



Wedding Menus

KELLOGG HOTEL & CONFERENCE CENTER • KELLOGG CATERING

Congratulations on your engagement and thank you for choosing Michigan State University!

Our Wedding Specialist will help you plan your dream day with our all-inclusive 2021 wedding reception package. All of the items below are included with your choice of buffet or plated entrée.

Hors d'oeuvres displays

Vegetable crudité and international & domestic cheese displays

Your choice of an additional hors d'oeuvre selection or champagne toast

Four hours of beverage service

Cake cutting and service

Late night coffee station

Centerpieces

Crushed oyster floor-length tablecloths

Selection of colored linen napkins

Dance floor

Complimentary parking

available at the Kellogg Hotel & Conference Center only

Complete reception arrangements and setup

Professional service staff

Special hotel rates for your overnight guests at the Kellogg Hotel & Conference Center

A luxurious guest room for the couple at the Kellogg Hotel & Conference Center

complete with a bottle of chilled champagne, fruit, and chocolate truffles

Wedding party scheduled access to stadium seating for photographs

available at the Huntington Club only

Wedding Buffet Selections



Wedding buffets include assorted rolls and butter, freshly brewed coffee, a selection of fine teas, assorted soda and iced water. Priced per person.

Custom buffet and strolling dinner options available. See Wedding Specialist for more information.

GF - gluten friendly

V - vegetarian

VG - vegan

+ - may contain alcohol

* - may contain nuts

Banks of the Red Cedar Buffet | \$77

White Chicken Chili

with southwest crema, tortilla strips, and pepper jack GF

Cobb Field Salad

with shaved MSU ham, eggs, cucumber, tomato, and dagano GF with garlic crostini and buttermilk ranch

Trotolle with Grilled and Roasted Vegetables

bailey urban farm herb vinaigrette and toasted pine nuts VG *

Red Cedar Redskin Potato Salad GF V

Creamy Lump Crab & Artichoke Heart Dip GF

with MSU Baker's pumpernickel loaf

Slow Smoked Sliced Beef Brisket GF

Cajun Rubbed Shredded Pork Shoulder GF

Spicy Pulled Chicken GF

complete with classic, chipotle, and golden BBQs

S'Mac Talk

cavatappi with house cheese blend and crunchy gratinee V

Bootleg Beans

great northern and black beans with smoked grapes and bourbon BBQ GF VG +

Corner Route Casserole

sweet corn with caramelized peppers and onions topped with jalapeno cheddar cornbread V

Little Italy Buffet | \$78

Classic Caesar Salad

with parmesan, croutons, creamy Caesar dressing and house vinaigrette

Little Gems Salad

bacon, avocado, and tear drop tomatoes served with Dijon dressing GF +

Antipasto Display

Parma ham, mortadella, capocollo, Milano salami, buffalo mozzarella, green and black olives with a selection of preserved vegetables, bell peppers, aubergines, artichokes, sun-dried tomatoes and mushrooms served with bruschetta and focaccia *

Pancetta-Wrapped Chicken

agro dolce GF

Brasato al Barolo

braised beef with roasted cremini and horseradish gremolata +

Brown Butter Snapper

fagioli in umido GF

Pappardelle Bolognese

Pecorino Romano, broccolini balsamico with sautéed greens, garlic and chilies Focaccia and extra virgin olive oil

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Great Lakes Buffet | \$79

Michigan Cherry Salad

spinach, mesclun mix, dried Michigan cherries, toasted pecans, gorgonzola served with raspberry vinaigrette dressing GF V * +

MSU Panzanella Salad

MSU Baker brioche and Michigan heirloom tomatoes served with Champagne-Dijon vinaigrette V +

