

# Wedding Guide 2026





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Questions? Contact us

[svsu.edu/events/weddingsreceptions](https://svsu.edu/events/weddingsreceptions) | [weddings@svsu.edu](mailto:weddings@svsu.edu) | (989) 964-4348



# Wedding Ceremonies

## *Founders Hall*





# FOUNDERS HALL

## WEDDING CEREMONY RENTAL FEES



**Facility Rental** - includes 3 hour ceremony + 1 hour rehearsal

**\$950**

**Each additional hour of service**

**\$150**

### Rental Includes

- An ideal location for a ceremony of your dreams
- Temperature-controlled venue surrounded by stunning natural scenery
- Seating for 146 guests
- Two gathering rooms
- A lapel or handheld microphone for officiant
- Staff member to assist with audiovisual needs including music and lighting
- Free guest parking
- Event insurance

- To be eligible to have your wedding on campus, the couple or one of their immediate family members must be a current faculty member, staff member, student, or alum of SVSU.
- Facility rental fee includes a one-hour rehearsal and a three-hour ceremony block.
- Standard ceremony block times are 11am-2pm or 3pm-6pm. Times are secured on a first-come first-served basis.
- Full payment is required when signing the contract to secure your selected dates and time frame.
- The deposit is non-refundable if you choose to cancel.
- Tape, glitter, and confetti of any kind are prohibited along with open flames.
- Alcohol is not allowed on the premises.
- Decorations must be set up during your 3-hour ceremony block.



**SAGINAW VALLEY  
STATE UNIVERSITY**  
THE CONFERENCE CENTER



# Wedding Receptions

## *Banquet Rooms*





# Features & Amenities

## Set-Up

- Guest Seating (60" Round and/or 6' Rectangle)
- Head Table and/or Sweetheart Table
- Specialty Tables (Hostess, Cake, Gift, etc.)
- High Top Cocktail Tables
- Standard Banquet Chairs
- Customizable Dance Floor
- Adjustable Room Lighting
- Indoor Directional Signage

## Catering & Linen

- Lap Length White Linen for Guest Tables
- Floor Length Cloth & Skirt for Head Table
- House Color Napkins (Red, Navy, White, Black)
- China, Silverware, Glassware & Stemware
- Catering staff to help you personalize your menu
- Servers to serve and clear your meal

## Experience

- Dedicated Venue Planning Coordinator to assist with room layout and catering options
- Day-Of Venue Coordinator
- Food Tasting
- Reception set up beginning at 11:00am
- Free Parking in Designated Areas
- Event Insurance

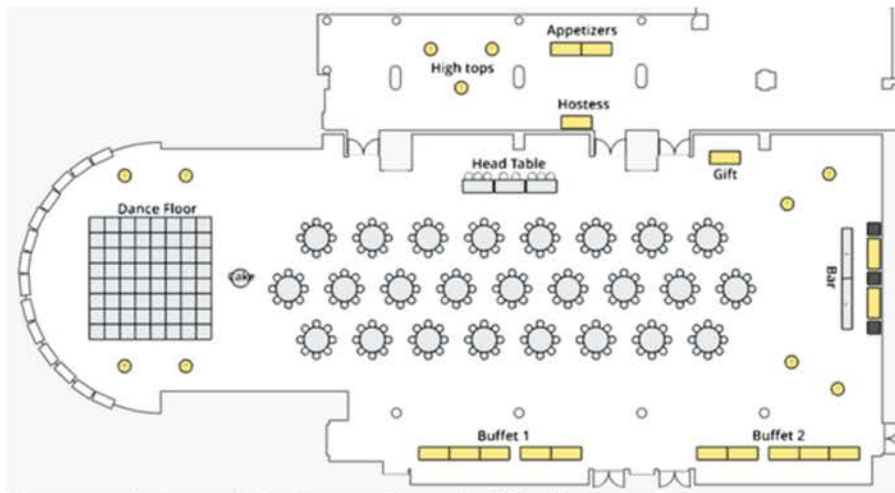
## Upgrades Available at Additional Cost

- Floor Length Linen
- Specialty Color Napkins
- Specialty Chairs or Chair Covers - multiple styles
- Risers or Stage
- House Décor (vases, electric candles, table numbers, and more)
- Specialty Lighting
- Cake Cutting & Serving for outside cake
- Prior Day Reception Set Up

