

Catering Quick Numbers

Reception Space:

Bare Minimum	6-7 square feet per person
US Comfortably Crowded	8-9 square feet per person
Enough Space to Circulate	10 or more square feet per person
Too Much Space	over 20 square feet per person

Amount of Reception Food:

To keep the chart simple - 1 piece of anything (small or large) counts as "1."

The more options you offer, the more likely people are to take "1 of each."

Smaller plates or no plates reduce consumption.

Passed appetizers reduce consumption.

Fewer appetizer stations in a big room reduces consumption.

A hosted bar increases consumption as people stay longer.

Length & Type Of Reception	Type of Eaters	# pieces of Hors d'Oeuvres Per Person
Less than 1.5 hours with dinner following	Light	4-5 pieces
	Medium	7-8 pieces
	Heavy	10+ pieces
Less than 2 hours with no dinner following	Light	6-8 pieces
	Medium	10-12 pieces
	Heavy	14+ pieces
2 to 3 hours with no dinner following	Light	8-10 pieces
	Medium	10-12 pieces
	Heavy	16+ pieces

Number of Servers:

Hotels tend to plan 1 server per 32 guests (minimum service) unless you negotiate for more staff. and/or a higher level of tableside service.

Number of Guests	Minimum Service Level	Optimum Service Level	At Table service – Pour Wine, Some French Service	French or Russian Full service
Round of 8	1 server per 4 tables	1 server per 3 tables	1 server per 2 tables	1 server per table
Round of 10	1 server per 3 tables	1 server per 2 tables	2 servers per 3 tables	1 server per table
Buss Staff	1 per 4 servers	1 per 3 servers	1 per 3 servers	1 per 2 servers
Buffets	1 server per 40 guests	add 1 runner per 100 guests		

Over Set Guarantee:

- The industry average is 3 – 10 % depending upon the number of guests.
- Over set is “places set at the tables” not a food quantity.
- Some situations make it hard to fill each table. This leaves open seats and may require more overset than the hotel would normally provide. Think about your guests – will they sit at the last place at a table, if they do not know others at the table? Do they come in pairs and need two places? Do they straggle into the meal?

100 guests	Industry standard request: 10% over set
100 – 500 guests	We recommend: 6-8% based on group dynamics
500 – 1000 guests	We recommend: 5-7% based on group dynamics
Over 1000 guests	We recommend: 3-4% based on group dynamics

Break Beverages:

The number of gallons of beverages you need for a break depends upon:

- Ratio of men to women in the group
- Length of break
- Size of the cup/glass
- The ease of getting to the break and returning to the meeting on time
- The more options offered, the more waste you will have at the end of the break, if the hospitality standard is to “not run out” of anything

Morning Break

Count = Attendance at the break

Beverage	All Men	All Women	1
Regular Coffee	Count x 60%	Count x 50%	Count x 55%
Decaf Coffee	Count x 20%	Count x 25%	Count x 25%
Hot Tea	Count x 10%	Count x 15%	Count x 10%
Diet Soda	Count x 20%	Count x 20%	Count x 20%
Regular Soda	Count x 10%	Count x 5%	Count x 10%

Afternoon Break

Count = Attendance at the break

Beverage	All Men	All Women	1
Regular Coffee	Count x 35%	Count x 30%	Count x 35%
Decaf Coffee	Count x 20%	Count x 20%	Count x 20%
Hot Tea	Count x 10%	Count x 15%	Count x 10%
Iced Tea	Count x 20%	Count x 25%	Count x 20%
Diet Soda	Count x 50%	Count x 50%	Count x 50%
Regular Soda	Count x 10%	Count x 10%	Count x 10%

Servings in a Gallon by Cup/Glass Size

Gallon	Cup Size	Cup Example	Practical Number of Servings
1 gallon 128 ounces	6 ounces	Small paper or china coffee cup	20
1 gallon 128 ounces	8 ounces	Medium paper or coffee mug	15-16
1 gallon 128 ounces	10 ounces	Water glass or 1 can of soda	12
1 gallon 128 ounces	12 ounces	Tall glass	9-10

Formula – How Many Gallons To Order

people x % drinking that beverage = # cups / servings per gallon = gallons to order

300 people x 50% women drinking coffee = 150 cups / 20 6oz cups per gal = 7.5 gal order