Grilled and Chilled Okemos Shrimp

with fresh MSU hoop house herbs GF

Chicken Forestiere

braised chicken thighs served with tomatoes, mushrooms, bacon, and red wine GF +

Michigan Lake Trout

Roulade of lake trout, whitefish mousse, and citrus beurre blanc GF

Leelanau Wine-Braised Beef Short Rib

in a Michigan morel mushroom demi-glace GF +

Michigan Squash Lasagna

with layered seasonal squash, mozzarella, and parmesan cheese V

Grilled Marinated Michigan Asparagus V

Sweet Potato Duchess

with parmesan cheese V

Pacific Buffet | \$85

Stuffed Mushroom Soup

with cappuccino truffle foam

Sunny Salad

kale, strawberries, manchego cheese, and a pine nut vinaigrette GF V * +

Sweet Potato Salad

fresh arugula, caramelized sweet potatoes, apples, quinoa, red onion, coriander, and parmesan with basil pesto GF V *

Left Coast Acai Bowl

acai berries, blueberries, strawberries, raspberries, banana, toasted almond, granola, and coconut shavings VG *

Avocado Toast

chevre, crab, and focaccia

Cheese & Charcuterie Board

with local cheeses and cured meats with seasonal accoutrements

Duck Leg Confit

smoked duck breast, braised lentils, and baby arugula GF

Ginger Glazed Salmon

with lemongrass scented sticky rice GF

Red Wine Beef Short Ribs

with pinot noir, aromatic herbs, and roots GF *

Fontal Polenta Mushroom Sautee VG

Roasted Carrot Trio GF VG

Wedding Package I Plated Selections



Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, fresh brewed coffee, tea, assorted soda, and iced water | \$69 per person

Garlic and Herb Breaded Chicken Breast
with rosemary scented jus GF

Black Cherry Chicken Breast
with black cherry gastrique GF *

Pan Roasted Chicken Breast
with mushrooms, kale, bacon, and Arabiatta sauce
GF + *

Piedmontese Flank Steak
grilled flank steak with Madeira demi glaze wine
sauce stuffed with prosciutto and fontina cheese GF +

Grilled Marinated Flank Steak
with whole grain mustard demi GF +

Alsatian Pork Shank
crisp braised pork shank with natural jus, cannellini
bean ragout and root vegetable medley GF +

Sole Provencal
fresh sole with preserved lemon and sauce meuniere
GF

Wild Alaskan Black Cod
with hoisin and ginger GF

Florentine Pesto Ravioli
with Arabiatta sauce V + *

Tuscan Risotto

on a bed of caramelized onions, roasted peppers, wilted
spinach, portabella mushroom, seasonal vegetables, and
tomatoes confit GF VG * +

GF - gluten friendly

V - vegetarian

VG - vegan

+ - may contain alcohol

** - may contain nuts*

Wedding Package II Plated Selections



Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, fresh brewed coffee, tea, assorted soda, and iced water | \$76 per person

Roasted Breast of Chicken
with Cipollini onions, pancetta crisp, and red wine jus GF +

Michigan Apple Cider Chicken
brined organic chicken breast with Michigan apple jam demi GF

Chile & Cumin Chicken
chile and cumin scented chicken breast with roasted tomato salsa, sweet corn and black beans GF

Grilled Ribeye Steak
with Fleur de Sel and herbs GF

Braised Short Rib
with Cabernet sauvignon and fresh aromatics GF +

Braised Char Sui Pork Tenderloin
Chinese style BBQ with ginger, garlic, and tamari GF

Olive Oil Poached Sea Bass
with lobster-mango cream GF

Poached Salmon
with cherry tomato salad, white wine, fennel, and citrus broth GF +

Duet of Chicken and Salmon
classic chicken cordon bleu with white wine cream sauce and oven-roasted salmon with balsamic-maple glaze and crispy onions +

Duet of Filet Mignon & Chicken
pan-roasted petite filet mignon in a pinot noir demi and a herb-breaded chicken breast in boursin cheese sauce GF +

GF - gluten friendly

V - vegetarian

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Wedding Package III Plated Selections



