



Okemos Conference Center

Catering and Service Menu



Okemos Conference Center

Specialty Break Service

BREAKFAST/BRUNCH

The All-American Early Riser - \$7.5

Features our famous hot cinnamon rolls; fresh bagels with an assortment of premium preserves, cream cheese, and butter; assorted fruit juices; fresh whole fruit or yogurt; hot brewed regular and decaffeinated coffee; ice cold water; specialty teas

The Healthy Break - \$6.5

Seasonal fresh whole fruit; Nature Valley fruit & nut bars; assorted low fat fruit yogurt with granola; mixed roasted nuts; assorted fruit juices; bottled water

A La Carte Options

Freshly brewed coffee, tea, & cocoa \$1.95
Chilled juices \$1.25
Assorted muffins \$1.5
Assorted Danish \$1.5
Assorted donuts \$1.5
Fresh bagels with cream cheese \$2.25
Warm cinnamon rolls \$2.25

Healthy Additions

Seasonal fresh whole fruit \$1.5
Assorted low fat fruit yogurt \$1.5
English muffins with preserves \$1.5
Hard boiled eggs \$1.25
Mixed nuts \$1.75



Okemos Conference Center

Specialty Break Service

SNACK/AFTERNOON

Lugnuts - \$7

Carnival-style fresh popcorn; crunchy pretzels; soft pretzels with warm nacho cheese; roasted mixed nuts; assorted soft drinks; ice cold water

Hold On to Summer - \$5.75

Klondike bars; Oreo cookie ice cream sandwiches; vanilla ice cream sandwiches; strawberry shortcake ice cream bars; assorted soft drinks; ice cold water

Cookie Jar - \$7.25

Warm, freshly baked assorted cookies; a candy bar medley; hot, freshly brewed coffee; hot cocoa; assorted soft drinks; ice cold water; milk

The Healthy Break - \$6.5

Seasonal fresh whole fruit; Nature Valley fruit & nut bars; assorted low fat fruit yogurt with granola; mixed roasted nuts; assorted fruit juices; bottled water

Goodie Snack Basket \$42

(serves 20-25)

Includes a medley of candy bars, peanuts, fruit snacks, potato chips, and more!

Beverages

Assorted Soft Drinks \$1.75
Lemonade \$1.25
Freshly Brewed Iced Tea \$1.25
Assorted Chilled Juices \$1.25

A La Carte Options

Nature Valley Chewy Trail Mix Bars \$1.5
Assorted freshly baked cookies \$1.75
Frosted chocolate brownies \$1.75
Assorted candy bars \$1.75
Variety of exquisite dessert bars \$1.75
Chex Mix \$1.75
Carnival-style popcorn \$1.75
Potato chips and pretzels \$1.75
Soft pretzels with nacho cheese \$3.25



Okemos Conference Center

Catering Menu

Please note: All catering is performed through A Catered Affairé and ordered through your event coordinator. The following menu is available to groups of 15 or more. All prices are subject to a 21% service charge and a 6% sales tax. All prices are listed per person.

A final guarantee is due 72 hours prior to each meal function. This figure is not subject to reduction. Guarantees for Monday must be received by the preceding Thursday and guarantees for Tuesday must be received by the preceding Friday.

Chilled Hors D'oeuvres

| | Price Per Person |
|--|------------------|
| Fresh fruit display | \$3.25 |
| Fresh fruit kebabs | \$3.25 |
| Fresh fruit with choice of hot fudge or caramel fondue | \$3.75 |
| Vegetable tray with homemade ranch dip | \$2.85 |
| Assorted cheese and cracker tray | \$2.85 |
| Assorted cheese, cracker, salami, and ham tray | \$3.25 |
| Antipasto tray (featuring ham, salami, assorted cheese, peppers, and olives) | \$3.55 |
| South of the Border seven-layer dip with tortilla chips | \$2.75 |
| Jumbo shrimp cocktail | \$4.95 |
| Mini cocktail wraps | \$3.75 |
| Bleu cheese and pear bruschetta | \$3.75 |
| Vegetarian pizza wedges | \$2.85 |
| Herbed chicken with spinach stuffing | \$3.25 |
| Asparagus beef wraps | \$3.25 |



