



Servers Plus Packages

www.porticoweddings.com

480. 251. 1868

events@porticoweddings.com

Servers with Acrylic Ware

\$950

- Acrylic 9 oz Beverage Cups
- Glass Champagne Toasters
- Acrylic Appetizer Plates
- Appetizer Napkins
- Acrylic Dinner Plates
- Acrylic Forks, Spoons & Knives
- Dinner Napkins
- Acrylic Cake Plates
- Cake Napkins
- 4 Servers for 5 Hours

- 4 Chaffers / Fuel
- 4 Large Bowls for Salad, etc...
- Smaller bowls for dressing, toppings, etc...
- 4 Serving Platters
- Serving Utensils/ Tongs, etc...
- Two Drink Dispensers
- 100 Cup Coffee Maker
- 2 Coffee Carafes
- Ice for Dispenser Beverages
- And More....

Signature_____

Date_____

Servers with China Ware

\$1550

- Glass Water Goblets
- Glass Champagne Toasters
- Appetizer Plates
- Appetizer Napkins
- Dinner Plates
- Forks, Spoons & Knives
- Linen Dinner Napkins
- Cake Plates
- Cake Napkins
- 5 Servers for 5 Hours

- 4 Chaffers / Fuel
- 4 Large Bowls for Salad, etc...
- Smaller bowls for dressing, toppings, etc...
- 4 Serving Platters
- Serving Utensils/ Tongs, etc...
- Two Drink Dispensers
- 100 Cup Coffee Maker
- 2 Coffee Carafes
- Ice for Dispenser Beverages
- And More....

Signature_____

Date_____

**All appetizers and dinners will be served Buffet Style.

**Clients must use one of these packages when not using Portico Catering.



Planning for Servers Plus

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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- delivery times will be discussed at the pre-event planning meeting.
- Hot Food Must be delivered in **disposable, standard size** chafing pans.
Please label pans with a sharpie marker on the front of chafing pan, not top.
- Hot Food Must be transported, delivered and left in a Hot Box.
Food may be transitioned to Portico's hot boxes on arrival.
- No Food must actually touch the Hot Boxes themselves- it MUST be in the chafing pans.
- Hot Boxes left at Portico are to be picked up before event end.
- Hot Boxes must be thermal only and not electric. Electric hot boxes are **NOT** allowed.
- All Food must be cut and prepared and **"Ready to Serve."**
- The Portico Kitchen area is a "Prep Kitchen Area" only- there is no oven or microwave.
- For Coffee- bring ONE kind of coffee along with creamer, sugar & Sweet & Low, etc...
- For Punch or Lemonade- bring premixed, or powdered punch only (**no** frozen concentrate).
- Bring **gallon** water jugs for any punch, lemonade, or China Ware water service.

The Portico Serving Staff 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. I understand that if the food is not brought in the manner listed above, a **minimum** fee of \$100 will be due.

Signature: _____ Date: _____

08/18