Plated wedding packages include choice of salad, rolls and butter, choice of vegetable, choice of starch, fresh brewed coffee, tea, assorted soda, and iced water | \$85 per person

Grilled Filet Mignon

with sherry wine and oregano caper demi-glace GF +

Cognac Chicken

herb marinated and grilled breast of chicken with creamy cognac morel mushroom sauce GF +

Garlic-Sage Roasted Airline Chicken Breast

six-ounce bone-in chicken breast with Meyer lemon and pistachio pesto GF + *

Pan-Roasted Rosemary Marinated Lamb Loin

with lamb jus GF +

Oven-Roasted Halibut

wrapped in bacon with BBQ demi GF

Chesapeake Bay Crab Cakes

pan seared crab cakes with mustard and tarragon sauce

Filet Mignon Oscar

lump crab meat béarnaise with demi-glace and grilled black angus N.Y. strip with ginger molasses jus GF +

Duet of Pan-Roasted Scottish Salmon & Braised Beef Short Ribs

braised short rib with wild mushroom red wine sauce and pan-seared salmon with chardonnay cream sauce GF +

GF - gluten friendly

V - vegetarian

VG - vegan

+ - may contain alcohol

** - may contain nuts*

Wedding Plated Selections



Plated wedding packages include choice of salad, choice of vegetable, and choice of starch.

Salad Selections *(select one)*

Kellogg Fresh House Salad

mixed greens tossed with carrot julienne, English cucumber, and grape tomatoes GF VG

Classic Caesar Salad

Romaine hearts, shaved parmesan-Reggiano, and garlic croutons V

Fresh Mozzarella and Heirloom Tomato

with balsamic GF V +

Gathered Field Greens

Michigan apples, maytag bleu cheese, and toasted walnuts GF V *

Harvest Salad

field greens with roasted beets, butternut squash, pickled red onion and candied walnuts GF V + *

Mache, Baby Spinach, and Radicchio

sun-dried cranberries, Gorgonzola cheese, and toasted pine nuts GF V *

Select up to two dressing options:

House Vinaigrette GF +, Ranch, Caesar +, and Italian +

Vegetable Selections *(select one)*

Honey Caramelized Baby Carrots GF V

Asparagus GF VG

Broccolini GF VG

Haricot Vert GF VG

Roasted Brussels Sprouts GF VG

Sweet Corn, Edamame, and Pearl Onion Hash GF VG

Wilted Rainbow Chard with Garlic & Lemon GF VG +

Roasted Heirloom Carrots GF VG

Green Beans Almondine GF VG *

Starch Selections *(select one)*

Rosemary Cheddar Mashed Potatoes GF V

Dauphinoise Potatoes GF V

Roasted Fingerling Potatoes GF VG

Roasted Garlic and Fresh Herb Risotto GF V +

White Rice Pilaf with Aromatics GF VG

Smashed Yukon Gold Potatoes GF V

Cinnamon Allspice-Scented Basmati Rice GF VG

Steamed Gnocchi with Pecorino Cheese V

GF - gluten friendly

V - vegetarian

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Children's Menu



Priced per person.

Children's entrées include assorted soda, milk, juice, and iced water.

Children's Plated Entrée Selections | \$15

*For children nine years old and younger. Includes a fruit cup
GF VG, green beans GF VG and tater tots V.*

Select one:

House Recipe Macaroni and Cheese V

Crispy Fried Chicken Strips

Hot Dog

Grilled Cheese V

Cheese Pizza V

Beef Nachos GF

Children's Buffet | \$15

*For children nine years old and younger. Includes the same
selections as the buffet selected for the event.*

Young Adult Wedding Package

*For guests aged 10-20 years old. Includes the same adult meal
selection with a \$14 discount off package price.*

GF - gluten friendly

V - vegetarian

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Wedding Package Beverage Service



Wedding beverage service includes appropriate mixers and garnishes.