Hot Hors D'oeuvres

| | Price Per Person |
|--|------------------|
| California crab melt with crackers | \$3.25 |
| Hot artichoke dip with crackers | \$3.25 |
| Feta and spinach stuffed mushroom caps | \$3.00 |
| Crab stuffed mushroom caps | \$3.00 |
| Mini-quiche Lorraine | \$2.75 |
| Mini-quiche Florentine | \$2.75 |
| Bacon water chestnut canapés | \$3.00 |
| Honey barbeque chicken wings | \$2.75 |
| Spicy buffalo chicken wings | \$2.75 |
| Barbeque meatballs | \$3.00 |
| Meatballs in mushroom sauce | \$3.00 |
| Chicken quesadillas with sour cream and salsa | \$3.00 |
| Vegetarian cheese and pepper quesadillas with sour cream and salsa | \$2.50 |
| Reuben pinwheels | \$3.25 |
| Chicken almond puffs | \$3.25 |



Breakfast Entrees

| | Price Per Person |
|--|------------------|
| <i>Farmer's Breakfast</i> | \$8.95 |
| Scrambled eggs, hash browns, bacon, sausage, and pastry | |
| <i>Farmer's Breakfast plus French toast sticks</i> | \$9.95 |
| <i>Bacon, Egg, and Mushroom Strata</i> | \$8.95 |
| Beaten egg, bacon, and mushroom strata topped with rich and creamy cheese and served with a fresh fruit and pastry display | |
| <i>Quiche and Fresh Fruit</i> | \$9.95 |
| Your choice of quiche Lorraine, spinach, or broccoli-cheddar served with a fresh fruit and pastry display | |
| <i>Breakfast Sandwich</i> | \$8.95 |
| Mini butter croissants stuffed with ham, egg, and cheese and served with a fresh fruit display | |
| <i>French Toast Soufflé</i> | \$8.95 |
| Sweet French toast soufflé served with fresh cut fruit | |

*Breakfast entrees are served on disposable plasticware. China and silver service may be requested for an additional \$2.00 per person.



Luncheon Entrees

| | Price Per Person |
|--|------------------|
| <i>Quiche and Fresh Fruit</i> | \$9.95 |
| Your choice of quiche Lorraine, spinach, or broccoli-cheddar served with a fresh fruit display and muffin tray | |
| <i>Chicken Enchiladas</i> | \$10.50 |
| Chicken enchiladas with cheese, rice, and black beans smothered in a red sauce and served with Mexican rice and tossed salad | |
| <i>Mexican Medley Buffet</i> | \$12.75 |
| Create your own nacho buffet with seasoned ground beef, queso, crisp tortilla chips, refried beans, green onion, black olives, diced tomatoes, salsa, and sour cream all served with burritos and tossed salad | |
| <i>Mexican Fajita Buffet</i> | \$13.75 |
| Features all the fixings of the nacho buffet plus your choice of chicken or steak fajitas and served with tossed salad | |

Boxed Lunches

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| <i>Croissant or Sub</i> | \$8.95 |
| Your choice of croissant or sub sandwich, a soda or bottled water, bag of chips, cookie, and choice of a piece of whole fruit, potato salad cup, or pasta salad cup | |
| <i>Wrap</i> | \$9.95 |
| Fresh wrapped sandwich, a soda or bottled water, bag of chips, cookie, and choice of a piece of whole fruit, potato salad cup, or pasta salad cup | |

*Please note – through all dayparts vegetarian options as well as those meeting specific dietary restrictions are available upon request.



