Student Group Menu
University Catering Policies

Event Reservations
To ensure we are able to meet your needs and expectations we require at least one month notice for larger events (100+ guests), two weeks’ notice for smaller events, and 48 hours for coffee breaks. MSU’s Culinary Service Department (CSD) is the only authorized catering service for MSU sponsored events or any event held on MSU's campus. This does not apply to tenants using their owned or rented space. Please contact the appropriate facility listed below for any on-campus events located in the Strand Union Building, Fieldhouse or Stadium.

- Strand Union Building: Conference Services - 406.994.3081
- Fieldhouse and Stadium: Sports Facilities - 406.994.7117

Placing a Catering Order
Placing your order with ample notice ensures the best results, please see order leeway guidelines for specifics. When placing your order with University Catering, please have the following information on-hand:

- Type of event (Dinner, Reception, Luncheon, etc...)
- Date of event, reserved location, guest arrival time, serving time, end time
- Estimated guest count
- Do you wish to use eco-friendly paper goods or upgrade to china and glassware
- Menu ideas for discussion
- Special diets and food allergies
- Decorations and table centerpieces
- Contact person with daytime phone number
- Billing address

Please note you are responsible for providing a table for the catering service items ordered.
Making Changes & Modifications
For large orders (100+ people), a minimum guest count and finalized menu are required 2 weeks prior to your event. Any changes with the 2-week window will be subject to product availability and staffing, these changes will incur a 25% fee on the additional costs. All other orders (under 100 ppl) must be finalized 7 days in advance, changes made within 7 days may be subject to the change fee based on logistical need. (Catering will make every effort to meet your needs and accommodate last minute requests).

Minimum Catering Order
MSU Catering has a $200 food and beverage minimum. All buffets service 25 or more guests.

Service Charge
A fifteen percent (15%) service charge will be included in the final billing on all food and beverage. The service charge covers the use of our equipment, kitchen essentials, energy costs and administrative expenses. Please note this is not a gratuity for the personnel.

Holiday Labor Charge
If your event occurs on a holiday, the labor charge is $30 per hour per service staff.

Paper Goods
Catering paper goods are EcoFriendly and compostable. The cost for paper goods is $1 per person.

China Service
You can upgrade your event to include china, glassware and/or silverware service.
- Glassware- $0.75 per piece
- Flatware- $0.50 per piece
- Plates- $0.50 per piece

Catering servers must be present for all China Service events.
Staffing Fee
Our current staffing fee is $20.00 per hour per service staff. Staffing fees are applied based on set up needs and length of the event. Staffing your event is highly encouraged to ensure the events success. Staffing is required for events ordering china and/or large events (100+ people). Extra labor may be needed depending on complexity of your event, please contact your sales manager for further information.

Cocktail Receptions - 1 staff per 25 guests
Buffets - 1 staff per 25 guests
Carving Stations - $125 per station per hour
Plated Meals - 1 Staff per 10 guests
Family Style Meals - 1 Staff per 12 guests
Chef Fee - $75 per hour for plating
Event Manager - $50 per hour for events with china

Linen Service
When booking your event with University Catering, please inquire about your linen needs. All buffets come with complimentary linens. Table linens:

$5 per square house linen
$15 floor-length drape polyester
$15 floor-length drape pin-tuck pattern
$.50 per standard napkin

Menu Pricing
Due to the ever-changing food and labor costs, prices of our menu items may change at any time, and without prior notice. Once we have confirmed the price of your menu, we will honor that price.

Last Minute Orders
Any orders made within 2 business days of the event will incur a 25% additional charge. Please note that last minute orders may result in limited menu options and/or services available.
Pick-Ups After Event
University Catering will pick-up left-over food & beverage and equipment in a timely manner based on our assumed Standard Event Duration times and to maintain Montana Food Code rules (applies to non-staffed events):

• Hot breakfast - 1.5hr
• Continental Breakfast- 1 hr
• Lunch Buffet- 1.5 hrs
• Dinner Buffet- 2 hrs
• AM/PM Breaks - 2 hrs
• Beverages - 2 hrs

Pick up attempts will be based on the above duration times or a client scheduled end time. Due to Montana Food Code, catering will not be able to honor an extension if the request violates safe food practices of the Food Code: 3-501.19 Time as a Public Health Control. If a client asks University Catering to come back later than the scheduled event end time, there will be an additional $20 fee for every hour that staff is required to retry for the pick up.

