

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, 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) (Choice to include message of up to 5 words per cake)

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)

Vegan Chocolate Chip Cookies (VG)

Freshly Brewed Coffee and Tea

Assorted Sodas

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
<http://ctrl.msu.edu>