

Paula DeLaney  
~~10/~~ 6/27/02

## HGI Annual Dinner Meeting

Date Wednesday, July 17  
Time 6pm-9pm  
Place Thomas Center - Spanish Court

**Or**

Date Wednesday, July 17  
Time 6pm-9pm  
Place Matheson Center

### General Set-up and Equipment

#### Tables -

Serving - Food - 12'

Beverage - 8'

Name tags - 6'

Seated - 8 48' round x \$8 per

\$ 64

(Matheson only)

Tablecloths

no chg.

Centerpiece and other flowers

no. chg.

Other decorations

no chg.

Name tags and sharpies

no chg.

#### Help

Kitchen professionals

volunteer

Beverage servers

volunteer

Other help

volunteer

## Menu

Celebrations Menu	<u>35</u>	<u>50</u>
#2 Lasagna with Caesar salad and garlic bread \$8.99	\$314.65	\$449.50
Seasonal Fruit Tray-1 large@\$48.00	\$ 48.00	\$ 48.00
Assorted dessert platter-small	\$ 26.50	\$ 26.50
Assorted cookie platter-small	\$ 24.95	\$ 24.95
Deviled eggs	no chg.	No chg.
Artichoke dip with crackers	no chg.	No chg.
Total	<b>\$414.10</b>	<b>\$548.95</b>

### Set-up and Equipment for food

Plates - Glass plates	no chg.
Flatware - stainless	no chg.
Napkins - paper (cocktail & buffet)	no chg.

**Beverages -**

Iced tea-2 gal. @\$5.50	\$11
Ice water	
Soft drinks	no chg.
White wine and/or	
Red wine and/or	
Champagne one case	no chg.

**Set-up and Equipment for Beverages -**

Champagne glasses - glass	no chg.
Wine glasses - glass	no chg.
Glasses - glass	no chg.
Water pitchers	
Champagne towels	
Punch bowls and trays	no chg.
(To ice champagne in to serve)	
Ice chests	
Ice minimum delivery	\$20

**Total for food, beverages, all equipment and set-ups \$579.95**

**Thomas Center info**

Spanish Court	\$40 per hour x 6 hours	\$240
Building attendant	\$15 per hour x 6 hours	\$ 90

Sub-total **\$330**

Serving tables	\$5 x 4	\$ 20
Seated tables	\$5 x 8	\$ 40
Chairs	\$1 each x 50	\$ 50
Podium		\$ 25

Sub-total **\$135**

**Total for use of Thomas Center \$465**