

Screening Guidelines Catering Arrangements

Responsibilities

Venue

Arrange for the venue to provide the following:

- Tables and chairs
- Table equipment:
 - Coverings for tables (disposable/fabric)
 - Small plates (disposable/crockery)
 - Small spoons (disposable/metal – teaspoons would be adequate)
- Personnel:
 - To lay tables with two menu cards and flags, food and serviettes
 - To clear up/wash up (recover flags, cool boxes and any unopened food, juice and unused disposables)
- Water and glasses
- Some refrigeration space

Catering Team

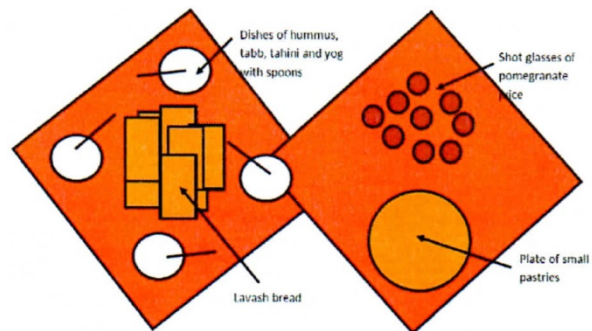
Arrange for whoever is doing the catering to provide/deliver the following to your venue before the event at a pre-arranged time:

- Food with garnishes (see menu below) and juice in bulk
- Serving dishes for the food (disposable)
- Shot glasses for beverages (disposable)
- Table flags (to be reused at next event)
- Menu cards
- Serviettes

Menu

Each table should have:

- A dish of **hummus** garnished with chopped parsley
- A dish of **tabbouleh**
- A dish of **tahini** with lemon and garlic garnished with lemon slices
- A dish of **yoghurt**
- **Lavash bread** cut into portions (about 6" square)
- Shot gasses of **pomegranate juice**
- **Small pastries**



All food/juice arranged on open serviettes in centre of table