

## Dining Banquet Event Order

Managers	Event Information
<b>Megan Hunt</b> Hunt2me@dukes.jmu.edu <b>Morgan Leigh</b> leighmm@dukes.jmu.edu <b>Sarah Pomerson</b> pomerssk@dukes.jmu.edu <b>Gennie McDonough</b> mcdonogm@dukes.jmu.edu <b>Samuel Price</b> Pricesm@dukes.jmu.edu <b>Jordan Lang</b> Langjt@dukes.jmu.edu	<b>Event Name:</b> Chinese New Year <b>Date:</b> Saturday, February 11, 2017 <b>Location:</b> Festival Conference and Student Center <b>Address:</b> 1301 Carrier Drive, Harrisonburg, VA 22807 <b>Dining Start Time:</b> 12:30 PM <b>Dining Room Name:</b> Highlands Room <b>Guest Count:</b> 90
Setup	Timeline of Setup
<b>Entrance to Reception:</b> Behind drapes in the lower drum of festival <b>Satellite Kitchen:</b> Set up in BOH perpendicular to elevator <b>Buss Station:</b> Set up in BOH beside prep tables <b>Beverage Station:</b> To the immediate left after the entrance <b>Action Station:</b> On the right after entering reception <b>Front of Room:</b> Beverage and action stations <b>Ceiling Décor:</b> Hanging Lanterns <b>Guests' Seats:</b> Cocktail tables <b>Wall Décor:</b> Brick wallpaper, Lanterns, Fans, Black drapes <b>Other:</b> Photo booth with dragon, Chinese checkers on 2 cocktail tables  <b>Entrance to Dining Room:</b> Double doors in foyer by Highlands Room <b>Satellite Kitchen:</b> Set up in foyer by Highlands Room <b>Buss Station:</b> Behind pipe & drape in the Festival Lower Drum <b>Beverage Station:</b> Back of house <b>Front of Room:</b> Stage for entertainment in center and gobos on walls <b>Ceiling Décor:</b> Colorful umbrellas and lanterns <b>Guests' Seats:</b> 12 round tables numbered for guest and staff <b>Wall Décor:</b> Red Gossamer and Christmas lights <b>Other:</b> Restrooms on right side of dining room	<b>12:00 AM</b> Lights, gossamer, and tables will be set up the night before <b>7:30 AM</b> Staff will arrive for breakfast and introductions <b>8:00</b> Staff will break up into Dining and Reception for tour of facility, instructions, and begin setup <b>8:15</b> Task cards will be assigned and staff will complete tasks <b>10:00</b> Front of House Staff will have a break to change and have a snack if desired <b>10:15</b> Staff will begin training: menu items will be presented to all staff members, server cards will be distributed, flow of serving teams will be practiced <b>11:40</b> Staff will be ready for guests to arrive <b>12:00</b> Event begins <b>12:10</b> Non-reception staff will place butter, lemons, and drinks on table <b>2:15</b> Staff will be provided an employee meal <b>2:45</b> Clean up will begin

Décor	Linens	Entertainment	Printing	Dishes
<ul style="list-style-type: none"> <li>- Colorful Umbrellas</li> <li>- Lanterns</li> <li>- Red Gossamer</li> <li>- Christmas Lights</li> <li>- Gobo</li> <li>- Brick Wallpaper</li> <li>- Hanging Lanterns</li> </ul>	<ul style="list-style-type: none"> <li>- Black tablecloths</li> <li>- Red table runners</li> <li>- Black napkins</li> <li>- Black chair covers</li> <li>- Red and Gold chair sashes</li> <li>- White tablecloths</li> </ul>	<ul style="list-style-type: none"> <li>- Guzhang</li> <li>- Dragon photo booth</li> <li>- Chinese checkers</li> </ul>	<ul style="list-style-type: none"> <li>- Menus</li> <li>- Staff name tags</li> <li>- Table name cards</li> <li>- Table numbers</li> <li>- Coat check numbers</li> </ul>	<ul style="list-style-type: none"> <li>- Gold chargers</li> <li>- Glasses for water and tea</li> <li>- Proper silverware</li> <li>- Proper plates for each course</li> <li>- Lemon plates,</li> </ul>

