



# Tips for a Perfect Party

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## TABLEWARE BUYING GUIDE

**Beverage Napkins** (Used for drinks, appetizers & dessert)

COCKTAIL PARTY 3-4 per person / DINNER PARTY 2-3 per person

**Luncheon/Dinner Napkins**

SIT DOWN DINNER 1 per person/ BUFFET INDOOR 2 per person/ BUFFET OUTDOOR 3 per person

**Plates**

BUFFET 1.5 per person Dinner & Dessert Plates/ DINNER PARTY 1 per person Dinner & Dessert Plates

**Cutlery/Place Settings**

DINNER PARTY 1 per person plus extra fork/spoon for dessert

COCKTAIL PARTY (forks only) 2 per person/ BUFFET 2 per person

**Plastic Cups**

COCKTAIL/OUTDOOR PARTY 4 per person/ DINNER PARTY 2 per person

**Coffee or Hot/Cold Cups**

COCKTAIL OR BUFFET PARTY 2 per person/ DINNER PARTY 1 per person



## BEVERAGE GUIDE

Figure 15 ice cubes per person for a 2-3-hour cocktail party

Punch – 2 cups per person

One keg of beer = 160 Glasses

One Gallon of Wine = 16 4oz Glasses

One Liter of Liquor = 20 drinks using a 1.5oz Jigger

Coffee = a one-pound can of coffee serves approximately 60 cups.

Cocktail Party Planner – Wine & Beer figure 3-4 Drinks per person for a 4-hour party/ Liquor figure 2 drinks per person per hour/ Mixers figure 1 bottle per person and divide that amount equally between soda, ginger ale and tonic

Picnic Planner – for 150 people = 10 Gallons Iced Tea, 8 Gallons Lemonade, 2 Soft Drinks per person

Buffet Planner – Allow one Buffet Line per 50 guests & allow one Coffee Station per 60 guests



## FOOD ESTIMATING GUIDE

**For Individual Meats, Fish or Poultry**

5-6 Ounce serving per person – If the cuts of meat have bones in them, consider adding more weight per person.

**For Multiple Meat meal buffets**

4-6 Ounces per person

**For Pasta Dishes**

For a sit-down dinner 1# of pasta will serve 4-6 people/ For a buffet 1# will serve 8-10 people

**For Vegetables**

With premixed salad, estimate one handful per person/ One head of lettuce will feed 5 people/ 4 heads will serve 15-20

**For Appetizers**

Estimate about 10-12 items total per person/ Make 3-4 per each item per person keeping in mind that everyone may not take all of the items

**For Desserts**

Calculate one full portion of dessert per person/ For multiple desserts, people will taste smaller portions of each item.

A normal cake will serve approximately 10, but 15 will be fed if you are also serving pie.