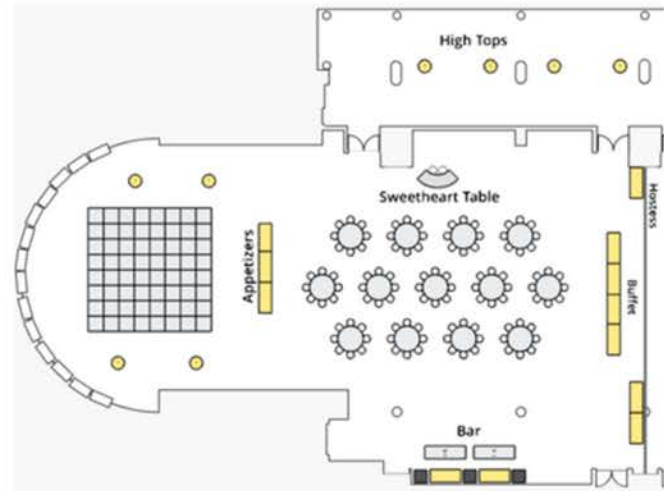
For a comprehensive list of upgrades and further pricing information, please contact your SVSU Wedding Coordinator at [weddings@svsu.edu](mailto:weddings@svsu.edu) or 989-964-4348.



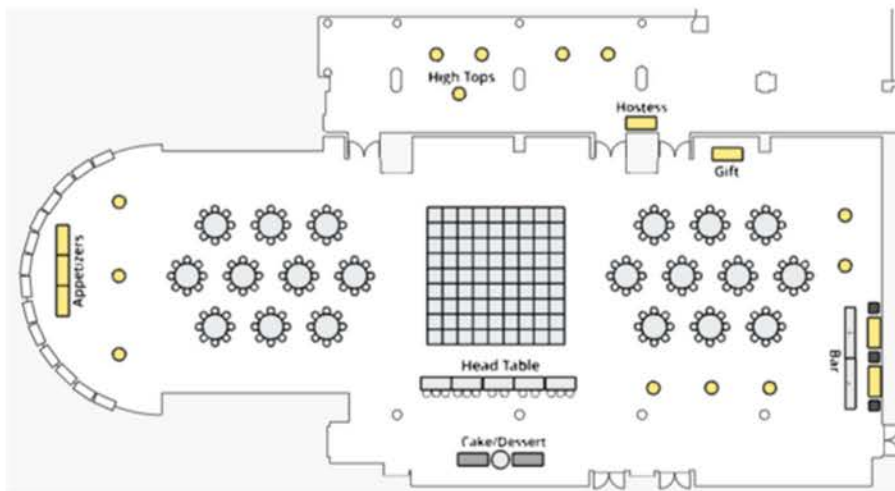
# Sample Layouts



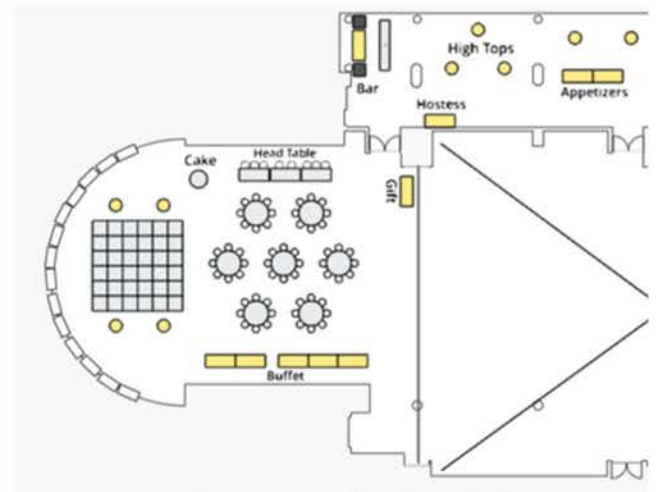
Banquet A, B, and C - Dance Floor in Window  
Approximately 200 guests  
Buffet