Luncheon Entrees Continued

Salad Buffet

*All salad buffets include choice of fresh vegetable tray with homemade ranch dip or fresh fruit tray; choice of muffins or rolls

| | Price Per Person |
|--|------------------|
| <i>Hawaiian Chicken Salad</i> | \$10.50 |
| Chunky chicken breast tossed with pineapple, red and green grapes, and our own special dressing; topped with toasted slivered almonds | |
| <i>Grilled Chicken Caesar Salad</i> | \$10.50 |
| Warm strips of grilled chicken served on the side with romaine hearts and house made seasoned croutons; served with our creamy homemade Caesar dressing | |
| <i>Grilled Steak Caesar Salad</i> | \$10.50 |
| Tender strips of grilled sirloin steak served on the side with romaine hearts and house made seasoned croutons; served with our creamy homemade Caesar dressing | |
| <i>Spinach Salad with Grilled Chicken Strips</i> | \$10.50 |
| Delicate baby spinach leaves with candied pecans, red onion rings, and Mandarin orange segments; grilled chicken strips served on the side; served with our signature raspberry-ranch dressing on the side | |

Soup and Salad Buffet

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|--|---------|
| <i>Soup and Salad</i> | \$12.50 |
| Your choice of one salad buffet; fresh vegetable or fruit tray; rolls or muffins; choice of one soup selection | |



Luncheon Entrees Continued

Sandwich Buffet

*All sandwich buffets include choice of two side accompaniments, chips, and pretzels

Deli Sandwich \$10.50

A select variety of breads paired with shaved ham, turkey, roast beef, sliced Swiss and cheddar cheeses, and sliced tomatoes

Butter Croissant \$10.50

Fresh baked butter croissants stuffed with shaved ham, turkey, roast beef, tuna salad, chicken salad, or vegetarian; topped with leaf lettuce

Gourmet Wraps \$11.50

Turkey, ham, roast beef, chicken salad, tuna salad, turkey club, BLT, or vegetarian wraps made with sundried tomato and basil, herb garlic, or spinach tortillas and homemade spreads; topped with lettuce, tomatoes, and shredded cheese

Silver Dollar or Mini-Croissant \$11.50

Stacked petite silver dollar rolls or fresh baked miniature butter croissants stuffed with shaved ham, turkey, roast beef, tuna salad, chicken salad, or vegetarian

Barbeque Pulled Pork \$13.95

Savory barbeque pork served with sliced rolls, baked beans, and coleslaw or salad of your choice



Luncheon Entrees Continued

Soup and Sandwich Buffet

Choice of Sandwich \$12.50

Choice of one sandwich buffet, two side accompaniments, chips, pretzels, and choice of one soup selection

Wrap \$13.50

Fresh wraps, two side accompaniments, chips, pretzels, and choice of one soup selection

Deli Sandwich Special \$13.95

Select lunch meet, cheeses, and breads; two side accompaniments; choice one soup selection; choice of one dessert (brownies, cookies, carrot cake, pumpkin bars, or peanut butter bars)

Soup Selections

Chicken Noodle

Fresh pulled chicken with carrots, celery, onions, and egg noodles

Potato and Corn Chowder

Potatoes, carrots, onions, celery, and corn prepared in a rich cream base with crumbled bacon

Beef with Vegetables and Barley

Rich beef stock with fresh vegetables and wholesome barley

Vegetable Beef

Rich beef stock simmered with carrots, potatoes, celery, onion, and tomatoes

Vegetarian

Vegetable stock simmered with carrots, potatoes, celery, onion, and tomatoes

cont'd



Tortellini

Cheese stuffed rainbow tortellini in chicken broth simmered with celery, onion, tomatoes, and spices; vegetable broth available

Broccoli Cheddar

Broccoli florets delicately prepared in a cheddar cheese base

Cream of Mushroom

Mushroom medley slow cooked in a French cream base

Cream of Potato

Potatoes, onions, and celery simmered in a rich cream base

Beef or Vegetarian Chili

Seasoned ground beef with diced tomatoes, onions, and chili beans; sub red and green bell peppers for beef for vegetarian

Side Accompaniments

Garden tossed salad

Fresh fruit salad

Caesar salad

Spring mix salad

Fresh fruit tray

Pasta salad

Vegetable tray with
homemade ranch dip

Spinach salad

Potato salad

Coleslaw



Traditional Buffet

*All traditional buffets include choice of one side accompaniment, choice of vegetable, choice of rice or potato, rolls, and butter. Price includes choice of brownies, cookies, or carrot cake. Other dessert selections may be available for an additional charge.

