



May 13, 1992

Ms Maggie Chen
MSU Office of Minority Student Affairs
338 Student Services Building MSU
E Lansing, MI 48824

Dear Ms Chen:

Thank you for selecting the Holiday Inn University Place for your upcoming event. We are looking forward to hosting your dinner, scheduled for May 29, 1992.

Enclosed is the original function sheet and a copy for your records. Please review the information carefully and make any changes that are necessary on the "hotel copy" that you return to me with your signature of approval.

Please contact the hotel with your guarantee 72 business hours prior to your function. Please return the enclosed function sheet(s) upon your arrival on May 29, 1992 if it can not be returned before.

If your group is tax exempt, please enclose proof of tax exemption with the function sheet. We must have proof of exemption before your event so we can honor it.

If I can be of assistance to you regarding these arrangements, please do not hesitate to contact me at (517) 337-4440.

Sincerely,

A handwritten signature in cursive script that reads "Kristin J. Moore".

Kristin J Moore
Director of Catering



BANQUET FUNCTION SHEET

300 M.A.C. AVENUE • E. LANSING, MI 48823 • (517) 337 - 4440 • FAX: (517) 337 - 5001

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Group Name	MSU OFFICE OF MIN. STUDENT AFF.	Bill Direct	X	Approved	X
Contact Name	MAGGIE CHEN	Deposit		Due Date	
Address	338 STUDENT SERVICES, MSU EAST LANSING, MI 48824	Payment at Conclusion			
Telephone	353-7745	Rec'd			
		Credit Card			

Day **FRIDAY** Date of Event **MAY 29, 1992**

Function **DINNER** *1:00 AM*
Time **5:30PM - 11:00PM** People **100-150**
Room **UNIV. A/B/C** Rm Rental **N/C**
Gratuity **16% SVC CG** Tax **4%**

ROOM SET UP

RISER WITH STANDING PODIUM ON NORTH WALL
DANCEFLOOR IN CENTER OF ROOM
ROUND TABLES OF 8 PEOPLE EACH
HURRICANE GLOBES WITH CANDLES
REGISTRATION TABLE OUTSIDE ROOM W/
2 CHAIRS
WHITE LINEN AND NAPKINS

EQUIPMENT RENTAL

MICROPHONE @\$10.00+

B L D X R Time **6:30PM**

MENU

MIXED GREEN SALAD W/DRESSING SELECTIONS

CHICKEN BREAST STUFFED WITH WILD RICE

BAKED POTATO WITH BUTTER & SOUR CREAM

VEGETABLE MEDLEY

ROLLS WITH BUTTER

COFFEE/TEA/DECAF/MILK

APPLE AND CHERRY PIES **\$9.95++/PP**
*PASTA PRIMA VERA AS A VEG. OPTION

Groups under 20 people, having meal service in a private room,
will be assessed a \$35 set up fee.

COFFEE BREAK

NONE REQUIRED

BAR SET UP	Cash	Hosted	Tickets
Open		Reopen	
Close		Final Close	

NONE REQUIRED

Group Representative