PORTICO

Planning for Servers Plus Package

www.porticoweddings.com 480. 251. 1868 events@porticoweddings.com

To Help Your Servers Plus Package Go Even Smoother
Make Sure Your Food Provider Knows:

-Food Deliveries are only to be within 2 to 1 hour before the start of the Reception Seating listed on Portico Timeline.
-Hot Food Must be delivered in **Disposable** chafing pans.
-Hot Food Must be brought and left in a Hot Box.
-Hot Boxes are to be picked up before end of event.
-Hot Boxes must be thermal only and not electric.
-All Food must be cut up and prepared and **"Ready to Serve."**
-The Portico Kitchen area is a "Prep Kitchen Area" only- there is no oven.
-For Coffee- bring ONE kind of coffee along with creamer, sugar & Sweet & Low.
-For Punch or Lemonade- bring premixed punch, or powdered punch and jugs of water.

The Servers Will:

Work with and Help Your Food Provider

Set Up and Arrange Food Display for the Appetizer Table
Keep Appetizers Replenished
Bus During the Cocktail Hour

Set Up and Arrange Food Display for the Buffet Table
Light Prep of Food
Serve at the Buffet Table
Keep the Buffet Replenished
Bus/ Clear Dinner Plate Ware

Pour Champagne / Cider for the Toast
Cut and Serve the Cake
Bus Cake Plates
Make Coffee, Set up Coffee Station, Replenish Coffee Station
Remove Trash as Necessary

-Please let your food provider know what items are provided by Portico- by giving them this sheet, and a Servers Plus Package Sheet. Thank you!

I will make sure my food provider understands the Servers Plus Information:

Signature: _____ Date:_____