Alcohol Service
Alcoholic beverages served on campus must be supplied and served by MSU’s contracted alcohol provider: Plonk. Alcohol requests must be approved by the Office of the Provost and UPD prior to the event, and request can take up to two weeks to be processed. If you desire to have alcohol on campus, please visit MSU Catering’s website and electronically submit the Alcohol Request Form (ARF). Reasonable amounts of food and non-alcoholic beverages must be ordered in combination with the alcohol service for the duration of the event to be considered.

Loss of Catering Items
All non-disposable items and equipment brought to your event is on loan for the duration of your event. Should any of these items be lost, damaged, or not available for pick-up within three business days, the cost of replacing these items will be charged to your department or organization.

Leftovers
In order to limit the risk of food borne illness due to improper handling or storage of leftover food items, and comply with FDA Food Code, leftover food and beverages must remain the property of University Catering.
**Leftovers**
University Catering will not be held responsible for; any food items removed without our knowledge or consent, food brought in by attendees, or “sales” of food products not sponsored by MSU.

**Cancellations**
We understand that cancellations of events are at times unavoidable. Contact our office as soon as possible to let us know of your event cancellation.
1 month prior - $0 cancellation
2 weeks from event date - 50%
Week of event - 75%
Within 2 business days of event - 100%
*Final confirmation and guaranteed guest counts are due 2 weeks prior to event date. Drastic changes within two weeks cannot be guaranteed.
Other types of events:
3+ business days - $0 cancellation fee
within 3 days – 25%

**Payment**
Payment Policy: Your invoice will be emailed to you within one month from the conclusion of your event. A mailed paper invoice will not be sent out unless requested. If you have any special circumstances, please inform your Sales Manager prior to your event.

You can make a payment in person, over the phone, or by check. The Auxiliary Services Cashier is located in the Hedges Complex (Under Miller Dining). Cash, check, and credit cards are accepted. Please call the Auxiliary Services Cashier at 406-449-2942 to make a credit card payment over the phone. Checks can be sent to: **University Housing/University Culinary Services, PO Box 172080, Hedges Complex, Bozeman, MT 59717-2080**

BPA’s may be submitted through your department Fiscal Shared Services Representative or Accounting Associate. Please contact the Cashier Office at (406) 994-2942 or Megan Dove at (406) 994-4961 with any questions regarding payments.

**Gratuities**
Gratuities are not included for your catering event but, are greatly appreciated by our student staff. We look forward to working with you on your upcoming event!
Catering Principles

Indigenous Foods
MSU Catering pays homage to the unique and diverse food cultures, systems and cuisines that surround the Indigenous peoples of North America by crafting pre-Columbian era dishes that utilize and highlight native ingredients. Indigenous dishes can be found throughout the menu, and simple substitutions are suggested to incorporate Indigenous Foods into everyday experiences.

Montana Sourced - Farm to Campus
Montana State University's Culinary Services honors and supports the diverse variety of products grown and made by communities and individuals right in our backyard. MSU Catering is excited to highlight these items throughout our menu and support local farms, ranchers, and artisans. We don't have to go far to make a positive impact and with MSU's buying power focused on supporting our comminutes; those that visit our campus are sure to get a thoughtful and memorable experience. Look for the Farm to Campus/Montana/Local call outs throughout this menu!

Plant-based Protein Alternative
MSU's Catering Service strives to create food that is both accessible, nutritious, and delicious for all people--no matter their dietary restrictions or preferences. In all menu sections, plant-based proteins and other alternatives are available and indicated with a vertical green marker. We believe that dietary diversity does not constrict our culinary aspirations but expands our culinary aptitude to reach more people with a truly special Bobcat experience.

