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](http://www.msugf.edu/events/cateringRequest.php). For assistance with this please contact Store manager Steven Halsted shalsted@gfcmsu.edu or Store Asst. 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 follows: 20% is for normal set up and clean up. 30% is for full service catering events. 40% is for all catering events that are **after normal GFC MSU Bookstore & Café business hours** there may also be a personnel fee associate with **after hour catering events**.

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 beverage. No leftover food or drink will be credited to the catering bill. Every effort will be made to insure that an accurate amount will be prepared.
Beverage Options

<table>
<thead>
<tr>
<th>Individual Beverage</th>
<th>Party Size</th>
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</thead>
<tbody>
<tr>
<td>Bottled Juice.....$1.50</td>
<td>Coffee.....$39.99 (Serve 100 8oz cups)</td>
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<tr>
<td>Canned Soda.....$0.75</td>
<td>Coffee.....$19.99 (Serve 50 8oz cups)</td>
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<tr>
<td>Bottled Water.....$0.99</td>
<td>Lemonade.....$5.25 per gal.</td>
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<tr>
<td>Coffee (Regular or Decaf).....$7.99</td>
<td>Fresh brewed Ice Tea.....$5.25 per gal.</td>
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<tr>
<td>Hot Tea.....$4.99</td>
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</tbody>
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All cups, creamer, and sugar will be provided with all of the beverage options.
A carafe will serve about 10 8oz cups and gal. will serve 15-20 8oz cups.

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

Breakfast Pastries

- Assorted Doughnuts.....$9.99 per dozen
- Assorted Bagels served with cream cheese.....$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, juice or coffee.....$5.99 per person

**Hot Breakfast Buffet**

- All hot breakfast served with juice or coffee.
- Scrambled eggs, hash brown patty, breakfast sausage patty with a choice of:
  - Assorted Oatmeal flavors ..... $4.50 per person
  - French toast and syrup.....$4.99 per person

Desserts

- Fresh Baked Cookies.....$10.99 per dozen
- Fudge Brownies.....$13.99 per dozen
- ½ Sheet Cake.....$49.99
- Full Sheet Cake.....$69.99

Side Dish Options

- Potato Salad.....$0.99
- Tossed Salad.....$1.25
- Macaroni Salad.... $0.99
- 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
Sandwich Menu
Price per person
All sandwiches come topped with lettuce and tomato.
Economy Sack Lunch
Sliced white bread: ham or turkey, American cheese, served with potato chips and can soda in a convenient to carry brown paper sack.....$2.99
Platter
6 inch sub or wrap: ham or turkey, American cheese, served with potato chips and can soda.....$4.99
Sack Sub Lunch
6 inch sub: ham or turkey, American cheese, served with potato chips and can soda in a convenient to carry brown paper sack.....$4.99
Box Lunch
6 inch Sub or wrap: ham or turkey, American cheese, 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, shredded cheese, halved hardboiled egg, and tomato.....$6.99
Cobb Salad
A bed of greens topped with chopped bacon and diced turkey, tomatoes, cucumbers, 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 BBQ Sandwich Meal
BBQ pulled pork or chicken, 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
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