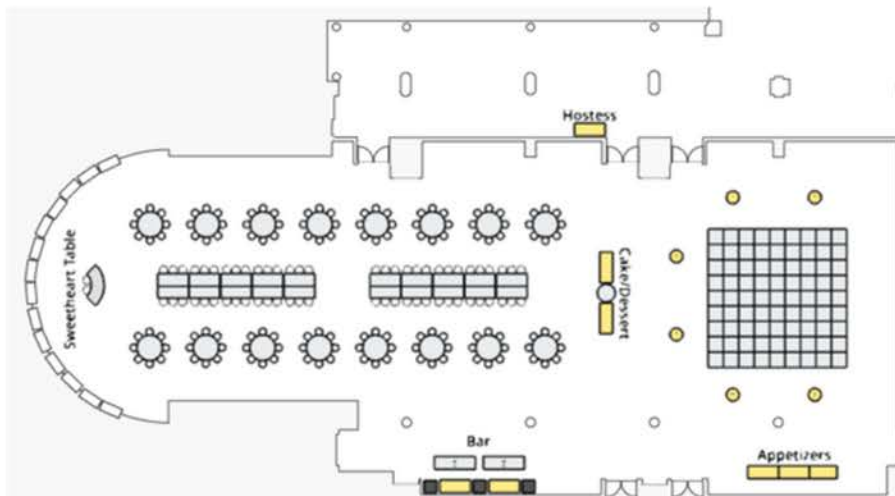
Banquet A & B - Dance Floor in Window  
Approximately 100 guests  
Buffet



Banquet A, B, and C - Dance Floor in Middle  
Approximately 160 guests  
Plated



Banquet A Only - Dance Floor in Window  
Approximately 60 guests  
Buffet



Banquet A, B, and C - Dance Floor on Far Side  
Approximately 180 guests  
Plated



# Menu Selections

A 20% service fee will be applied to the total invoice. Menu items are subject to 6% MI Sales Tax. Listed prices may change without warning based on market availability.







# Hors D'Oeuvres

Choice of 1 Appetizer and 1 Platter - \$14 per guest

Choice of 2 Appetizers and 1 Platter - \$18 per guest

Choice of 4 Appetizers and 2 Platters - \$30 per guest

## Cold

Ricotta and Fig Flatbread  
 Hot Miso Honey Root Vegetable Skewers  
 Traditional Tomato Bruschetta Crostini  
 Roasted Butternut Crostini  
 Cranberry Brie Crostini  
 Shrimp Cocktail  
 Garden Pizza  
 Scotch Egg  
 Cherry Chicken Salad Bites  
 Candied Bacon  
 Signature Potato Chips & Dip  
 Assorted Sliders (*Italian Deli, Chicken Salad, Garden Vegetable*)

## Hot

Bacon Wrapped Scallops  
 Coconut Shrimp  
 Crab Cakes  
 Boursin Mushroom Pinwheel  
 Assorted Mini Quiche  
 Spanakopita  
 Boneless Wings (*Buffalo, BBQ, Teriyaki, Mango Habenero, or Plain*)  
 Creamy Tuscan Shrimp  
 Potstickers (*Pork, Chicken, or Veggie*)  
 Meatballs (*Swedish, BBQ, or Sweet & Sour*)  
 Middle Eastern Falafel

## Platters

Classic Cheese Tray  
 Fresh Garden Crudite with Ranch Dill Dip  
 Seasonal Fresh Fruit Platter  
 Hummus and Pita  
 Housemade Spinach Dip  
 Grilled Vegetable Mezze with Hummus & Garlic Aioli  
 Smoked Salmon Platter (+\$1)  
 Antipasto Platter with Marinated Vegetables, Italian Meats and Cheeses (+\$1)

*All appetizers are made available for up to 90 minutes*

**Don't see what you're looking for? Contact us to discuss custom menu options or attended stations.**



# Chef Inspired Stations

Elevate your cocktail hour or late night snack with one of our chef-curated collections.

## \$10 per guest

### Soft Pretzel Bar

Hot pretzels paired with your choice of sweet & savory dipping sauces. Choose 3:

- Honey Mustard Sauce • Spicy Mustard Sauce • Yellow Mustard Sauce • Nacho Cheese • Vegan Cheddar Cheese Sauce • Cajun Cheese Sauce • Buffalo Blue Sauce • Chocolate Sauce • Caramel Sauce

### Bruschetta Bliss

Our beautifully toasted crostini paired with accompaniments of your choice.