Additional spirits and specialty cocktails may be requested.

Four hours of beverage service included in entrée price.

Premium Brand Liquor

Absolut Vodka
Dewar's Scotch
Jack Daniel's Whiskey
Tanqueray Gin
Jim Beam Bourbon
Captain Morgan Spiced Rum
Sweet and Dry Vermouth

Varietal and Premium Wines

Chardonnay
Sweet White
Cabernet Sauvignon
Premium Red Wine
Premium White Wine

Imported, Craft and Michigan Beer

Seasonal Sam Adams
Stella Artois
Bell's Two Hearted Ale
One Seasonal Seltzer or Cider

Domestic Beer

Bud Light
Miller Lite

Enhance your beverage service with an optional fifth hour.

Hosted Consumption Bar

Prices are subject to applicable service charge and sales tax.

Priced per drink.

Premium Brand Liquor | \$7.50
Varietal Wines | \$5.75
Premium Varietal Wines | \$7.75
Michigan and Imported Beer | \$5.75
Domestic Beer | \$4.75
Soda & Juice | \$2.75

Cash Bar

Prices are inclusive of sales tax. Priced per drink.

Premium Brand Liquor | \$8
Varietal Wines | \$6
Premium Varietal Wines | \$8
Michigan and Imported Beer | \$6
Domestic Beer | \$5
Soda & Juice | \$3

Flat Rate Bar

Prices are subject to applicable service charge and sales tax.

Priced per person. Based on final guarantee.

One additional hour of beverage service | \$7



Add variety to your special day with hors d'oeuvre enhancements. Priced per fifty pieces.

Butler-style service available.

Hot Hors D'oeuvres

Crispy Tator Tots | \$100
with bacon and jalapeño

Meatballs | \$110
tossed in garlicky-smoked ketchup GF

Edamame Potstickers | \$110
sesame soy dipping sauce GF V *

Thai Cashew Chicken Spring Rolls | \$110
spicy peanut sauce *

Chicken Quesadilla | \$110
with chipotle sour cream

Marinated Chicken Skewers | \$135
with tequila, lime, and sea salt GF +

Churrasco Steak Kebab | \$145
topped with chimichurri sauce GF

Salmon Brochette | \$150
with hoisin teriyaki drizzle

Bacon Wrapped Scallops | \$160
topped with grilled pineapple chipotle glaze GF

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Hors D'oeuvres Enhancements

Cold Hors D'oeuvres

Tortellini Fresh Mozzarella Skewer | \$110
with balsamic syrup V

Smoked Chicken Salad in a Crisp Phyllo Cup | \$110

Tomato Mozzarella Bites | \$110
with fresh basil and balsamic sauce GF V

Tomato Caper Bruschetta | \$110
balsamic reduction V

Wild Mushroom Crostini | \$110
with pine nuts and truffle essence V *

Creamy Hummus | \$110
with roasted pepper and marinated olives on toasted fiscelle V

Shrimp & Gazpacho Shooter | \$150
with cilantro GF

Smoked Salmon Rolls | \$150
with cream cheese on brioche

Sliced Beef Tenderloin on Focaccia Toast | \$150
with caramelized shallots

Scallop Ceviche | \$160
with cucumber cup with pepper lime garnish GF

Late Night Enhancements



Keep the celebration going with snacks and desserts in the evening.

Large 16-Slice Pizza | \$30 per pizza

select up to three pizza varieties for your event:

- four cheese V
- pepperoni, sausage, and mushroom
- ham and pineapple
- sun-dried tomato, grilled vegetables, and goat cheese V
- BBQ chicken, caramelized red onions, and sweet peppers
- Mediterranean with sun-dried tomatoes, artichokes, spinach, Kalamata olives, feta, and asiago cheese V
- vegetarian with green peppers, black olives, mushrooms, and onions V

