



CATERING TIPS

Whether for a gathering of friends or a more formal affair, **Occasional Occasions by Carlton** will make your Occasion spectacular! With over **22** years of catering experience in the "**Atlanta Metropolitan**" area, our experienced team of professionals is ready to work with you on formulating this memorable event. We have taken the liberty of listing a few suggestions that have worked successfully in the past.

THINGS TO CONSIDER BEFORE YOU START

The Details

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

Select a location

Set the date

Set the time-frame - this will help in determining the type of menu

Draft tentative menu

Seating

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

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

Food Presentations

***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'oeuvre: This option works well for open houses, auctions, or receptions where guests arrive intermittently or move around the event area.

Buffet: This option helps to keep your bottom line cost lower and is a good setting for offering a variety of menu choices.

Seated Meal: This option works well at formal waited dinner functions that have over 100 guests or more.

Bar Features

Dry Bar: This works well for a budget-conscious event, eliminating alcohol completely, will help with the expenses.

Beer and Wine: 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: Works well with large groups or gatherings. Please let your Account Executive know if you would like to serve specialty drinks that require additional mixers.

Suggested Alcohol Quantities

BEER/WINE/CHAMPAGNE	50	100	150	200	250
Beer (Case/24)	3-4 cases	6-7 cases	11-12 cases	14-15 cases	18-20 cases
Wine (1.5L)	7 bottles	15 bottles	22 bottles	30 bottles	45 bottles
Champagne	½ case	1 case	1.6 cases	2 cases	2.6 cases

FULL BAR	50	100	150	200	250
Beer (Case/24)	3 cases	4-5 cases	7-8 cases	10-11 cases	12-14 cases
Wine (1.5L)	6 bottles	12 bottles	18 bottles	25 bottles	40 bottles
Vodka (1.75L)	2 bottles	3 bottles	4 bottles	5 bottles	6 bottles
Gin (1.75L)	1 bottle	2 bottles	2 bottles	3 bottles	4 bottles
Bourbon (1.75L)	1 bottle	2 bottles	2 bottles	3 bottles	4 bottles
Scotch (1.75L)	1 bottle	1 bottles	2 bottles	3 bottles	4 bottles
Rum (1 L)	1 bottle	2 bottles	2 bottles	3 bottles	4 bottles
Vermouth (350ML)	1 bottle	2 bottles	2 bottles	3 bottles	2 bottles
Tequila (1 L)	1 bottle	1 bottles	2 bottles	3 bottles	2 bottles

These are just estimates, every event will vary

There are approximately 7 glasses in a bottle of champagne and 5 glasses in a bottle of wine.

If you have more than 1 bar, it is best to have a bottle of each liquor at each bar.

All beer, wine and champagne should be dropped off at least 3 hours before your event to allow for time to put on ice and pre-chill.