Choose 3 Spreads

- Apple Chutney • Bacon Jam • Spicy Kale Pesto • Tomato Bruschetta Topping • Green Chili Relish • Blue Cheese & Chive Spread

Choose 2 Toppings

- Bacon-Scallion • Chorizo & Chickpea • Roasted Red Pepper Tapenade • Mushroom Sauté

Choose 1 Glaze

- Honey Balsamic • Chipotle Orange

### Slide Into Home

A selection of scrumptious sliders. Choose 3 varieties:

- Grilled Veggie • Bacon-Blue Meatball • Ham and Cheese • Spicy Cauliflower • Shredded Pork and Slaw • Cheeseburger • Sriracha Fried Chicken

### The Cardinal

Show your SVSU pride with this red and white display of Kettle Corn, Licorice, Tortilla Chips & Salsa, Cherry Limeade and Red Velvet Cupcakes

## \$12 per guest

### Breads and Spreads

An arrangement of tortilla chips, pita wedges, and crostini served with fresh fruit platter.

Choose 4 Spreads:

- Chilled Spinach Dip • Feta & Roasted Garlic Dip • Traditional Hummus • Artichoke & Olive Dip • Korean Roja Guacamole • Ginger Verde Guacamole

### Snack Attack

Includes our famous house made kettle chips with dip, roasted peanuts, trail mix, assorted crave-worthy cookies, and bakery fresh brownies.

### Pure Michigan

Celebrate the mitten with a spread of cheese and sausage paired with Michigan Fizz cider, Apple Cider, Cherry Chunk Cookies, and Cinnamon Doughnuts.

## \$20 per guest

### Happy Hour

A "pub" break with your favorite happy hour finger foods. Includes mini cheesesteaks, buffalo chicken tenders, pretzel bites with beer cheese, chilled spinach dip with pita chips and a selection of our assorted Crave-worthy Cookies and Gourmet Dessert Bars.





# Classic Buffet | \$40

A Choice of One Starter, Two Entrées, and Two Sides.

Served with Rolls, Honey Butter and Standard Beverage Service. Priced per guest.

## Entrées

*Additional Entrée | \$6*

### Poultry

Lemon Artichoke Chicken Breast  
Asiago Chicken in Roasted Red Pepper Sauce  
Grilled Lemon Rosemary Chicken  
Chicken Mushroom Marsala  
Chicken Stuffed with Sun-Dried Tomato & Basil Goat Cheese

### Fish

Grilled Teriyaki Salmon  
Grilled Montreal Cod  
Mahi Mahi with Pineapple Salsa

### Pork & Beef

Chipotle Pork Loin with Pineapple Salsa  
Grilled Pork Chop with Apple Onion Soubise  
Beef Pot Roast with Dijon Shallot Sauce  
BBQ Beef Brisket

### Vegetarian

Vegetable Lasagna Alfredo  
Cavatappi A La Toscana  
Plant-Based Chorizo Stuffed Portabello Cap

## Starters

*Additional Starter | \$4*

Traditional Garden Salad  
Classic Caesar Salad  
Caprese Salad  
Mandarin Cranberry Salad  
Antipasto Salad  
Greek Salad with Crumbled Feta  
Seasonal Fresh Fruit Salad  
Traditional Hummus w/ Pita Chips & Veggies

## Sides

*Additional Side | \$3*

Pan Roasted Vegetables  
Roasted Root Vegetables  
Fresh Herbed Vegetables  
Fresh Asparagus  
Maple Glazed Carrots  
Garlic Roasted Broccoli  
Creamy Garlic Mashed Potatoes  
Buttermilk Mashed Potatoes  
Oven-Roasted Fingerling Potatoes  
Roasted New Potatoes  
Penne with Marinara  
Macaroni & Cheese  
Cranberry Pecan Mixed Grains  
Savory Herbed Rice

## Add an Optional Dessert | \$4

Bread Pudding with Caramel Apple Sauce  
Dulce De Leche Brownie  
Pumpkin Crunch Mousse  
New York Style Cheesecake  
Apple Pie  
Assorted Craveworthy Cookies  
Bakery-Fresh Brownies

*All buffets are made available for up to 90 minutes.  
No food or beverage may be boxed up or taken offsite.*





# Plated Meals

Choose up to 3 entrées. Select one salad & vegetable. Priced per guest.

## Chicken & Fish

### Crispy Asiago-Crusted Chicken | \$34

Deep Fried Boneless Chicken Breast coated with a blend of Bread Crumbs, Asiago and Pepper. Served with Spaghetti & Marinara.

### Classic Chicken Piccata | \$34

Boneless Chicken Breast with a White Wine Caper Sauce. Served with Angel Hair Pasta.