Edible Insects
MSU Catering is focused on putting forth a complementary sustainable solution to food insecurities and alternative sources of proteins. At MSU we are able to foster exposure and further education around edible insects and choose to incorporate edible insects in to our menu because...
- They're sustainable – Insects use less water and land than is needed for meat
- They're healthy – Insects are a great source of iron, calcium, B12, Omega 3’s and protein
- They're trendy – Over 2 billion people across the globe actively eat insects as food. That’s 1/3 of the world’s population!
- They're tasty – The variety of flavors range from blue cheese to citrus and everything in between.
Beverages
Beverages are priced per gallon.  
1 gallon serves 13-15 guests (8oz per person). 
Includes traditional condiments, high-quality compostable cups, and beverage napkins.

<table>
<thead>
<tr>
<th>Waters</th>
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<tbody>
<tr>
<td><strong>Ice Water</strong></td>
<td>2</td>
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<tr>
<td><strong>Lemon Water</strong></td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td><strong>Orange Cucumber Mint Water</strong></td>
<td>5</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hot Beverages</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Hot Apple Cider</strong></td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td><strong>Hot Tea</strong></td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Coffee</strong></td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Decaf Coffee</strong></td>
<td>8</td>
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<tr>
<td><strong>Hot Chocolate</strong></td>
<td>11</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Individual Beverages</th>
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</thead>
<tbody>
<tr>
<td><strong>Canned Soda</strong></td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td><strong>Flavored Seltzer</strong></td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td><strong>Bottled Water</strong></td>
<td>1</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Iced Teas</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Iced Tea</strong></td>
<td>6</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Lemonades</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Lemonade</strong></td>
<td>7</td>
<td></td>
<td></td>
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<tr>
<td><strong>Herbal Lemonade</strong></td>
<td>8</td>
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<td></td>
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<table>
<thead>
<tr>
<th>Juice</th>
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<tbody>
<tr>
<td><strong>Orange Juice</strong></td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cranberry Juice</strong></td>
<td>8</td>
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</table>
Breakfast
Buffets

**Oatmeal Bar**  2
steel cut Montana oatmeal, milk, butter, dried apples, assorted nuts, brown sugar, local honey and dried cherries

**Big Sky**  5
scrambled eggs, breakfast potatoes, local sausage patty, seasonal sliced fruit, and mini Danish

**Sunrise**  7
choice of pancakes or French toast, scrambled eggs, sausage links, seasonal sliced fruit, berry compote, butter, and maple syrup

**Pastries**
priced per dozen

**Cinnamon Rolls**  7
**Assorted Donuts**  9
**Assorted Mini Danishes**  10
**Assorted Muffins**  11

**A La Carte**
priced per person

**French Toast Sticks**  1
**Pancakes**  1
**Bacon**  1

**Fruit Tray**  13
serves 25
Snacks & Sweets
**Snacks**

per pound

<table>
<thead>
<tr>
<th>Snack</th>
<th>Price</th>
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<tbody>
<tr>
<td><strong>Popcorn</strong></td>
<td>3</td>
</tr>
<tr>
<td>1/2 lb minimum - serves 10</td>
<td></td>
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<tr>
<td><strong>Trailmix</strong></td>
<td>5</td>
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<tr>
<td>M&amp;M</td>
<td></td>
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<tr>
<td><strong>Chex Mix</strong></td>
<td>6</td>
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<tr>
<td><strong>Corn Tortilla Chips</strong></td>
<td>7</td>
</tr>
<tr>
<td>serves 25</td>
<td></td>
</tr>
<tr>
<td><strong>Potato Chips &amp; Onion Dip</strong></td>
<td>9</td>
</tr>
<tr>
<td>serves 25</td>
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</table>