- Fans - Dragon - Wooden Arch	- Paper napkins - White Napkins			sugar caddies - Coffee cups and saucers - Passing Trays - Bread plates - Tea cups and saucers
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### MENU

Food Item	Quantity
<b>Beverage Station:</b> Hot Green Tea to include a variety of condiments <b>Passed Hors D' Oeuvres:</b> Fried vegetarian spring roll served with optional orange duck sauce <b>Action Station:</b> California Sushi Roll to include rice, seaweed, crabmeat, cucumber, avocado served with optional soy sauce <b>Appetizer:</b> Steamed Dumplings served with soy sauce in a ramekin <b>GF Appetizer:</b> Boiled salted edamame <b>Salad:</b> Iceberg salad with carrots, mandarin oranges, crispy wontons served with ginger dressing <b>Entrée:</b> Fried General Tso's chicken served with steamed broccoli and sticky rice <b>Vegetarian/GF:</b> Vegetarian stir fry to include broccoli, carrots, peas, baby corn, mushrooms sautéed in teriyaki sauce and served with sticky rice <b>Dessert:</b> Chinese sugar donuts <b>GF Dessert:</b> Fruit cup	<p>90 for each course</p> <p>Specific number for GF/Vegetarian options</p>
Cost	
<b>Per Plate: \$21.51</b>	<b>Total: \$1935.92</b>

Dining Timeline	Special Instructions
<b>11:45 am:</b> guests can approach the registration table and take their name card <b>12:00 pm:</b> guests will be allowed to enter into the reception area. <b>12:05 pm:</b> reception staff will begin passing hors d'oeuvres, guests can get a beverage, and the sushi chef will begin preparing sushi rolls for the guests. Guests will also be able to mingle with one another, take pictures, and read the factoids. <b>12:30 pm:</b> the gong will be struck, indicating that dinner is about to begin; guests will enter into the dining room and supervisors will assist guests in finding their seats. <b>12:35 pm:</b> supervisors will close the dining room doors. <b>12:37 pm:</b> Head servers will greet each assigned table and welcome them to the celebration. Double check with allergies also <b>12:45 pm:</b> Manager will introduce entertainment <b>12:47 pm:</b> Veggie dumplings will be served. <b>12:50 pm:</b> Finishing serving dumplings	<b>SPEV to pull:</b> - 1; Cold Water AV, Hot Tea AV - 2 Long Rectangular Tables - 6 High Top Cocktail Tables - Action station - Beverage station - 1 Cream Dispenser - 1 Honey Dispenser - 4 White Table Cloths - 90 Chairs - 30 Votives - 24 Cream Dispensers - 24 Tea Lights - 12 Round Tables - 6 Long Rectangular Tables - 2; Water AVs, Iced Tea AVs, Coffee AVs - 8 Plastic Pitchers - 60 White Napkins - 6 White Table Cloths

<p><b>1:00 pm:</b> Clear dumplings</p> <p><b>1:05 pm:</b> Salad will be served</p> <p><b>1:08 pm:</b> Finishing serving salads</p> <p><b>1:18 pm:</b> Clear salads</p> <p><b>1:22 pm:</b> Entrees will be served</p> <p><b>1:25 pm:</b> Finish serving entrees</p> <p><b>1:40 pm:</b> Entrees will be cleared</p> <p><b>1:43 pm:</b> Sugar donuts and fruit plates will be served</p> <p><b>1:45 pm:</b> Finish serving desserts</p> <p><b>1:47 pm:</b> Coffee service</p> <p><b>1:50 pm:</b> Entertainment thank you speeches</p> <p><b>2:00 pm:</b> Guests depart</p>	
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