### Bistro Chicken | \$34

Boneless Chicken Breast topped with Provolone Cheese, Onions, Mushrooms and a Bacon Scallion Crumble. Serve with Bistro Sauce and Smoked Paprika Roasted Potatoes.

### Chicken Riesling | \$34

Grilled Chicken Breast topped with Sauteed Fresh Spinach, Seasoned Plum Tomatoes, Artichoke Hearts, White Wine and Garlic. Serve on a bed of Garlic Mashed Potatoes.

### Chicken Caprese | \$34

Grilled Chicken Breast topped with Fresh Mozzarella, Tomato and Fresh Basil and finished with Balsamic Glaze. Pair with a bed of fluffy Mashed Potatoes.

### Honey Garlic Chicken Breast | \$33

Grilled Marinated Chicken Breast served with Cauliflower Rice and Roasted Sweet Bell Peppers.

### Lemon Dill Salmon | \$35

Grilled Garlic Herb Salmon served with a Creamy Lemon Dill Sauce and Confetti Brown Rice.

## Beef & Pork

### Bistro Style Flank Steak | \$36

Marinated Flank Steak flame broiled with Wild Mushroom Red Wine Sauce. Served with Garlic Potato Puree.

### Oven Roasted Pork Medallions | \$35

Oven Roasted Pork Medallions with Parsley Cream Sauce and a side of Roasted Red Potatoes.

### Beef Tenderloin | \$45

Filet Mignon with Roasted Mushrooms, Cipollini Onions and Delmonico Potatoes.

### Slow Roasted Beef | \$34

Slow Cooked Beef and Demi Sauce with Roasted Redskin Potatoes.

## Vegetarian

### Indian Butter Chickpeas | \$33

Tender chickpeas simmered in a rich & creamy Tomato Butter Sauce infused with aromatic Indian spices. Served over Basmati Rice Pilaf.

### Roasted Portabello Steak | \$33

Roasted Portabello served with Garlic Rice Pilaf.

### Creamy Lemon Pasta | \$33

Fettucine Pasta with Lemon Cream Sauce, Sauteed Red Peppers, Mushrooms and Shallots.

### Italian Ravioli | \$33

Cheese Ravioli with Spinach, Artichokes, Sauteed red peppers, Mushrooms and Shallots.

Many of our meals can be made to accommodate various diets. Please let your coordinator know of any allergies or dietary concerns.





# Desserts

*Please choose up to 3 selections within a single category below.*

## Assorted Cakes | \$5 per guest

Chocolate Cake with Fudge Icing  
Yellow Cake with Buttercream  
Carrot Cake with Cream Cheese  
Red Velvet Cake with Cream Cheese  
White Cake with White Icing and Sprinkles

## Dessert Martinis | \$7 per guest

Chocolate Mousse  
Strawberry Shortcake  
Angel Food Cake with Berries  
Fruit Martini with Chocolate Ladyfinger

## House Favorites | \$7 per guest

Key Lime Bistro Cake  
Red Velvet Bistro Cake  
Cheesecake  
Tres Leches Cake

## Simple Favorites | \$22 per dozen

Assorted Craveworthy Cookies  
Bakery Fresh Brownies  
Rice Krispie Treats

## Elevated Favorites | \$26 per dozen

Famous Mint Brownies  
Assorted Dessert Bars  
Sweet & Tangy Lemon Bars  
Chocolate Covered Strawberries

## Stations

### The Sweet Spot | \$8

Choose 2 Bases:

- Fudge Brownie • New York Style Cheesecake • Pound Cake
- Pumpkin Pie

Choose 3 Toppings:

- Chocolate Syrup • Caramel Sauce • Vegan Apple Compote
- Cherry Compote • Gingersnap Cookie • Oreo Crumbs
- Cinnamon Teddy Grahams • Cinnamon Streusel • Pretzels
- Candied Nuts • Candied Bacon Crumbles

Choose 2 Extras:

- Whipped Cream • Chocolate Chips • Toasted Coconut

### Hot Chocolate Bar | \$7

- Hot Chocolate with Assorted Toppings & Mix-Ins
- Chocolate Syrup • Caramel Sauce • Whipped Cream • Mini Marshmallows

### Dipping Station | \$8

- Seasonal Fresh Fruit paired with assorted toppings for dipping.
- Melted Dark Chocolate • Caramel Sauce • Strawberry Coulis

### Novelties Freezer | \$4

Assorted pre-packaged ice cream novelties

## Outside Dessert Policy

Due to the specialized nature of wedding cakes, SVSU does allow you to bring in a cake from an outside vendor. This exception applies only to specialty wedding desserts. We invite you to explore our selection of housemade items if you are interested in other desserts. We are also happy to discuss custom options with you.