Gluten Friendly 12" Pizza | \$25 per pizza

Slider Station | \$7 per person (select two)

grilled Angus sliders, pulled pork sliders, or fried green tomato sliders accompanied by homestyle French fries and sweet potato fries

Cravings Popcorn Bar | \$3 per person

trio of Cravings dark and white chocolate drizzled caramel corn, dill pickle corn, and sweet and salty kettle corn GF V *

Boneless Wing Bar | \$5 per person

buffalo, teriyaki, and BBQ with trio of dipping sauces

The Ultimate Nacho | \$4 per person

corn tortilla chips, chicken, beef, Zacateca beans, chili con queso, guacamole, pico de gallo, salsa roja, sour cream, red onions, black olives, pickled jalapeno, and shredded lettuce GF

Sweet & Salty Station | \$4 per person

assorted mini chocolate candy bars, Cracker Jacks with peanuts, warm buttered popcorn, kettle cooked potato chips, chocolate dipped pretzels, chocolate-covered Oreos, and Chocolate chip cookies V *

Late Night Breakfast Station | \$6 per person

sausage, egg, and cheese on English muffins and crispy hash brown potatoes with sriracha and ketchup

Cookie and Mousse Station | \$4 per person

chocolate chip, English Toffee, red velvet and fudge brownies, and raspberry, caramel, and chocolate mousse served in flavored cones with strawberry milk and chocolate milk V *

MSU Bakery Game Day Cookies | \$42 per dozen

Spartan "S" and Spartan head frosted sugar cookies V

Chocolate-Dipped Strawberries GF V | \$2.75 per person

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Beverage Enhancements



House beverages priced per bottle.

Fine and sparkling wine priced twelve bottles per case.

House Beverages

- La Petite Vigne Chardonnay, France | \$29
- Les Roucas Cabernet Sauvignon, France | \$29
- Veuve du Vernay Brut Sparkling, France | \$25
- Ornella Molon Pinot Grigio, Italy | \$29
- The Loop Sauvignon Blanc, New Zealand | \$32
- Dark Horse Red Blend, California | \$35
- Bowers Harbor Dry Riesling, Michigan | \$35
- Non-Alcoholic Sparkling Juice | \$14

Fine White Wine by the Case

- Honing Sauvignon Blanc, California | \$420
- Chateau St. Michelle Chardonnay, Washington | \$348
- The Furst Riesling, France | \$360
- Bowers Harbor Unwooded Chardonnay, MI | \$396
- Black Star Farms Dry Riesling, Michigan | \$420
- Olema Chardonnay, California | \$408
- King Estate Pinot Gris, Oregon | \$468
- Bowers Harbor Pinot Grigio, Michigan | \$420
- J Vineyards Russian River, California | \$504
- Cakebread Chardonnay Napa, California | \$888

Fine Red Wine by the Case

- Mojo Cellars Pinot Noir, California | \$348
- Vignamaggio 'Il Morino' Super Toscana, Italy | \$348
- Foncalieu Le Versant Pinot Noir, France | \$360
- Charles Smith 'Velvet Devil' Merlot, Washington | \$360
- Chateau St. Michelle Cabernet Sauvignon, WA | \$396
- Storypoint Cabernet, California | \$420
- The Fabelist Wine Co. Zinfandel, California | \$456
- Brooks Pinot Noir, Willamette Valley, Oregon | \$600
- Justin Cabernet Sauvignon, California | \$600
- Keenan Cabernet Napa, California | \$1,188

Sparkling Wine by the Case

- Black Star Farms Bedazzled Dry, Michigan | \$348
- Martini & Rossi Asti Spumante, Italy | \$348
- Domaine St. Michelle Brut, Washington | \$372
- Mawby Blanc Brut, Michigan | \$468
- Perrier-Jouet Grand Brut Champagne, France | \$948

Things To Do at MSU



With venues located directly on the campus of Michigan State University, your guests can enjoy the following attractions.

