

**This  
Proposal  
Includes**



**Sequence of Events with Probable Timings**

**Call Time:** 12.00 with guests trickling in and out during the afternoon

**Open House Reception**

**Guests Arrive :** 5 to 10 mins before call time

**Host Ready to Receive:** 5 minutes before call time

**Welcome Staff:** 10 minutes before call time

**Coat Person Ready** 5 minutes before call time

**No Music is Planned For**

**Bars Butlery:** 5 minutes before call time

**Butlery of HD :** 5 minutes before call time

**Dessert Buffet** 1:30 on

**Coffee as a Buffet** from noon an varied use with refernce to temperature - point is to accent the idea of a more complete lunch service

**Design Concept -** ambiance to establish for a traditional garden party spring sensibility- with silver, glass; large 5ft urn display, smaller silver & glass containers with delicate displays

**Valet Parking:** Valet Parking is not needed and not planned for

**Sign In Tables:** 1 - 48in Round and 1 36 inch round with damask overlays on ivory striped ground

**Pick Up Materials Table:** None planned for at this time

**Staff Dress:** Tuxedo

**Welcome by Staff:** Staff person by approach area

**Coat Check:** No coat check required at this time.

**Butlery of Wines & Water:** Yes - with silver trays

**Bars** How Many 1 Shaped: 1 Straight bar with 2 rounds

**Looking Like :** Baskets and Hampe Glassware: All clear plastic tumblers and apaper hot cups

**Serving:** Spritzers and Bellinis - butlered so as to control // Bar has awters, soft drinks, ice tewa and len mac

**Separate Butlery Station:** Separate and not visiblr to guests - where the spritzers and Bellinis come from

**Hors d'Oeuvres presented?** on silver trays and baskets

**Stationary Hors d'Oeuvr #of Choose Shaped:** Choose Shapes of Tables

**Stations Looking Like** Silver, Terra-cotta and baskets



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