

Catering ideas

You will probably want your delegates to enjoy your hospitality and it's possible to cater your event in different ways and achieve this. How you cater your event will depend on several factors: audience; budget; local suppliers or whether your own team prepare food; team availability to serve & clear and what space for is available for eating. Whether you go simple or elaborate remember that you only have a fixed and small amount of time to serve everyone, let them eat and clear away (generally 50 minutes). You can make even the simplest meal special by decorating the serving and eating areas.

You need to supply teas, coffees, water and squash with some biscuits as a minimum.

Lunch options:

- Bring your own (with packed lunches supplied on request at additional charge).
- Packed lunches supplied (e.g. sandwich or roll / fruit / bag of crisps / chocolate biscuit).
- Soup / bread / cheese selection / ham.
- Salads and cold meats, quiche and bread.
- Hot meal (e.g. chicken pasta bake, shepherds pie, lasagne) and salad.
- Consider carefully whether you serve a dessert because of time. You may wish to save something sweet for tea time.



A hot lunch is a wonderful option but **ONLY** if you have the facilities, space and plenty of helpers to prepare it, serve and clear in limited time.

You could go for a simple lunch and then do something very special at tea before people leave e.g. a selection of homemade cakes.



Packed lunches can be eaten anywhere so are good if you have limited space. Some venues have separate dining areas for people to sit together. Couple time spaces can be used for eating lunch if you have sufficient small tables already set up.

