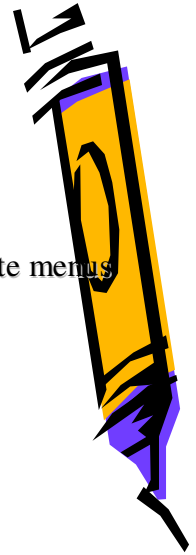


# Cost Savings Notes



Schedule more continental breakfast and fewer sit-down meals

Give catering manager your food and beverage budget-let catering manager create menus

Request two or three food/beverage proposals for evaluation

Take advantage of the 5% overset-under guarantee by 5%

Hold cash bar--do not tip when gratuity charge is included

Arrange host-bar packages (e.g. a fixed cost per person for drinks for one hour)

For fewer than 100 people the most economical bar is by the drink, over 100 people, by the bottle

Offer wine and cheese instead of cocktails and hors d'oeuvres

Utilize ticket systems

Reduce entrée-size portions (4-6oz lunch, 8oz dinner)--use luncheon size at dinner

Use 4-oz champagne glasses for juice instead of 6-8oz glasses

Schedule fewer coffee breaks; check per-gallon cost of coffee compared to per-person coffee  
Save luncheon dessert for afternoon break

Use waitpersons to pass expensive hors d'oeuvres (butler service)

The more crowded a reception, the less food consumed--remember this when determining the size of room for reception

Do not provide plates during reception; use napkins instead

Order a small selection of hors d'oeuvres in large quantities and under guarantee (within reason)

Be creative--a beer and hot dog reception can be lots of fun and be cost effective

Keep good records on event attendance and consumption

Put smaller quantities of food out on a buffet, then replenish the food as needed

When possible, schedule free time in lieu of hosted events

Use fruit punches rather than bottled beverages

Avoid serving salty foods during host-bar events

