

Reception Planning Guidelines

Quantity of Food

The first element of planning a successful event is to know how much food to order. While it is relatively simple to choose a full meal menu, it is generally a reception that can make or break your budget. After establishing your reception budget, the trick is to order enough food to last throughout the party, but to avoid excess leftovers.

The chart below can help you plan the quantity of food for your reception. Based on servings/pieces per person.

Length of Reception	Light Eaters	Moderate Eaters	Heavy Eaters
Two Hours or Less Dinner Following	3-4	5-7	8 +
Two Hours or Less No Dinner	6-8	10-12	12 +
More than Two Hours No Dinner	8-10	14	16 +

If the mix of your group consists of light eaters, plan your food quantity accordingly; order fewer items of higher quality. But, if you know your guests really like to eat, order enough food to fall into the Moderate to Heavy ranges to avoid running out. To ensure a well-balanced offering, your food selections should always consist of two-thirds hot and one-third cold hors d'oeuvres. These should be complemented with a variety of fresh fruit and raw vegetables.

Beverage Quantities

It is recommended that you anticipate beverage consumption of **at least 2** drinks per person per hour when planning your budget.

Customized Menus

Pleasant Valley Country Club is always happy to adapt any of our menus to fit your needs. Also, we can customize a menu just for you, based on your budget and specifications.