**Sweets**

per dozen

<table>
<thead>
<tr>
<th>Sweets</th>
<th>Price</th>
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<tbody>
<tr>
<td><strong>Indulge Cookies</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Mini Cupcakes</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Dessert Bars</strong></td>
<td>10</td>
</tr>
<tr>
<td>rice krispy or brownie</td>
<td></td>
</tr>
<tr>
<td><strong>Cake Pops</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Cupcakes</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Half Decorated Cake</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Full Decorated Cake</strong></td>
<td>25</td>
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</tbody>
</table>

*All baked goods are made from scratch in our on-campus bakery with Montana Wheat.*
Lunch
Buffets

Los Tacos 4
seasoned beef, Spanish rice, black beans, shredded cheese, lettuce, tomatoes, onions, jalapeños, black olives, soft shell tacos, salsa and sour cream
Add chicken 2.00
Plant Based Protein Available +2.50

Pasta Bar 4
minimum 15 people
personalize your pasta bowl with a selection of noodles, seasonal vegetables, cheeses and a choice of sauce, served with a green salad and assorted dressing and garlic bread
Add meatballs 4.00
Add grilled chicken 4.00

Potato Bar 5
choose baked potato or mashed potato, bacon, cheese, butter, sour cream, green onions, tossed green salad, and assorted dressings
Plant Based Protein Available +2.50

Mac Attack Bar 5
three cheese macaroni, bacon, chicken, green onions, tomato, tossed green salad, and assorted dressings

Traditional Backyard BBQ 7
Traditional Backyard BBQ hamburgers and hot dogs with traditional toppings, chips and a salad

Great Western 11
pulled pork sliders, smoked beef brisket, barbeque sauce, three cheese macaroni, coleslaw, corn bread muffins, butter and honey

Buffet Add On

Salad 2
per person

Seasonal Startch Side 2
per person

Seasonal Vegetable Side 2
per person

Soup 20
minimum 15 people

Signature buffets are priced per person. Includes traditional condiments.
Signature buffets are priced per person. Includes traditional condiments.

**Box Lunch**

**Deli Sandwich Box**  
6

**Signature Sandwiches**  
*Add a bag of chips $0.50/person*

**Ham & Cheese**  
5

**Turkey Club**  
6

**All American**  
6

**Grilled Vegetable**  
7
Signature Receptions
Receptions
Each signature reception includes approximately 8 pieces per person

Great Northern 8
- bison meatballs, Montana bacon platter, gourmet cheese board, seasonal sliced fruit, and crudité tray

Bobcat 10
- pretzel bites with queso, veggie tray with ranch, meat and cheese tray with crackers, fruit tray, salsa trio with chips

Cold Appetizers

Domestic Cheese Board 2

Meat & Cheese Tray 2
- per person

Vegetable Tray 2
- served with ranch or hummus

Mini Bruchetta Tartlet 6

BLT Crostini 6
- minimum 1 dozen

Salsa Trio Bar 12
- serves 12

Hot Appetizers

Falafel Bites 5
- serves 25
- served with tzatziki sauce

Chicken Wings 10
- per dozen
- choose sauce: BBQ or classic buffalo
- choice of ranch or blue cheese to dip
- Available boneless

Pretzel Bites 11
- serves 25
- served with queso or cinnamon sugar

Bacon Mac & Cheese Bites 12
- serves 25

Signature receptions are priced per person.
Includes traditional condiments, high-quality compostable plates, cocktail napkins, and flatware.
*10 person minimum per order*
Includes traditional condiments, high-quality compostable plates, cocktail napkins, and flatware. *1 dozen minimum per order*

**Beef Meatballs**  13
serves 25
choose from Swedish, honey barbeque, or Zinfandel cranberry

**Bacon Platter**  MP
per person
candied, pepper, and traditional bacon

**Chicken Sriracha Bites**  23
serves 25
served with blue cheese

**Dips & Bakes**
approx 25 servings

**Spinach Artichoke Dip**  17
cream cheese, Swiss cheese, spinach, artichokes, herbs, and crostini

**Buffalo Chicken Dip**  29
chicken, ranch, cream cheese, buffalo sauce, and corn tortilla chips