Please note, **all outside cakes are subject to a \$2 per person serving and china fee** in order for SVSU staff to provide dessert plates as well as cut and serve your outside cake. You may bring your own disposable plates and serving materials, if preferred.





# Bar Service

Maximum 5 hours of service.

## Hourly Package

Includes soft drinks & mixers. Priced per guest for 5 hours.

### Top Shelf Bar | \$29

Top Shelf Liquors, two domestic and four import bottled beers, tier three wine.

### Premium Bar | \$26

Premium liquors, two domestic and three import bottled beers, tier two or Michigan wines.

### Call Bar | \$24

House liquors, two domestic and two import bottled beers, tier one wine

### Beer & Wine | \$20

Two domestic & three import beers and wine selection.

### Non-Alcoholic Bar | \$6

*For guests under the age of 21.*

Lemonade, ice water, iced tea, coffee and soft drinks.

## Consumption

Pay only for what you drink. Bar bill will be invoiced to you after the wedding.

Usage based on 1/10th of a bottle. Priced per bottle.

### Liquor

Top Shelf.....	\$110
Premium.....	\$100
Call.....	\$90
Cordials.....	\$120

### Wine

Tier Three.....	\$38
Tier Two.....	\$32
Michigan.....	\$32
Tier One.....	\$26

### Beer

Domestic.....	\$4
Import/Michigan.....	\$6

## Cash Bar

Guests pay for their own drinks. Can do partial consumption & partial cash bar - discuss with your coordinator. Priced per drink.

### Mixed Drink

Top Shelf.....	\$9
Premium.....	\$8
Call.....	\$7
Soda.....	\$2

### Wine

Tier Three.....	\$8
Tier Two.....	\$7
Tier One.....	\$6

### Martini/Manhattan

Top Shelf.....	\$11
Premium.....	\$10
Call.....	\$9

### Beer

Domestic.....	\$4
Import/Michigan.....	\$6

## Add-Ons

### Signature Drink | \$100/gallon

Choose from our standard selections or craft your own.

Red or White Sangria  
Mimosa  
Cardinal Sour (Amaretto Sour)  
Vodka Cherry Limeade  
Players Punch

### Champagne Toast | priced per bottle

Ballatore Gran Spumate | \$22  
La Morca Prosecco | \$32  
Chadon Demi Sec | \$38



# Alcohol Selections

## Liquor

### Top Shelf

- Grey Goose Vodka • Bombay Sapphire Gin • Mountain Gay Rum • Captain Morgan Spiced Rum
- Bacardi Light Rum • Crown Royal Whiskey • Jameson Irish Whiskey • Johnny Walker Black Scotch
- Maker's Mark Bourbon • 1800 Anejo Tequila • Peach Schnapps • Disaronno • Kahlua • Bailey's Irish Cream

### Premium

- Tito's Vodka • Tanqueray Gin • Bacardi Rum • Captain Morgan Spiced Rum
- Canadian Club Whiskey • J&B Scotch • Jack Daniels Tennessee Whiskey • Jose Cuervo Tequila
- Peach Schnapps

### Call

- Smirnoff Vodka • Gilbey's Gin • Castillo Rum • Seagrams VO Whiskey • Lauder's Scotch
- Jim Beam Bourbon • Jose Cuervo Tequila • Peach Schnapps

### Cordials

- B&B Dom • Couvoisier VSOP Cognac • Disaronno Amaretto • Drambule • Gran Marnier • Bailey's Irish Cream • Frangelico • Kahlua • Tia Maria

## Wine

### Tier One

- Hess Shirttail Ranches Chardonnay
- Bogle Pinot Grigio • Mirassou Moscato
- Hahn Pinot Noir • Carmel Road Cabernet Sauvignon

### Tier Two

- Decoy Chardonnay • Torresella Pinot Grigio
- Terra d'Oro Moscato • Rodney Strong RRV Pinot Noir • Dough Cabernet Sauvignon

### Tier Three

- Diatom Chardonnay • Babich Sauvignon Blanc
- Napa Quilt Threadcount Red Blend
- Iron & Sand Cabernet Sauvignon
- Napa Cellars Pinot Noir

