Food and Beverage Guidelines for Local Section Meetings

Suggested general ordering guidelines are:

a. Breads 1.5 pieces per person (ask to have slices cut in half)

b. Coffee 100% (60% Regular; 30% Decaf; 10% Tea)
   * You can expect to get 16 servings of coffee from one gallon (thus order 1 gallon per 16 people to provide 1 cupper person).

c. Juice 75-85% (1 qt. = 8 glasses)

d. Fruit 45-50%

e. Yogurt 30%

f. Cereal 30-50%

g. Hot Sandwiches/Bkfst 75% - 90%

h. Dry Snacks 1 oz. per person (16 oz. per lb.)

i. Dip 1 qt. (or 2 pints) of dip for every lb. of chips

j. Anchor Foods 1/3 of attendees

k. Action Station 1/3 - 1/2 of attendees

l. Hors d'oeuvres (hot) 1 of each for all attendees

m. Hors d'oeuvres 2/3 hot items and 1/3 cold items

n. Dessert and Coffee 1/3 - 1/2 of all attendees