

# MSU Retirement Reception

**It's your party; you pick! | \$25.00** *(based on two hours)*



*Priced per person*

*Bartender Fee and Bar Minimum are not applicable to retirement cash bars*

*Reception food served individually, single-service plates*

GF - Gluten Friendly

V - Vegetarian

VG - Vegan

\* - Contains nuts

**International and Domestic Cheese Display** with Assorted Crackers (V)

**Mediterranean Spread** Marinated Feta, Brine Cured Olives, Marcona Almonds, Loaded Hummus with Roasted Cauliflower, Red Peppers, and Pine Nuts, and Fresh Tabbouleh served with Pita Chips (V/\*)

**Meatballs Stroganoff** All Beef Meatballs with Wild Mushroom and Dill Cream Sauce

**Thai Lemongrass Chicken Skewers** with Peanut Sauce and Sesame (GF/\*)

**MSU Bakers Logo Cookies**

**Watermelon Skewer** Cucumber Ribbons, Black Olive and Mint Tapenade, Crushed Roasted Pistachio, and Agrodolce Glaze (GF/VG/\*)

**Texas Bruschetta** Grilled Texas Toast, Avocado Smash, Salsa Fresca, Cotija, and Cilantro (V)

**OR** **Fresh Fruit and Berry Display** (GF/VG)

**OR** **Tex-Mex Spread** with Salsa Roja, Salsa Verde, Guacamole, and Warm Queso Blanco served with Tortilla Chips

**OR** **Meatballs Pomodoro** with Fresh Basil, Parmesan and Tomato Sauce

**OR** **Bayou Blackened Chicken Skewers** with Cajun Hot Sauce, Scallions and Pimento (GF)

**OR** **MSU Bakers Decorated Half Sheet Cake** (Select one flavor: Chocolate-White-Marble-Half-White, Half-Chocolate)

## **CHOOSE TWO:**

**Chilled Noodles** Wheat Noodles, Cucumber, Red Cabbage, Carrot, Scallion, and Sesame Ginger Vinaigrette (VG)

**Kinilaw Kabute** Exotic Mushrooms, Citrus, Mango, Scallion, and Cilantro (GF/VG)

## **INCLUDED:**

**Assorted Miniature Mousse Cups (GF/V)**

**Chocolate Chip Cookies (VG)**

**Freshly Brewed Coffee and Tea**

**Assorted Sodas**

**Beer and Wine Cash Bar**

**Podium and Microphone**

**Guest Book Stand**

**Easels for Photos**

**Tables for Seating, Memorabilia, and Gifts**

**Standard Linen**

Please add applicable service charge and state sales tax to all food and beverage items. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness. We cannot guarantee that allergens may not have been introduced during another stage of the food chain process or, even inadvertently, during preparation.



# Planning a **Retirement Function?**

## **Who's Eligible?**

Any employee who retires or terminates from the University with 15 years or more of service.

Directors, chairpersons or higher who are stepping down from their administrative positions and are either remaining with or leaving the University.

## **How much can we spend?**

\$25 per person plus gratuity/service fee.

\$25 function expenses include; food, room rental, decorations, cake, etc. Alcohol may not be charged to University funds.

## **Documentation Needed?**

- Name of retiree
- Number of years of service
- Estimated number of people in attendance at the retirement function
- Total event expense amount

## **Need more information?**

Refer to Section 45 of the Manual of Business Procedures

## **Need more help?**

Contact Accounting at 517.355.5000 or at [accounting@ctrl.msu.edu](mailto:accounting@ctrl.msu.edu)  
<http://ctrl.msu.edu>