



ALWAYS A PLEASURE

# PARTY MANUAL

STAFF GUIDELINES & SET-UP NOTES

## STAFF GUIDELINES & SET-UP NOTES

- Remember how important each event is to each client. They are trusting in our professionalism and it is expected that we do the best we can, every time.
- Show respect to everyone – We are a team whose goal is to please to the best of our ability. If you are being disrespectful, you will be asked to leave.
- Captains – Check to see what other events are scheduled so you can pack accordingly. DO NOT OVER PACK and leave your other team members hanging.
- Mobile Phone Use – With the exception of the Captain, the use of mobile phones while on the job for DCC is strictly forbidden. This includes calls, texts, and playing games. You are a professional, and are expected to conduct your self as such. Leave your phone in your car, purse or knapsack.

### COME PREPARED

*How you do this affects how you will be scheduled.*

- Be on time – Know where the event is located ahead of time. Do not make your team wait for you
- Wear comfortable, seasonably appropriate clothes for set up.
- No open toed shoes.
- No revealing clothing or clothing with vulgar language / messages.
- Something to eat – light meal or snack – DCC does not provide your meal
- **BE READY TO WORK** – There is no time for non-sense

#### BRING A FULL, CLEAN, IRON UNIFORM INCLUDING:

- A freshly pressed, long sleeved, button down black shirt
- Black pants (*no jeans*)
- A clean apron (*provided by DCC upon hire for \$10*)
- Black Shoes (*Comfortable, closed toe, ALL BLACK*)
- Socks (*not white*)
- Black Belt (*Not required for ladies, unless you prefer one*)
- A Necktie of your choosing (*No profanity or vulgarity*)
- DCC Button (*Captain will provide upon event arrival*)
- A wine tool (*not provided by DCC*)

- No eating unless the client has given permission to the captain – The client has paid for the food and beverage and are allowed to bring all leftovers home
- Captains – Please be sure to bring all left overs/ unused ingredients (if any) back into the DCC kitchen/walk-in after the event. Please remove any garbage from the vans when you arrive back to DCC after each event. It's either too hot or too cold to leave things over night.

### BASIC BAR SET UP

Bar must be both functional and visually appealing. Bartender must maintain an organized, well stocked, and clean area at all times.

\* Tips Jar – Only acceptable if the client gives permission. Tips must be collected by the captain and split evenly amongst all staff at the end of the night.

#### BAR ITEMS

- 2 Lexans
- 1 Small Ice Scoop
- 1 Large Ice Scoop
- Bar Towels
- Trash Can (*double lined for recycling*)
- Slush Bucket
- Bev Naps
- Glassware (*check BEO*)
- Ice (*1 cooler of ice per 50 guests, OR 1 cooler of ice per 40 guests if there is a full bar*)

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## BASIC FOOD SET UP

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*(Check BEO for additional instructions)*

### **BUFFET & HORS D'OEUVRES**

Buffet set up must be both functional and visually appealing. Always set up the buffet for double-sided service unless space dictates otherwise. Buffet must be continuously monitored for replenishment.

### **BUFFET & HORS D'OEUVRES SET-UP**

- Plates
- Platters
- Chafers
  - 2 Sternos per Chafer
- Sauce Bowls
- Utensils (remember to double utensils for double sided buffets)
  - Tongs
  - Large Serving Spoons
  - Small Condiment Serving Spoons

### **SMALL PLATES**

Each small plate station consists of one 8' table in the front for plates and one 6' table in the back for the chef to work from. (1) server per each (2) stations

### **SMALL PLATES SET-UP**

- Baskets of flatware
- Bev Naps
- Appropriate platters, bowls, chaffers & utensils for chefs to work with
- Serving Plates

### **FAMILY STYLE**

Food is prepared on platters in the kitchen and served to pre set tables.

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## BASIC KITCHEN SET UP

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Captain will communicate with kitchen staff on site, and assign tasks accordingly.

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## BASIC BUSSING AREA

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Bussing station should be organized and well maintained throughout the event. Take a complete rental inventory before, and after the event. Conduct a final walk through to confirm all rentals and DCC inventory is accounted for. Make sure rentals do not get mixed together

### **BUSSING AREA ITEMS**

- Trash Cans (*Double lined - separate recycling & trash*)
- Bus Tubs and buckets for scraps/liquids
- Empty rental racks for re-racking dirty plates, glassware, etc.
- Cleaning supplies, extra trash bags etc.

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## BASIC SEATING SET UP

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### **BUFFET W/ PRE-SET TABLES**

- Up to 8 guests per 60" round or 8' banquet table
- Each Place Setting - Fork, Knife, Book Folded Napkin, Water Goblet
  - Goblet put out last - Iced down in bussing area, placed at tables, and filled shortly before guests arrive
- Dinner Plates at Buffet Table

### **BUFFET W/ NON PRE-SET TABLES**

- Up to 10 people per 60" round or up to 8 people per 8' banquet table
- No preset water goblet or napkin
- Roll-Ups with Fork and Knife (inside linen napkin) at Buffet
- Dinner Plates at Buffet Table

### **BUFFET W/ PARTIAL SEATING, HORS D'OEUVRES & SMALL PLATES**

- Guests Sit or Stand anywhere
- Plates, Bev Naps, and Baskets of Forks and Knives at Buffet

### **FAMILY STYLE**

- Up to 8 guests per 60" round or 8' banquet table
- Each Place Setting - Fork, Knife, Book Folded Napkin, Water Goblet
  - Goblet put out last - Iced down in bussing area, placed at tables, and filled shortly before guests arrive

### **PLATED MULTI COURSE MEAL**

- Up to 8 guests per 60" round or 8' banquet table
- Each Place Setting - Fork, Knife, Book Folded Napkin, Water Goblet
  - Goblet put out last - Iced down in bussing area, placed at tables, and filled shortly before guests arrive
- Plates & Place Setting are Bussed and re-set between courses