak lover's favorite! 8 oz. bacon wrapped tenderloin served with our creamy Béarnaise sauce.

CHICKEN MARSALA

Grilled boneless chicken breast drizzled with mushroom Marsala sauce.

PECAN CRUSTED SALMON

Fresh Atlantic salmon seasoned and topped with roasted pecans and a beurré blanc sauce.

CHICKEN PICATTA

Grilled boneless chicken breast sautéed in white wine and topped with lemon butter capers.



CHICKEN SUPREME

Tender, boneless breast of chicken sautéed and topped with our own supreme sauce, served on a bed of long grain wild rice and a medley of steamed vegetables.

IOWA PORK CHOP

Thick 10 oz. Iowa chop grilled to perfection.

CHICKEN OSCAR

Grilled chicken breast topped with hollandaise, asparagus spears, snow crab, and mushroom cap.

VEGETABLE LASAGNA

Sheets of al dente pasta with fresh cut vegetables and seasoned cheese sauce topped with grated Parmesan cheese.

DUET MEDLEY*

A designer duet featuring your choice of two entrées from the list below paired with the appropriate starch and vegetable:

- Petite Filet Mignon
- Pecan Crusted Salmon
- Grilled Skewer of Shrimp
- Grilled Chicken Cortez
- London Broil
- Sliced Pork Loin
- Grilled Chicken Breast Supreme

**Steak and roasted beef items are cooked to a warm pink center unless otherwise specified.*



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It's Your Choice

Everyone loves a buffet

Dinner Buffets

DINNER BUFFETS

Our dinner buffets include fresh rolls, butter, regular and decaffeinated coffee, iced tea and lemonade. Priced per guest. Minimum of 50 guests.

TWO ENTRÉE BUFFET

2 entrées, 3 salads, 1 vegetable, and 1 starch.

THREE ENTRÉE BUFFET

3 entrées, 3 salads, 1 vegetable, and 1 starch.

STEP 1 PICK YOUR ENTRÉES

- Sliced London Broil with Bell Pepper Sherry Sauce
- Roast Beef Jardinière
- Bacon Wrapped Steak Medallions
- Asiago Chicken Pasta
- Chicken Breast Supreme
- Chicken Picatta
- Chicken Marsala
- Chicken Cordon Bleu
- Country Fried Chicken
- Herb Crusted Cod
- Sliced Pork Loin in Rosemary Sauce
- Sliced Pitt Ham in Honey Glaze
- Roast Turkey with Sage Dressing
- Traditional Lasagna
- BBQ Baby Back Ribs

STEP 2 PICK YOUR SALADS

CHOOSE THREE:

- Tossed Salad with Assorted Dressings
- Fresh Fruit & Melon Salad
- Caesar Salad
- Old Fashioned Potato Salad
- Pasta Salad
- Coleslaw Cottage Cheese
- Marinated Cucumber and Tomato Salad
- Snow Pea Salad
- Spring Vegetable Salad
- Three Bean Salad

STEP 3 PICK YOUR VEGETABLE

CHOOSE ONE:

- Green Bean Almondine
- Glazed Carrots
- Country Green Beans
- *Contains pork
- Southwest Corn
- Vegetable Medley

STEP 4 PICK YOUR STARCH

CHOOSE ONE:

- Baby New Potatoes
- Garlic Mashed Potatoes
- Rice Pilaf
- Au Gratin Potatoes
- Lemon Buttered Penne Pasta



CHEF'S CARVING STATION

Add the following hand-carved presentations to any of the dinner buffet options. Carved entrées count as one entrée selection. Carving fee is \$5.00 per person for each item.

The carving fee is in addition to the buffet pricing.

ROAST TURKEY - Whole roasted turkeys, carved and offered with a Wild Berry demi-glaze.

SLOW ROASTED INSIDE 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.

LOADED BAKED POTATO TOPPINGS - Add sour cream, green onions, bacon, cheddar cheese, and butter to the buffet line. \$2 per guest.



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Bite size Treats

Hot, cold, sweet or savory

Hors D'oeuvres

HOT SELECTIONS

Priced per 50 pieces.

NEW ORLEANS STYLE CHICKEN BITES

SWEDISH OR BBQ MEATBALLS

FRIED MOZZARELLA WITH MARINARA

BACON WRAPPED WATER CHESTNUTS

BBQ OR BUFFALO CHICKEN STRIPS

SEAFOOD STUFFED MUSHROOMS

SAUSAGE STUFFED MUSHROOMS

CHICKEN TERIYAKI KABOBS

PEPPERED BEEF KABOBS

BUFFALO WINGS WITH CELERY & RANCH DIP

Served with your choice of sauce. Buffalo, BBQ, Mango Habanero, or Garlic Parmesan.

FRIED RAVIOLI WITH MARINARA SAUCE

BREADED MUSHROOMS

CHICKEN SANTA FE EGG ROLLS

Served with pineapple sauce.

CREAMY SPINACH ARTICHOKE DIP

Served with tortilla chips.

COCKTAIL FRANKS

COCONUT SHRIMP

WONTON SHRIMP

CRAB CAKES

JERK PORK KABOBS WITH PINEAPPLE

**ENJOY YOUR HORS
D'OEUVRES SERVED
BUTLER STYLE!**

CHILLED SELECTIONS

Priced per 50 pieces.

TURKEY PINWHEELS

Stuffed with spinach and cream cheese.

