

# EVENT TIPS

## Bar/Beverages

- Cups (5-7 per person for a 4 hour event)
  - 9 ounce for “rocks”
  - 14 ounce for mixed drinks
- Ice (1/3 lb per person on average)
- Ice to chill beer/white wine champagne
- Garnishes (limes, lemons, cherries, oranges, mint)
- Coolers: enough for beer and wine, extra for “clean” ice, extra for back up ice
- Cocktail napkins and straws

## Food/Service

- Sternos (make sure you check the time for the sterno packs, 2-hour sterno canisters will burn out quickly)
- Lighter
- Insert pans for sterno/chafing racks to hold water bath
- Serving Utensils/Cake Knife
- Warming Oven: food that is not being served immediately must be maintained at the appropriate temperature to ensure food safety.
- Chilled food must be refrigerated or on ice until ready to serve
- Pre-made food that is cold will not heat up on a sterno/chafing dish. The temperature is not high enough to properly warm the food for consumption. Plan accordingly.

## Clean Up

- Sponges, dish soap, dish towels, paper towels
- To-go packaging: gallon sized zip lock bags, to go containers (Amazon sells them in bulk); aluminum foil
- Cleaning supplies (broom, Clorox wipes etc.)
- Large trash bags
- Staging area for bussing dirty dishes if the kitchen is not big enough to handle (ie. large trash can w/industrial bag, crates for china, flatware caddy, table to manage volume of dishes, glass racks)

Please, allow enough time and staff to properly clean up to make your event run smoothly.

