

BANQUET SET-UP GUIDELINES

*These are just general guidelines for the typical banquet set-up. Amounts may vary dependent upon the group.

Terms of the Trade Styles of Service

- American food is plated in the kitchen and is served by an attendant in front of the guest
- French food is garnished table side on a prepared platter from which an attendant serves directly on to the guest's plate
- Russian also known as "family style," food is fully prepared and pre-cut then served on platters or "escoffier" dishes placed on the diner's tables from which guest help themselves
- Butler food is fully and pre-cut then passed on trays by attendants from which guests help themselves
- English Breakfast full breakfast menu plus food stations for hot foods made to order
- Continental Breakfast informal breakfast consisting of juice, coffee, pastries and/or breads
- Cash Bar guests pay individually for their drinks
- Open or Host Bar drinks are paid by the sponsoring host or group
- Combination Bar host or sponsoring group pays for a certain number or type of drinks and guest are responsible for purchasing anything over or different from what is being hosted

Consumption

- 40% coffee drinkers prefer decaf
- 50%-75% diet sodas vs. 25% regular sodas are consumed
- 1/2 bottle wine per person
- 1.5 drinks/person consumed/hour at a cash bar
- 2.5 drinks/person consumed/hour at a hosted bar
- hors d'oeuvres passed on trays reduces consumption
- 4-6 hors d'oeuvres pieces/person for light food receptions
- 8-11 hors d'oeuvres pieces/person for heavy food receptions
- it's less expensive to purchase food by the quantity instead of a fixed price per person menu plan.

Staffing

- 1 attendant & separate buffet table per 100 people
- add 2nd buffet table when you exceed 120 people
- buffet tables more than 16 feet long need to be 2 tables wide
- 1 attendant per 50 people in a butler style reception
- provide seating for only 20%-25% of attendance at receptions
- typical seated lunch takes 1 1/2 hours to serve 100 people
- typical seated dinner takes 2 hours to serve 100 people
- 1 bartender per 100 people with a staggered arrival
- 1 bartender per 50 people with group arrival

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