Celebrations with Kellogg Catering

- ◆ Wedding showers
- ◆ Rehearsal dinners
- ◆ Brunches
- ◆ Micro wedding packages
- ◆ Food truck experiences
- ◆ Offsite catering packages

Dining & Shopping

- ◆ The State Room Restaurant
- ◆ Spartan Spirit Shops
- ◆ Campus Residential Hall and Food Court Dining
- ◆ MSU Bakers
- ◆ Downtown East Lansing

Points of Interest

- ◆ Spartan Stadium
- ◆ W. J. Beal Botanical Gardens
- ◆ Beaumont Tower
- ◆ Sparty Statue and Bronze Sparty Statue
- ◆ Hall of History at the Breslin Center

Entertainment

- ◆ Wharton Center for Performing Arts
- ◆ Eli & Edythe Broad Art Museum
- ◆ Michigan State University Museum
- ◆ Abrams Planetarium
- ◆ U Club Spa
- ◆ Ice Skating at Munn Ice Arena
- ◆ MSU Tours

Recreation

- ◆ Forest Akers Golf Courses (*reference Wedding Group Package for Special Rates*)
- ◆ MSU Tennis Center
- ◆ Walking and biking trails (*hotel guests may rent bikes from the Kellogg Center*)
- ◆ IM Fitness Facilities
- ◆ Canoeing and kayaking on the Red Cedar River
- ◆ Demmer Shooting Sports Education & Training Center

Event Policies

Function Requirements

All meeting requirements, menu, and other food and beverage selections should be confirmed no later than 14 days prior to the function date. Changes in banquet or meeting room arrangements within 24 hours of scheduled starting time may be subject to a \$150.00 labor fee. Fees will be determined onsite Banquet/Catering Manager.

Function Space

If the event's attendance numbers are significantly different than those described in the booking contract, we reserve the right to adjust the room assignment based on actual attendance numbers. The event is required to observe the schedules described in the booking contract and the event must vacate its assigned rooms according to that schedule. We reserve the right to charge for room usage outside of the scheduled times, plus additional labor charges arising from such usage.

Room Rates and Rental Fees

Event fees are based on attendance numbers provided by the client and bundled services provided us. Revisions in the event minimum attendance, times, date, or meal functions may necessitate the revision of the room rates and rental fees. Accordingly, we reserve the right to revise the fees for the event if the event's commitments change.

Pricing

A service charge is added to food, beverage, and audio-visual prices to offset facility maintenance and administrative costs. Michigan sales tax is applicable to the service charge unless the entity is Michigan sales tax exempt. See booking contract for service charge rates. The service charge does not replace a gratuity for the servers and/or hotel staff. If the event is not held within the year that the estimate is given, service charges, food, beverage and audio-visual prices may be subject to an increase of not more than 10% year over year. Deliveries made to a building/location

on the campus of Michigan State University require a minimum food/beverage order of \$250. Deliveries made to a building/location off the campus of Michigan State University require a minimum food/beverage order of \$550. The minimum requirement does not include the service charge (21%) and Michigan sales tax (6%). For an event with multiple delivery times and/or locations, additional delivery/transportation charges may apply.

Food and Beverage Service

All food and beverage must be supplied by us. Outside food and beverages (alcoholic and non-alcoholic) are prohibited. We cannot guarantee that allergens were not introduced during another stage of the food supply chain process or, inadvertently, during preparation. GF indicates gluten-friendly menu selections, V indicates vegetarian menu selections, VG indicates vegan selections, + indicates may contain alcohol and * indicates may contain nuts. Based on time, temperature and regulations, food can only be held for a maximum of four hours.

Entrée Selection and Substitution

We will provide entrée substitutions for dietary, allergen or religious purposes. The group must supply guest selections 3 days prior to the date of the event with final guarantee. If the group does not provide substitution requests in accordance with the timeline described above, hawse have no obligation to provide substitute entrées. We may try to accommodate these requests, however, an additional charge for the substitute entrée will be assessed, along with any additional service charges and tax.