One Entrée \$13.95 per person

Two Entrée \$17.95 per person

Three Entrée \$21.50 per person

Beef

Beef Tips and Rice

Braised sirloin tips of beef in a rich burgundy wine sauce served over white rice

Beef Stroganoff

Braised sirloin strips in a creamy beef sauce with mushrooms, sour cream, and onions; served over egg noodles

Meatloaf

A hearty favorite - our take on the traditional homemade recipe

Stir Fry

Stir fried vegetables and sirloin strips in teriyaki sauce over rice; also available with chicken, shrimp, or vegetarian

Pork

Sweet Honey Ham

Boneless baked country ham finished with a honey and brown sugar glaze

Roast Pork Loin

Roast loin of pork baked with herbs and served with a cranberry and wine sauce or an apricot and ginger glaze



Poultry

Boneless Chicken Breast

Seasoned, baked boneless skinless breast of chicken basted with butter and parsley

Roast Turkey Breast

Tender turkey breast slow-roasted to perfection

Chicken Cordon Bleu

A classic – breaded boneless chicken breast stuffed with ham and Swiss cheese

Broccoli-stuffed Chicken

Breaded boneless chicken breast stuffed with broccoli and cheese

Southwest Chicken

Boneless skinless chicken breast with seasoned peppers, onions, and tomatoes; garnished with pepper jack cheese

Chicken Kiev

Boneless skinless breast of chicken basted with butter and lightly breaded with seasoned bread crumbs and savory herbs

Chicken Marsala

Boneless skinless chicken breast topped with sautéed mushrooms and onions in a marsala wine sauce

Crispy Parmesan Chicken

Boneless skinless chicken breast encrusted in parmesan cheese and a seasoned bread crumb mixture with savory marinara sauce

Chicken Teriyaki

Boneless skinless breast of chicken with a sweet teriyaki glaze



Chicken Dijon

Boneless skinless chicken breast encrusted in a Dijon mustard and parmesan cheese bread crumb topping

Lemon Chicken

Boneless skinless chicken breast in a rich and pleasant lemon cream sauce

Pasta

Fettuccini Alfredo

Italian fettuccini noodles tossed in homemade creamy alfredo sauce

Add grilled chicken for \$1.75 per person. Add jumbo shrimp for \$2.50 per person.

Baked Lasagna

Available meat or vegetarian, features savory meat or primavera sauce layered between noodles and cheese

Chicken Alfredo Lasagna

Garlic chicken chunks, onions, and bell peppers in alfredo sauce layered between noodles and cheese

Mexican Lasagna

Seasoned ground beef layered between lasagna noodles and southwestern cheeses

Spinach Ravioli with Artichoke Hearts

Italian cheese and spinach ravioli simmered in our alfredo sauce with artichoke hearts

Mostaccioli

Penne pasta with ground beef, tomatoes, and onions topped with melty mozzarella cheese; also available vegetarian



Premium Buffet

*All premium buffets include choice of one side accompaniment, choice of vegetable, choice of rice or potato, rolls, and butter. Price includes choice of brownies, cookies, or carrot cake. Other dessert selections may be available for an additional charge.

One Entrée \$18.95 per person

Shrimp Scampi

Jumbo shrimp sautéed in a rich butter and garlic sauce; served over al dente pasta

Herb-crusted Salmon Fillet

A generous portion of filleted salmon seasoned with herbs and spices and encrusted in our homemade crouton crumb mixture

Capitol Chicken Bake

Boneless skinless chicken breast sautéed in garlic and butter, then simmered in a creamy herbed sauce with fresh mushrooms, quartered artichoke hearts, and scallions

Chicken Asparagus Divan

Boneless skinless breast of chicken served over fresh asparagus spears laced with a rich lemon and garlic sauce

Rosemary Pork Tenderloin

Tenderloin of pork seasoned with savory spices, then seared and baked with fresh rosemary and served with a rosemary gravy

Teriyaki Pork Tenderloin

Tenderloin of pork seared then baked to juicy perfection with a sweet teriyaki glaze

London Broil

Flank steak marinated in a sweet and sour mixture, seared, and served medium rare



Elite Buffet

*All elite buffets include choice of one side accompaniment, choice of vegetable, choice of rice or potato, rolls, and butter. Price includes choice of brownies, cookies, or carrot cake. Other dessert selections may be available for an additional charge.