### Michigan

- Black Star Farms Barrel Aged Chardonnay
- Black Star Farms Arcturos Late Harvest Riesling
- Tabor Hill Merlot
- Black Star Farms Arcturos Pinot Noir

## Beer

### Domestic

Budweiser  
Bud Light  
Michelob Ultra

### Imported/Michigan

Corona  
Heineken  
Modelo  
Bell's Oberon (Seasonal)  
Great Lakes Cran Orange Wheat  
Bell's Two Hearted IPA  
Founders MI Pilsner  
Midland Brewing Copper Harbor  
Founders All Day IPA  
Perrin Black Ale  
Founders Rubaeus  
Blakes Triple Jam Hard Cider

## Beverage Policy

- Our alcoholic beverages sales and services are regulated by the State of Michigan Liquor Control Commission. The Conference Center is responsible for the administration of these regulations.
- No liquor, beer or wine can be brought into SVSU facilities from outside sources. Service of alcoholic beverages to minors under the age of 21 will be refused. We also reserve the right to refuse service to individuals when deemed necessary.
- Saginaw Valley State University encourages the Designated Driver Program.
- All arrangements for hospitality services must be made through the University.
- Individuals under 21 years of age are charged the non-alcoholic bar price. There is no beverage charge for children under 4 years of age.



# Rehearsal Dinner Packages

Make things simple with a rehearsal dinner or welcome party on site. Adding a rehearsal dinner waives prior-day decoration fees, allowing you to set up for your reception the night before your wedding for less stress on the big day!

## Banquet Pre-Function | \$200

*Up to 32 Guests*

Located immediately outside the reception space, this pre-function space is a perfect spot for an intimate rehearsal dinner.



## Seminar Room | \$250

*Up to 64 Guests*

Located just down the hall from our reception space, our Seminar Rooms are perfect for larger groups.



## Themed Buffets

*Buffets are priced per person, and include rolls with butter and standard beverage service.*

*Available for up to 90 minutes.*

### Heartland | \$34

Lemon Rosemary Chicken, Eggplant Parmesan, Baby Spinach Salad, Fresh Herbed Vegetables, Roasted Potatoes, and Cookies & Cream Blondies

### Greek Actually | \$36

Mediterranean Pot Roast, Grilled Chicken, Middle Eastern Roasted Carrots and Grilled Vegetables with Pita Wedges & Hummus, Greek Salad. For dessert, a Fruit Platter with Melted Dark Chocolate and Strawberry Coulis.

### Basic Italian | \$32

Classic Caesar Salad, Garlic Breadsticks, Homestyle Beef Lasagna, Vegetable Alfredo Lasagna, Fresh Seasonal Veggies and Chocolate Mousse.

### Tasty Tex Mex | \$34

Tortilla Chips, Mexican Rice, Charro Beans, Sauteed Peppers & Onions, Salsa and Cinnamon Crisps.

Choice of 2 Fajitas:

- Beef • Chicken • Citrus Braised Pork • Plant-Based (Vegan) Chorizo

### Bite Sized Southern BBQ | \$34

Old Fashioned Coleslaw, Collard Greens, Vegetarian Baked Beans, Macaroni and Cheese, Hush Puppies, Slider Buns, Cookies & Brownies.

Choice of 2 Pulled Meats:

- BBQ Chicken • Cilantro-Lime Chicken • Carolina Pork • Anise Herbed Pork • Black Bean • BBQ Jackfruit

### Sizzling Salad Bar | \$34

Mixed Greens with Sliced Chicken, Teriyaki Salmon, Bacon, Shredded Cheese, Feta Cheese, Red Onion, Cucumber, Carrots, Broccoli, Roasted Chickpeas, Tomatoes, Croutons, Chow Mein Noodles, Ranch, Italian & Balsamic Dressings.

Choice of 2 Soups:

- Tomato • Chicken Noodles • Broccoli Cheddar

### Breakfast for Dinner | \$28

Seasonal Fruit Platter, Cage-Free Scrambled Eggs, Shredded Cheddar Cheese.

Choice of 1 Breakfast Meat:

- Country Ham • Crisp Bacon

Choice of 1 Breakfast Entree:

- Biscuits & Gravy, Spicy Chicken & Waffle

Choice of 1 Breakfast Pastry:

- Muffins • Bagels • Danish • Donuts • Scones



# Booking Information

## Eligibility

To be eligible to have your wedding on campus, the couple or one of their immediate family members must be a current faculty member, staff member, student, or alumni of SVSU.

