

# Food & Beverage Planning Guidelines

---

## **Lunch on the bus**

- If available, box lunches from Subway or any sub shop work well. They usually have a 6 inch sub with chips and a cookie. The cost is about \$6 plus tax. Box lunches are part of the Bus budget at \$10 for each person on the bus. Excess funds can be used for parties, if needed.
  - Limit the choices to 3 or 4
    - Pick one kind of bread for all subs
    - Turkey, Roast Beef, Tuna Salad and Veggie
    - The Subway will provide mayonnaise and mustard in packets.
  - Bring your list on the bus. There are usually 3 or 4 people who do not remember what they ordered.
- Water is very important. At higher elevations people can easily get dehydrated
  - Buy cheap bottled water in a Super Market., at least one bottle per person. You can usually get a case of water (24 bottles) for about \$3.

## **Party Budget**

- On the Trip Budget, the line item “Parties & Name Badges” is the budget for all the parties and name badges. Plan your budget for all the parties.
  - Name badges: To run a report of the name badges needed, go to your trip and click on the green “Reports” button at the top of the page, then click on “Registration Fields” and then in the left hand column unclick everything except “Need a name badge?”. In the right column, click on both options and the click on “Generate” near the top of the page.
  - Pre-Trip Party: Try to plan the party for about 2 weeks before departure. Be aware of your total budget.
  - Welcome Reception: A few resorts or tour operators include a welcome reception. The TSC trips always include a welcome reception. If your trip does not include one, then you should plan on hosting one. A wine & cheese party works well and can usually be hosted in a condo.
  - Mid-Week Party: The purpose is to get everyone back together. A pizza party is easy and economical.
  - Clean out the fridge party on the last night of the trip: Everyone brings leftovers. Sometimes these are well attended and people bring lots of food and beverages. Sometimes they are not well attended or end up with not enough food and/or beverages. Try to find out how many will attend. Sometimes the club pays for a meat, such as BBQ.
  - Post Trip Party: Find out how many will attend. If the attendance will be less than 25%, then consider not having it.

## **Food & beverages depend on the time of the day of the party.**

- During the mid-afternoon, snacks are fine. It is not dinner time nor lunch time
- A party starting between 4 and 7 PM, people will expect dinner and will eat and drink a lot, no matter what you tell them.

## **Beverages**

- Plan on 1 drink per hour per person
  - A 750 ML bottle of wine is 5 glasses
  - 1 drink is 1 glass of wine, 1 bottle of beer or a soft drink or water
  - 90% of the people want wine
    - In the winter, about 65% red and 35% white
    - In the summer, 50% red and 50% white
  - 10% want beer. They prefer bottles, not cans
  - A couple of people want soft drinks

## Food & Beverage Planning Guidelines

---

- About half of the people will drink water. A pitcher of water is fine at a party.
- Don't open all the wine before people arrive. Unopened left over wine can be saved for another party.
- A 1.5L bottle may be less expensive per drink, but can also be wasteful if not fully consumed. You can use 1.5 L bottles at the beginning of the party but don't open them near the end.