One Entrée \$22.95 per person

Prime Rib

Slow-roasted prime rib seasoned with savory herbs and spices

New Zealand Lamb Chops

Imported lamb chops sourced from New Zealand; pan-seared with butter, garlic, onions, and merlot reduction

Three Cheese Ravioli and Lobster

Fresh lobster steamed and simmered in a creamy alfredo sauce then gently served over three-cheese ravioli

Alaskan King Crab Fettuccini

Alaskan king crab steamed and simmered in a creamy herb garlic sauce over al dente fettuccini noodles

Beef Tenderloin Medallions

Whole beef tenderloin seared in an iron skillet with garlic, black peppercorns, and Spanish paprika; finished in the oven, and then sliced into medallions and served in its own mouthwatering au jus

Starch Selections

Mashed potatoes

Red potatoes with herbs

Savory stuffing

Wild rice pilaf

Garlic mashed redskins

Scalloped potatoes

Baked potatoes

Au gratin potatoes

Steamed white rice

Mashed redskins



Vegetable Selections

| | | |
|-------------------|----------------------|---------------------|
| Broccoli florets | Buttered corn | Dilled carrots |
| California medley | Buttered carrots | Green beans |
| Sweet peas | Green bean almondine | Stir fry vegetables |

Desserts

| | Price Per Person |
|--|------------------|
| Assorted cheesecake | \$3.50 |
| Freshly baked fudge brownies | \$1.95 |
| Lemon dream bars | \$1.95 |
| Pumpkin bars | \$1.95 |
| Peanut butter bars | \$1.95 |
| Plantation crunch bars | \$1.95 |
| Coconut macaroon bars | \$1.95 |
| Assorted cakes (chocolate, white, banana, and lemon) | \$1.50 |
| Carrot cake with cream cheese frosting | \$1.95 |
| Assorted freshly baked cookies | \$1.75 |
| Assorted freshly baked pies | \$3.50 |
| Strawberry shortcake | \$2.25 |
| Apple crisp | \$2.25 |
| Peach crisp | \$2.25 |
| Crème puffs | \$1.75 |
| Miniature eclairs | \$1.75 |



Additional Services

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|-----------------------------------|--|
| TAMS-certified bartending service | \$30.00 per hour, per bartender with a 2-hour minimum <ul style="list-style-type: none">➤ One bartender/75 guests is required➤ This service is mandatory anytime alcoholic beverage are being served. |
| Plated and served events | \$27.50 per hour, per wait staff with a 2-hour minimum <ul style="list-style-type: none">➤ One wait staff/20 guests us required➤ Four wait staff minimum per served event |
| Colored linens | Can be ordered through your event coordinator. Please consult with them for details. |

Disposable plastic ware is available at a discount of \$1.00 per person.

State of Michigan and non-profit Association pricing is available. Please consult with your event coordinator for further details.

Vegetarian, vegan, and gluten free options available. Please consult with your event coordinator for further details.



Okemos Conference Center

Audio/Visual Equipment Rental

Wireless Microphone \$40.00
Lapel Microphone \$40.00
Overhead Projector \$35.00
Slide Projector \$35.00
Riser/Stage (7' x 16') \$200.00
Dance Floor \$150.00
Pens & Paper Pads (Per Person) \$2.00
Flip Chart (With Paper) \$25.00
Easel \$15.00
TV/VCR Player \$40.00
TV/DVD Player \$60.00
Screen \$20.00
LCD Projector \$150.00
CAT 5 Internet Cord Rental \$5.00
Power Strip Rental \$5.00
Extension Cord Rental \$5.00