## Facility Rental & Contracts

Facilities may only be reserved for an event via contract. Once signed, all the terms and conditions of the contract represent a binding agreement between the guest and The Conference Center.

Facility rental and room size are based on the requirements for your event. Room charges are included in the cost of a meal and bar package for at least 50 guests.

## Guest List

In order to accommodate all guests, we must receive a final head count at least seven days prior to your wedding date. Credits will not be given should your actual head count be lower than the final count given. Increases within one week will be subject to approval and will result in additional charges.

## Service Charges

A 6% sales tax will be added to all food, beverages, and services used for the event. A 20% service fee will be added to the overall invoice.

## Pricing & Billing Procedures

Deposits are required. The amount(s) should be remitted with the signed contract by the date(s) specified therein. Checks are made payable to Saginaw Valley State University. We accept Master Card, Visa, Discover, and AMEX.

We ask that full payment be made one week prior to your event date, except with written exception from your SVSU wedding coordinator. In these cases, an invoice for remaining charges will be sent.

Pricing in this guide is for 2026 weddings only. Published food and beverage rates are subject to change.



# Frequently Asked Questions

## **What is the facility fee for receptions?**

There is not a set facility fee for receptions. Your package cost is based on your food & beverage selections. A 20% service fee will be added to the final invoice.

## **Who can host their wedding at SVSU?**

All wedding and reception reservations are exclusively available to those with a connection to SVSU. This means that yourself or an immediate family member is an alumni, student, faculty or staff member.

## **How many guests can the venue hold?**

Founder's Hall has seating for 146 ceremony guests. The Banquet Rooms can hold up to 400 people for your reception.

## **Are outside caterers allowed for our reception?**

No. Due to licensing restrictions, all food, and beverages, including alcohol, must be purchased through the Conference Center. Please note this excludes special occasion cakes. A group menu tasting to help you select your ideal menu is included with your selection of a wedding package.

## **When must our reception end by?**

All events must end no later than 11:00pm. All guests should be out of the Banquet Rooms by that time.

## **Can I set up decorations the night before our wedding?**

Decorations for your ceremony at Founders Hall must be set up during your three hour ceremony reservation on Saturday. For your reception, you have guaranteed access to the room starting at 11:00am on the wedding day. Depending on availability, you may rent the rooms the day prior to your wedding for \$500. This fee is waived if booking one of our rehearsal dinner options.

## **Can I store items or decorations overnight?**

No, any items brought in must be removed the night of the wedding. We are not able to store personal materials. Please designate someone to pick up any items and take them when they leave the wedding.

## **How much is the deposit?**

The deposit to confirm your wedding date is \$950. If you are holding your reception at SVSU, a schedule of additional payments would be established at the time that your contract is signed. Final payment is due one week prior to your wedding date.



# Planning Timeline

## 1-2 years

- Inquire regarding date availability. Discuss costs and options with an SVSU wedding coordinator.
- Sign a contract to confirm your wedding date. Establish schedule of deposits

*Please note that costs indicated on your contract are estimated. Final costs are subject to change.*

## 3-6 months

- Attend food tasting hosted by SVSU.
- Choose preliminary food options. If desired, we can connect you to our Dining Services staff to discuss customizing your menu options and pairings.
- Create rough draft of layout and décor options with SVSU Wedding Coordinator.

## 2 months - Wedding Worksheet Due!

- Finalize any rentals. This includes specialty chairs, linens, etc.
- Finalize food and bar selections.
- Finalize room layout.
- Submit rough draft of your day-of agenda.
- Submit vendor contact information.

## 2 weeks

- Final head count must be submitted. Any dietary accommodations must be requested.
- Finalized Day-of agenda must be submitted. This should include the timing of:
  - Set-Up Arrival
  - Vendor Arrival (*DJ/band, florist, baker, etc.*)
  - Ceremony
  - Reception Doors Open
  - Bar Opening/Closing (*Up to 5 consecutive hours*)
  - Food Service - including appetizers, main course, desserts, late night snack
  - Speeches, Toasts, Ceremonial Dances or Activities, Cake Cutting, etc.
  - Reception End and Departure. (*No later than 11:00pm*)
- Outstanding charges must be paid.

## Wedding Day!