

## PLATED MEALS

### SELECTING ENTREES

Events offering multiple meal selections must assign guests to tables but not individual seats. For events who do not wish to assign seats, one entrée should be selected for all guests with additional vegetarian meals to be served upon request. For events who will not be collecting RSVPs, one entree should be ordered for 100% of guests with a portion of additional vegetarian meals to be served upon request. (For example, for 50 guests please order 50 chicken entrees + a buffer of 5 vegetarian meals).

### DIETARY RESTRICTIONS

If you anticipate needing to accommodate many dietary restrictions for your guests, consider selecting one meal that will accommodate several of the most common restrictions/allergens. The best option for this is to choose one meal that is vegetarian, vegan, and gluten free. Please be sure to ask your guests for any dietary restrictions on their RSVP so we can plan accordingly ahead of time.

### PLACECARDS

Events offering multiple meal selections must assign guests to tables and provide each guest with a placecard that lists their name and a symbol of which meal they have selected. Below are examples of meal indicators:

- Written word “chicken” “salmon”
- Code “C” for chicken, “S” for salmon
- Stamp of chicken, fish, cow, carrot, etc.
- Different color card, ribbon, etc (pink for salmon, green for vegetarian, etc). \*\*Please be sure each color is distinct enough for OWC staff to see easily!

Meal indicators must be easily visible on the front of the placecard.

Placecards can either be handed to guests upon check in, placed on a table for them to pick up and take to their dining table, or pre-set at each dining table.

### REQUIRED INFORMATION

One World Catering requires the following information to execute plated meals. Please refer to the Event Detail Deadline on your catering proposal and/or contract for your submission date.

1. Total guest count, total number of each meal needed
2. Guest list that includes all guests’ names, meal selection, table number, dietary restrictions
3. Floor plan of your venue that shows all dining tables and how they will be numbered

This information allows us to create our service plan so that we can serve your guests quickly and efficiently.

### RENTALS

Plated meals require the use of rental china, flatware, and glassware for the dinner. You have the option of additional rentals for the rest of your event (appetizers, beverage stations, bartending, etc) or mixing in complimentary compostable greenware.