Okemos Conference Center

Preferred Vendors

Caterers

A Catered Affaire 517-372-7370

Florist

Smith Floral 517-484-5327 Smithfloral.com

BA Florist 517-351-4484

DJ Service

Jump Start DJ's 517-482-1991 Jumpstartdjs.com

Jammin DJ's 517-332-5267 Jammindjs.com

Bakeries

Cakes a Bloomin 517-622-5678 Cakesabloomin.biz

Bake n Cakes 517-337-2253 Bakencakes.com

Decorator

Event Depot 517-908-0013 eventdepotonline.com



Okemos Conference Center

Policies and Procedures

Our Mission

Excellent customer service is our ultimate goal. With that in mind, we have set forth policies and procedures to ensure that our guests know what to expect and that all of our events & meetings can be conducted in a professional manner with safety and security in mind. Should any of the information below be unclear, please consult a member of our conference staff prior to your event or meeting.

Food and Beverage

Our conference staff will be happy to assist you with all areas of event planning, especially food and beverage service. At this time, we are unable to permit outside food and beverage service to be brought into the facility. We ask that all food or beverage service needs be communicated to our staff prior to the event. Please note that this policy is detailed on all sales and catering contracts. All food and beverage must be consumed on site and may not be removed from the facility. Food and Beverage prices are guaranteed 90 days prior to event date. Final guaranteed counts for food or beverage are due 72 business hours in advance of the event date. Guarantees for Monday are due on the preceding Thursday and guarantees for Tuesday are due on the preceding Friday. These counts cannot be decreased.

Facility

We pride ourselves on our facility's condition and do whatever necessary to maintain and beautify it and it's surroundings. With this in mind, we are a strictly non-smoking facility and provide ample areas for guests to smoke outside the building. Any event or meeting not following this policy will be politely asked to leave the facility. In addition, we are unable to permit the use of nails, thumb-tacks, push pins, staples, etc. in our walls, linens, ceiling and flooring. Should you need to hang banners or signs, please consult with our staff and we will be happy to assist you.

Kitchen

A catering kitchen is not available to guests. We are diligent in maintaining a sanitary environment and are unable to accept guests into the catering kitchen.

Meeting Room Set-Up & Assignments

While a room assignment is listed on each sales and catering contract, final room assignments are not guaranteed until 24 hours prior to event date. All preferences will be honored whenever possible and will be assigned based on final guaranteed number of attendees and set-up style ordered. A fee will be applied to the master bill for set-up style changes after the original set-up has been completed.

Alcohol Policy

Policy Regarding Events requesting to serve alcoholic beverages in conjunction with a banquet room rental:

1. Cash Bars are not permitted. No money may exchange hands for alcohol on the property.
2. Client will hire a TAMS certified bartender or a bartender from A Catered Affaire to serve all alcoholic beverages. "Cabaret" or "Self-Serve" bars are not permitted. A copy of every bartender's TAM card must be given to the sales department fourteen (14) business days prior to the event date.
3. Client will provide a copy of an insurance policy to the sales department fourteen (14) business days prior to the event date. This insurance policy must show that the client named in the banquet contract has a minimum of \$500,000.00 in liability insurance for the date of the event.
4. Kegs are not permitted. Bottles or cans are acceptable. Any event caught using a keg on the property will immediately forfeit their damage deposit and be asked to leave the premises.
5. All alcohol service will end at 12:00 A.M. (Midnight)
6. Client understands that the Okemos Conference Center, the Okemos Comfort Inn and the Okemos Holiday Inn Express Hotel & Suites do not have a liquor license and therefore will not participate in any area of alcohol service.
7. Client further understands that the Okemos Conference Center does not provide any accessories needed for a bar set-up. It is the clients responsibility to provide their own cups, mixers, napkins, etc.

By Signing below, I agree to the above policies and restrictions. I understand that not following any or all of the above policies will result in full forfeiture of my damage deposit and that my event will be shut down immediately with no refund of any monies paid.

Client Signature _____ Date _____

Client Name Printed _____ Event Date _____