Multiple Entrée Selections

We allow groups to selection up to three entrée selections for their event. If two entrée or three entrée selections are ordered, a \$2.00 multiple entrée fee per person will be assessed for each selection. Guest

Event Policies

selections must be received 3 days prior to the date of the event with final guarantee. Any changes to entrée selections at the time of the event will be charged in addition to the entrées guaranteed and prepared. The client will be responsible for providing nametags or place cards to indicate entrée selections.

Beverage Orders

The event will be charged for all beverages that are ordered whether or not all bottles are used at the event, excluding house wine. Wine is priced per bottle and must be ordered by the case, excluding house wine. Wine orders, with the exception of house wine, must be confirmed 10 days in advance; bottles will be ordered and billed based on this number. Any beverages, excluding liquor, not consumed during the event will be available to the on-site contact upon conclusion of the event. If an event requires beverages that are not available on the regular banquet menu, those beverage selections may be ordered through us. All selections rotating on availability. Product substitutions based on supply will be equal to or greater than current product.

Labor Charges

A labor charge of \$20.00 per server, per hour will be assessed for butler-style served hors d'oeuvres.

Bartender Charges

A bartender fee of \$75.00 will be assessed on each hosted or cash bar when sales do not exceed \$250.00 per bar, or when an additional bartender is requested. A bartender fee of \$25.00 will be assessed on each hosted or cash beer and/or wine service when sales do not exceed \$150.00 per bar.

Event Signage and Banners

If the client would like a banner to be hung in our facilities, prior

approval and coordination is required. Please provide banners 24 hours in advance for proper hanging. A list of daily events is posted throughout our facilities to direct guests to the correct banquet or meeting room. All banquet and meeting rooms have either a paper sign holder or digital signage outside of the room to indicate the event within. We will include the name of the event on the signage as described on the booking contract. If more specific signage is desired, the client will be responsible for providing it. No posters or signs may be located or hung in our lobbies without prior written permission from our management. Scotch tape, nails, pushpins, or other potentially damaging fasteners may not be used to hang signs or other materials on walls of our facilities. Easels are available for rent on a limited basis for information purposes. Please contact your conference services manager should you have questions about a banner or signage.

Outdoor Events

Events contracted outdoors are contingent on weather conditions. We will communicate with the contracting party if we determine the weather conditions are not safe to hold an event outdoors. We reserve the right to delay or cancel the event up to two hours prior to event start time due to inclement weather. Tent rentals are available. Please contact your conference services manager for pricing.

Audio-Visual and Equipment Needs

All equipment and services can be arranged with our conference services department. For your convenience, we provide full audio-visual services. We request that conference services be notified in advance of any equipment that will be provided by the client.

Equipment, Materials, and Decorations

Due to limited storage, we cannot store décor, materials, flowers or cake. All materials, equipment, and decorations will need to be removed at the

Event Policies

conclusion of your event. We will assist with the setup of favors and place cards only. Glass enclosures are required for any candles. Glitter, feathers, confetti, or metallic chips are not permitted. Decorations may not be hung from the ceiling or walls.

Damage, Repair, and Maintenance Charges

We reserve the right to inspect and control all events held at facilities managed by us. Costs arising from damage to the premises will be charged to the representative making the arrangements. Additional labor charges will be charged to events if more than standard clean-up is required. Fees will be assessed by our Banquet/Catering Manager at the close of the event.

Security

We reserve the right to require additional security services to monitor events held at facilities managed by us at the client's expense. We will provide advanced notice if security will be required and will invoice the event for the additional fees associated with security.

Tobacco Free Zone

Michigan State University is a tobacco free zone (including e-cigs) and no tobacco use will be allowed on Michigan State University property. Tobacco use in vehicles located on Michigan State University is prohibited as well. For more information, visit <http://tobaccofree.msu.edu/>.