Great Falls College MSU Bookstore and Café

Catering Procedures and Guidelines

The following is a set guidelines intended to meet everyone’s requests in an organized and professional manner.

1. All catering requests must be submitted no later than two weeks prior to the event to the GFC MSU Bookstore & Café management. You can submit all catering requests via EMS or a catering request form at http://www.msugf.edu/events/cateringRequest.php. For assistance with this please contact Store manager Steven Halsted shalsted@gfcmsu.edu or Store Ass. Manager Courtney Brooks-Rhodes at cbrooks@gfcmsu.edu or 406-771-4367.

2. All catering events will have a catering fee added to the final bill. Fees are as following: 10% is for normal set up and clean up
20% is for full service catering events
30% is for all catering events that are after normal GFC MSU Bookstore & Café business hours.

3. All requests for changes to a catering event must be made 48 hours before the scheduled event. The catering agreement and cost become final at this point.

4. An accurate head count is needed 48 hours prior to the date of the catering job, because final preparations are based on this count. It should be as close to the actual number as possible.

5. Prior arrangements must be made for disposal of all leftover food and beverages. No leftover food or drinks will be credited to the catering bill. Every effort will be made to insure that an accurate amount will be prepared.
Beverage Options

Individual Beverages
Pints of 2% Milk or Chocolate Milk.....$1.50
Bottled Juices.....$1.50
Canned Soda.....$0.75
Bottled Water.....$0.99

Carafe (will serve about 10 8oz cups)
Coffee (Regular or Decaf).....$7.99
Hot Tea.....$4.99

Party Size
Coffee (Regular and Decaf).....$39.99 (Serve 100 8oz cups)
Lemonade.....$5.25 per gallon (Serves 15-20 8oz cups)
Apple or Orange juice.....$5.25 per gallon (Serves 15-20 8oz cups)
Fresh brewed Ice Tea.....$5.25 per gallon (Serves 15-20 8oz cups)

All cups, creamer, and sugar will be provided with all of the beverage options.

*Catering requests for beverages only need to be submitted 1 week prior to the event.*

Breakfast Pastries

Assorted Doughnuts.....$9.99 per dozen
Assorted Scones.....$12.99 per dozen
Assorted Bagels served with cream cheese.....$16.99 per dozen
Assorted Muffins .....$16.99 per dozen
Assorted Danishes .....$16.99 per dozen

Breakfast Pasty Special: ½ dozen muffin assortment, ½ dozen Danish assortment, ½ dozen bagel assortment w/ cream cheese, & ½ dozen doughnuts..... $29.99

Continental Breakfast Menu

*(No Substitutions)*

Cold Breakfast Buffet

Assorted doughnuts, fresh fruit, juice or Coffee.....$4.25 per person
Assorted bagels with cream cheese, fresh fruit, individual yogurts, juice or Coffee.....$5.99 per person
Vanilla yogurt, granola, fresh fruit, juice or coffee.....$4.99 per person

Hot Breakfast Buffet

*All hot breakfast served with juice or coffee.*

2 Scrambled eggs, 2 hash brown patties, 2 breakfast sausage patty or 4 slices of bacon with a choice of:
Assorted Oatmeal flavors ..... $4.50 per person
Pancake and syrup.....$4.99 per person
French toast and syrup.....$4.99 per person
Appetizer Menu
Classic Chicken Hot Wings.....$4.99 per dozen
Spinach dip served with chips or crackers.....$7.50 per dozen
Mini tacos served with salsa.....$7.50 per dozen
Egg Rolls served with sweet and sour sauce.....$7.50 per dozen
2 lbs. JoJo's serve with a sauce.....$2.75 per dozen
Chicken strip Bites.....$5.99 per dozen

Sandwich Menu
Price per person
Platter
6 inch sub or Wrap: turkey, ham, American cheese, tomato, lettuce, served with
potato chips and can soda.....$4.99
Sack Sub Lunch
6 inch sub or Wrap: turkey, ham, American cheese, tomato, lettuce, served with
potato chips and can soda in a convenient to carry brown paper sack.....$4.99
Economy Sack Lunch
Sliced white bread: Egg salad, ham, or turkey, American cheese, tomato, lettuce,
served with potato chips and can soda in a convenient to carry
brown paper sack.....$2.75
Box Lunch
6 inch Sub or Wrap: turkey, ham, American cheese, tomato, lettuce, served with
fresh fruit, potato chip, cookie, and can soda.....$6.99

Salad Menu
Price per person
Chef Salad
A bed of greens topped with diced ham and turkey, Swiss and American cheese,
halved hardboiled egg, and sliced tomato.....$6.99
Cobb Salad
A bed of greens topped with chopped bacon and diced turkey, tomatoes,
cucumbers, onions, a hardboiled egg.....$6.99
Add chili or soup.....$2.25
**Entrée Menu**

Price per person and served with a can soda

**Baked Potato Bar**
Baked potato with butter, sour cream, 2 kinds of cheese, green onions, real bacon pieces, onions, olives, & jalapeno .....$7.99

**Montana Cowboy Meal**
St Louis Pork ribs, BBQ Chicken breast, coleslaw, baked beans with a choice of one side dish option .....$9.99

**Chicken Meal**
Grilled Chicken breast with mashed potato and creamy chicken gravy served with a choice of side dish option or vegetable..... $4.99

**Fried Chicken Meal**
Fried Chicken, Baked beans, served with a choice of one side dish option..... $4.99

**Lasagna Meal**
Traditional meat lasagna with layers of beef, pasta, mozzarella, and parmesan cheese in a rich tomato sauce served with a choice of side dish option .....$9.99

**Side Dish Options**
- Potato Salad.....$0.99
- Macaroni Salad..... $0.99
- Pasta Salad.....$1.50
- Tossed Salad.....$1.25
- Fresh Fruit.....$0.99 each piece

**Cold Platters**

**Meat and Cheese**
Assortment of meats and cheeses for 20 people served with crackers.....$49.99

**Fresh Vegetable Tray**
Fresh seasonal vegetables for 10-15 people served with a dipping sauce.....$19.99

**Fresh Fruit Tray**
Fresh seasonal fruit for 10-15 people served with a dipping sauce.....$20.99

**Cheese and Cracker Tray**
Assortment of cheeses for 20 people served with crackers.....$29.99

**Meat and Cheese Roll-ups**
A roll up of thinly sliced meat with an assortment of cheeses serving 15-20 people.....$27.99

**Desserts**
Assortment of Fresh Baked Cookies.....$10.99 per dozen
- Fudge Brownies.....$13.99 per dozen
- ½ Sheet Cake.....$39.99 per dozen
- Full Sheet Cake.....$59.99 per dozen