

MEMORIAL SERVICE RECEPTIONS **RECOMMENDATIONS AND SUGGESTIONS**

BUF volunteers are available to set-up and clean-up for receptions, plus provide general organizational assistance during the reception. Any assistance that the family can provide is much appreciated. Most helpful is to make your plans as far in advance as possible so that we can know how to assist you.

Details to Consider: (Keep it simple)

How do I determine the number of guests to expect?

Gauging how many guests to expect can be difficult, but begin by considering immediate family members and how many of them will likely be attending. Then look at your loved one's extended family and friends. Was the deceased employed, and will any former colleagues or associates be attending? Did the deceased belong to any service clubs, unions, associations, general interest groups, sports teams, or a faith community? You can expect people from these groups to also attend, as well as people who may not have known the deceased but will be there to support you or other family members. The family usually has a good idea how many guests to expect.

You have until 11:00 a.m. the day before your reception to increase or even decrease the amount of food you have planned/ordered.

How do I decide on which menu selection to choose?

When making the decision about which menu to select you must consider the time of day the meal will be consumed and whether your guests will have had a chance to eat lunch/dinner prior to attending the service. For instance, if you have the interment right after the service and before the reception, your guests will most likely come back to the reception center very hungry, especially if they have not eaten before the start of the service. Also consider if you want a light meal or a very hearty one.

If a service is held at 2 p.m. or with a reception following, the recommended food and beverages are: cake, cookies, coffee, tea, and punch, and perhaps a fruit tray. (This time is between meals for most people.) If a service is held in the evening after the dinner hour, the same could be served.

A service held in the late morning, or late afternoon, could have heavier foods that would suffice for lunch or dinner, depending on the time.

Considering special dietary requirements:

Will some guests require gluten free, dairy free, vegetarian foods? Are there ethnic considerations? If a family has special ethnic dishes they wish to have served, those can be donated by someone in that ethnic group.

Finances: Here are guesstimates for a lunch/dinner menu: For 200 people cost is approximately \$600.

Money for purchases should be collected prior to the shopping being done.

Prep-- Day of Reception: Assign jobs to team members helping; i.e., to prepare coffee/tea, make punch, fill trays, etc.

Set Up:

Please note -- All movement of tables and chairs must be completed prior to the beginning of the memorial service. Sound carries very well up the stairs to the sanctuary. Social Hall reception help need to be relatively quiet during the service.

One main food (large) table should be set up near the kitchen entrance. A separate small table should be set up for a punch bowl and glasses at that same location. Coffee, tea, and cups would be located at the usual Sunday morning location. A few napkins should be placed at every food and beverage location. Use the counter (where Sunday morning treats are placed) for a second location for food. If there is a very large crowd, set a 3rd medium-sized table across the room from the kitchen, against the back wall, and the opposite corner from the counter. **(DO NOT BLOCK ANY EXIT DOORS!)** For a large crowd, set up only one (1) round table for seating for people with disabilities and place chairs only at that table around the perimeter of the room. For a smaller crowd, round tables and chairs can be set up for seating. The food placement arrangement disperses a crowd and keeps people from crowding around only one (1) location to get food. It also encourages people to move about the room, while checking to see what food might be at other locations, perhaps socially mixing as well.

Food Set Up:

Using styrofoam blocks or sturdy cardboard boxes of various sizes and height, create different levels to place food plates and trays. Begin by covering the table with a table cloth, place the blocks or boxes on the table, the tallest in the center of the table. Create a second level with shorter blocks or boxes each side of center, and at the ends of table, have space to place food directly on the table. Using a second table cloth, totally cover the boxes or blocks, bunching it a bit creating peaks and valleys with the table cloth, down to blending into the table top at the ends and sides of the table. This should be set up in such a way as to have the edges of plates and trays overlap. Some adjusting may be needed as different sized plates and trays are actually placed. Place two (2) or three (3) bud vases of flowers in various small empty

spaces for esthetics. (4" pot plants can be used also.) This set up allows space for more food on a single table and better appearance.

Foods that were better received by the attendees at one reception:

meatballs
small warm appetizer bites
hotdogs cut into one (1) inch pieces in BBQ sauce, kept warm in a crockpot
fruit
veggie tray
cheese and crackers
(tea sandwiches did not go well at all.)

Lunch or Dinner Menu Suggestions:

Sandwiches made with rolls (bigger than dinner rolls, smaller than hamburger buns) –from Costco or Cash and Carry.

Filling Suggestions:

1. Ham and Swiss cheese or cheddar cheese
2. Turkey with Havarti cheese
3. Roast beef
4. Vegetarian

(No condiments pre-placed on the bun. Put lettuce on all.)

Condiments should be served on the side (packets) along with sliced tomato on the side

1. Potato chips
2. Bread and butter pickles on the side with sandwiches
3. Salad: green salad or potato salad (Costco or Cash and Carry)
4. Fruit Tray: Suggest making your own, unless this is not wanted
5. Baked Beans: if desired
6. Dessert: sheet cake from Costco, cookies, etc.

Vegetarian Sandwich Filling Options:

With Miracle Whip or Mayonnaise and/or honey mustard

1. Mashed avocado
2. Salad greens or thinly sliced head lettuce
3. Spinach
4. Tomato
5. Alfalfa sprouts
6. Red onion or sweet onion
7. Pepper Rings – Mild, Deli-sliced
8. Bell pepper
9. Cucumber, thinly sliced
10. Olives
11. Zucchini

12. Grated carrot
13. Grated radish

MAKING COFFEE AT BUF:

Coffee for the pots comes in packages. Use one-half (1/2) package for small pots; one (1) whole package for large pots. **OR:** large percolator uses 2 ½ cups of coffee; 2 medium percolators use 2 cups of coffee. Coffee pots have to be plugged into different/separate outlets so as not to blow the fuses in the Social Hall. Example: One large –80 cup pot and one small pot can be plugged into separate outlets on the “treat” counter. One small pot can be plugged into the outlet post outlet at the coffee serving table. One small pot can be plugged in on the counter by the sink. Takes about one hour to brew.

CLEAN UP/DISHWASHER:

The dishwasher is a sanitizing dishwasher only.

1. Dishes need to be washed by hand in the dishwashing sink.
2. Place washed dishes in the rack in the dishwasher.
3. Take the dishwasher plug (white core tubular plug) off the counter and put in the dishwasher and push down.
4. Squirt some detergent in and about the interior of the dishwasher.
5. Press power button to heat water, then press “start” button (press hard).
6. The dishwasher does not buzz when finished (listen for it to stop).
7. Open door, cool, pull racks out, put dishes away.
8. Push drain button, hold.
9. Take white tubular core out and place on the counter next to dishwasher.