BRUCHETTA

CHOCOLATE DIPPED STRAWBERRIES

JUMBO COCKTAIL SHRIMP

Served with tangy cocktail sauce.

CUCUMBER RYE BITES

SOUTHWESTERN HUMMUS WITH PITA POINTS

FRUIT KABOB

CAPRESE SKEWER

PESTO TOTELLINI SKEWER



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Displays & Action Stations

DISPLAYS

Minimum of 30 guests.

IMPORTED CHEESES & FRUIT DISPLAY

Brie, smoked Gouda, smoked Cheddar, and dilled Havarti served with an array of berries and Melba toast.

SMOKED ATLANTIC SALMON

Garnished and served with herbed cream cheese, capers and miniature bagels.

VEGETABLE DISPLAY

Served with Pepper Ranch Dip.

FRESH FRUIT DISPLAY

Served with Yogurt Dip.

CHEESE & CRACKER TRAY

Assorted cheeses with cracker medley.

HOSPITALITY PACKAGES

All hors d'oeuvres packages are priced per guest. Each package includes reception-style service for a period of 1.5 hours and displayed for 2 hours. Minimum of 50 guests and priced per person. Maximum of 100 guests.

MIX 'N' MINGLE

A delicious array of fried mozzarella cheese, stuffed mushrooms, baked meatballs (BBQ & Swedish), vegetable crudité, and our turkey pinwheels stuffed with cream cheese and spinach. Passed butler-style, add \$2.00.

THE ICE BREAKER

The following selections are included: Bacon wrapped water chesnuts, ham and cream cheese cornucopia on crackers, bruschetta, mini quiche and mini kabobs. Passed butler-style, add \$2.00.



MINGLE ALL THE WAY

Presented at four stations throughout the room:

- Peel and eat shrimp, served with lemons and cocktail sauce
- Teriyaki beef or chicken kabobs and spring egg rolls
- Assorted cheese and fresh fruit
- Zesty buffalo wings, celery and creamy blue cheese dressing

ACTION STATIONS

Our exciting stations are attended by our Chef, priced per person, and require a minimum of 50 paid guests. Action Stations, when added to any Hospitality Package, are \$15.00. Action Stations without a Hospitality Package are \$25.00.

FAJITA FIESTA STATION

Fresh seasoned beef and fajita chicken strips mixed with peppers and onions and made to order from our Chef. Accompaniments include: flour tortillas, corn tortilla chips, salsa, sour cream, guacamole, green onions, cheese and refried beans.

MIDWEST STATION

From the Carver (choose two of the following).

- Baron of Beef
- Roasted Boneless Turkey Breast
- Glazed Pitt Ham
- Pork Loin



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Desserts

DESSERTS

Desserts are priced per guest, per piece.

CHEESECAKE

- Plain
- New York
- Raspberry
- Turtle

BLACK FORREST CAKE OR RASPBERRY TORTE

CHOCOLATE SUICIDE CAKE

LAYER CAKE

- Chocolate
- German Chocolate
- Lemon Crème

HOUSE MADE PIES

- Pumpkin
- Apple
- Cherry

PECAN PIE

KEY LIME PIE

CRÈME PIES

- Coconut
- Banana
- Chocolate
- Oreo

MOUSSE

- Chocolate
- Strawberry



SPECIALTY DESSERTS

Specialty Desserts are priced per guest, per serving.

ICE CREAM SUNDAE STATION

Buffet of vanilla and strawberry ice cream, whipped topping, nuts, sprinkles, chocolate sauce, hot fudge, caramel sauces, maraschino cherries and wafers.

BANANAS FOSTER

Bananas caramelized to perfection with brown sugar, butter and brandy, served our way with Pralines and Crème over crepes.

COFFEE CORDIALS

After dinner delights! We present coffee service with the appropriate toppings and your choice of Bailey's Irish Crème, Amaretto or Kahlua.



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Cheers!

Time to celebrate

Beverage & Bar Service

LIQUOR

	CALL	PREMIUM
Vodka	Smirnoff	Grey Goose Tito's
Rum	Bacardi Malibu	Captain Morgan
Gin	Beefeater	Tanqueray
Tequila	José Cuervo	Patrón
Brandy/Cognac	Christian Brothers	Hennessy
Whiskey	Seagram's 7 Canadian Club	Jack Daniels
Bourbon	Jim Beam	Maker's Mark

BAR PACKAGES

INDIVIDUAL

Priced per drink

Classic Cocktails
Call Cocktails
Premium Cocktails
House Wine
Domestic Beer
Premium Beer
Soda

WINE

May change based upon availability. List available upon request.

HOUSE

Cabernet Sauvignon, White Zinfandel, Moscato, and Chardonnay.

PREMIUM

Alamos Malbec
Cupcake Chardonnay
Blackstone Merlot
Ecco Domani Pinot Grigio
Korbel Champagne

BEER

DOMESTIC

Miller Lite, Coors Lite, Budweiser, Bud Light, and Michelob Ultra.

PREMIUM

Heineken, Corona, Sam Adams, Blue Moon, and local Craft.

OTHER OPTIONS

HOUSE CHAMPAGNE TOAST

HOUSE CHAMPAGNE

PREMIUM HALF BARRELS

DOMESTIC HALF BARRELS

A \$50 Bartender fee per hour applied to all bars that do not meet or exceed \$350 in total beverage sales per bar.



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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

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

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
- 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

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.



Holiday Inn • 226 17th Street • Rock Island, IL 61201 • 309-794-1212

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