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 glasses of pomegranate juice
- Small pastries

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