

## EVENT TIPS

Whether for a gathering of friends or a more formal affair, **Occasional Occasions by Carlton** will make your Occasion spectacular! With over 12 years of catering experience in the Atlanta Metropolitan area, our experienced team of professionals are ready to work with you on a memorable event. No matter what the detail, we will be with you throughout every step of the planning process.

### THINGS TO CONSIDER BEFORE YOU START

#### The Details

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The Love is Truly in the Details. And whether you love them or hate them, sometimes it's the little things that can get in the way of planning an exceptional event. Before you request a proposal, please consider the following:

- Determine your budget
- Make the guest list- this will help estimate how many guests to expect
- Pick a location
- Set the date and time of the event

#### Seating

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**Seated Meal.** Works well at formal events such as weddings, galas, or where a presentation will take place.

**Standing Reception.** Works well for events with limited space, a short event time or where you want to encourage mingling and networking-consider having your guests stand and place some cabaret tables around the room as places to rest drinks and food.

**Partial Seating.** Works well when your guest list includes a mixed age group or may extend for a length of time.

#### Food & Beverage Quantities

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Meal	Hors d'oeuvres	Drinks
Breakfast	None necessary	2 per Guest
Lunch	1 to 4 per Guest	2 per Guest
Dinner	4 to 8 per Guest	2 to 3 per Guest
Hors d'oeuvres *No dinner following	Only 6 to 12 per Guest	2 to 3 per Guest

## Bar Features

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**Dry Bar.** If you have a budget-conscious event, eliminating alcohol completely, will help with the expenses. To add options, consider a specialty non-alcoholic drink, such as a Virgin Cosmopolitan.

**Beer and Wine.** Variety is the spice of life...except when you're waiting in line at the bar. Offering beer and wine as the only alcoholic options is cost-effective and keeps the bar line moving forward so that guests have more time to enjoy your event!

**Full Bar.** A special day deserves the best. Events with large crowds or gatherings for an exceptional occasions may call for a bar with full options for mixed drinks. Please let your Account Executive know if you would like to serve specialty drinks such as apple-tinis or mojitos, as they require additional mixers.

## Food Presentations

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*\*Please discuss food allergies or dietary restrictions with your Account Executive.*

**Passed hors d'oeuvres.** This option works for any event. Either as a pre-dinner appetizer or as the sole service of the party, they are easy to hold in your hand, offer variety to the menu and are easy to serve. However, please keep in mind that it takes wait staff to pass the hors d'oeuvres, which may increase your personnel estimate.

**Stationary hors d'oeuvres.** Works well for open houses, auctions, or receptions where guests arrive intermittently or move around the event area.

**Buffet.** A popular service choice and familiar to everyone. This option helps to keep personnel costs in line and is a good venue for offering a variety of menu choices.

**Seated Meal.** At a plated service meal, our uniformed waiters serve plated courses to individual diners.

