

Cinco de Mayo Luncheon **Friday, April 29th, 2016**

General room set-up: We will utilize the entry space as you enter Food Runners Collaborative and the boardroom to the left as you enter the building. Two buffet tables will be set up in the entry space, one against the wall on the left and one against the wall on the right. The buffet tables will hold all entree and side items. In the boardroom the existing four tables with four chairs each will be arranged in a large square for eat-in dining. It is anticipated that some guests will fill a plate and return to their work areas. Additional chairs will line the entire parameter of the room. We will play themed music off of a computer set up on the bar in the boardroom.

Individual tables: Place one white tablecloth on each of the four dining tables in the boardroom. There is no place setting or decorations that need to be added to these tables.

Buffet-set up: Place one white table cloth on each of the two buffet tables in the entry. Using the Buffet Table Layout diagrams, set up the flower arrangements, menu cards, plates, and a chafing dish rack and fuel for each hot item. One buffet table will have all of the vegetarian items for the taco bar and the other will have all of the meat or the taco bar.

Boardroom bar set-up: The built-in bar in the boardroom will house drinks, an ice bucket, utensils and dessert. Using the Beverage and Dessert Table Layout diagram, place utensils, napkins, cups, ice bucket, and dessert plates on the bar. Place the computer with the event playlist on the left-hand side of the bar. Place menu cards for each item. Move the trash can so that it is near the door.

Staffing: One person will man the buffet line while the other will make sure all guests have everything they need. Staff will mingle with guests to assess food quality and overall experience as well.

Service Plan: Plates should be cleared as people finish. Ensure all menu items are well stocked throughout the meal. Be sure beverages do not get low as well.

TIME SCHEDULE

Monday, April 25th, 2016 2-4 pm

- Pull chicken and pork carnitas from the freezer to the cooler
- Make place cards for all menu items

Thursday, April 28th, 2016 1-3 pm

- Gather all table linens and flowers
- Gather entree and dessert plates, utensils, cups and napkins
- Gather chafing dishes, lids, fuel, and serving utensils
- Set up boardroom tables and chairs according to diagram

- Bring all extra chairs to the classroom and arrange along the parameter of the room
- Make salsa
- Open beans and place in hotel pan for easy heating on day of event
- Make cake
- Marinade meat
- Prep the components of the corn salad. Place all chopped ingredients in individual bowls to easily put together on day of event

Friday, April 29th, 2016

8:00 am- 9:30 am

- Build the corn salad and place in serving bowl
- Prepare rice in hotel pan
- Make limeade in large pitcher
- Prepare toppings: lime wedges, diced tomatoes, shredded cheese, shredded lettuce, plate for service. Hold in cooler until service time.

9:30 am – 10:15 am

- Begin cooking pork, chicken, beans, and rice
- Ensure boardroom is still set up according to Layout Diagrams
- Check to see if entry and boardroom are clean of items left behind, trash and if floors need to be vacuumed
- Set up tables for buffet in entry way
- Place table cloths on buffet tables, dining tables and bar. Place flowers on buffet tables and bar
- Set up chafing dishes and fuel
- Place serving utensils and resting plates in front of chafing dishes
- Use Layout Diagrams to put utensils, cups & buffet/dessert plates in correct locations on Boardroom bar
- Place computer on boardroom bar for music
- Place menu cards where each dish will go on the buffet table & bar
- Fill chafing dishes with ½" of water

10:15 am - 11:45 am

- Prepare guacamole batch #1
- Finish cooking meats, beans and rice

11:30 am – 11:45 am

- Light fuel for chafing dishes
- Bring cake to dessert table
- Bring toppings to buffet table
- Set drinks on the buffet line
- Fill ice bucket and bring to Boardroom bar
- Turn on music

11:50 am

- Bring all remaining food to buffet tables

12:00 pm

- Begin service
- Clear plates and trash throughout service
- Check for any food or service items that are running low throughout service
- Keep limeade pitcher and ice bucket filled throughout service
- Mingle with guests to ensure they have what they need and are satisfied with the food
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12:15 pm

- Make guacamole batch #2 and bring to buffet table

1:00 pm

- Begin clean-up
- Package leftovers in carry-out containers for employees to take home
- Dishes taken to dishwashing area
- Linens placed in laundry
- Trash cans emptied
- Tables and bar wiped down
- Buffet tables in entry way broken down and stored
- Return tables and chairs in Boardroom to meeting style set-up
- Vacuum floors