

Berry College Wedding Reception



Weddings are a special moment in a couple's life when they bring family and friends together to celebrate their love for one another. The reception is a continuation of the celebration that allows family and friends time to gather, reflect and congratulate the special couple.

Classic Fare Catering at Berry College has created this guide to help you plan your day with planning tips, timeline, Party Terms and Wedding Reception Catering Policies.

We design Wedding Packages each season that represents a special collection of menus and food selections to suit your tastes, budget and personal preferences. We continuously strive to make planning the catering for your Wedding Reception as organized, easy and economically friendly as possible. We can also customize your reception to suit your preferences. If you wish we can also provide fresh flowers and specialty linens for your reception. Because our experienced team has many years of experience, we can also suggest a myriad of wedding professionals that help make your special day a complete success.

When selecting Classic Fare Catering at Berry College in combination with selected Berry College venues (Ford Dining Hall, Christopher Browning Pavilion at Oak Hill and Spruill Ballroom in Krannert Center) for your reception you also get a facilities discount of twenty-percent (20%). We can also offer off premises catering at many locations in the local area – contact the Catering Office for specific details.

Classic Fare Catering at Berry College also supports the Berry College motto and mission through the employment of students in various facets of dining services, donations to events that support the overall positive experience of Student and Faculty Life as well as financial contributions.

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www.berrycollegecatering.com

Revised 04/2020

Reception Planning Timeline



Nine to Twelve Months

- Begin planning your wedding budget
- Start planning what you want your special day to be
 - Select wedding and reception coordinator
 - Finalize ceremony and reception locations
 - Begin meeting with caterers

Six to Nine Months

- Pay required deposits and fees
- Contract caterer (if not already contracted)
- Discuss reception wishes with your caterer

Two to Six Months

- Begin finalizing final reception menu
- Confirm cost estimates for reception menu

Six Weeks to Two Months

- Finalize reception menu
- Finalize room set up
- Finalize reception costs

Two Weeks to One Month

- Provide caterer with updated guest counts
- Provide caterer with Reception Sequence of Events

One Week

- Provide caterer final guest count numbers
 - Make all final payments

Are you planning to use a Wedding Planner or Coordinator?

We have worked with many Wedding Professionals here at Berry College. Rome, Georgia is fortunate to have some incredible Wedding Planners locally that offer "full service" or "day of coordination". We can certainly provide you with contact information.

Berry College does not require coordinators to be a part of your *Wedding Day Team*. While a professional Wedding Reception Coordinator can take away a lot of your Wedding Day stress it is ultimately it is your preference to hire or not to hire. However we do request that you provide us with a *Wedding Reception Point of Contact*

it can be a relative or a friend (not your mom let her enjoy the festivities) that can answer questions and provide direction that may arise during your reception so that you can relax and enjoy your special day.

Please NOTE: If your Wedding Reception is outdoors, we *prefer* a *professional Wedding Reception Coordinator*.

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Wedding Planning Tips

Reception and Menu Planning Times

You can plan a Wedding Reception to start anytime you desire and plan your menu any way you desire. Ultimately the time will dictate the type of menu you should plan.

Brunch

would usually take place between the hours of 10:00am – Noon

Buffet Luncheon or Plated Luncheon

menus are most often served between 11:00am and 1:00pm

Hors d'oeuvre

are typically best served early afternoon until around 6:00pm

Heavy Hors d'oeuvre, Buffet Dinner or Plated Dinner

would be the preferred food selection anytime after 5:00pm

Wedding Packages

We design seasonal Wedding Packages – of course we can customize and design a menu to suite your tastes or theme.

When Planning your Wedding Reception you have three basic options –

Choose from our Presidential Collection Seasonal Wedding Packages

Select a menu from our Presidential Collection Seasonal Buffets

Customized and Designed Menu

Our Presidential Collection Seasonal Wedding Packages includes

Wedding and Groom's Cake Service

Black, White or Ivory floor length Linen for Wedding Cake Table

Black, White or Ivory floor length Linen for the Groom's Cake Table

China, Flatware and Glassware (additional charge applies if your event is off campus)

Three Quarter Length Black, White or Ivory House Guest Table Linen

Black, White or Ivory House floor length Linens for Food Tables

Staff Service up to Three Hours

Complimentary Bridal Couple

Complimentary Bridal Couple To-Go Package

A la carte Option – select your menu from our Full Catering Guide and you will receive these basic items. Other services and linens are

charged based on A la Carte Pricing (see below)

China, Flatware and Glassware (additional charge applies if your event is off campus)

Black 85"x85" House Linens for Guest Tables

Black House floor length linens for Food Tables

Staff Service up to Two or Three Hours – depending on menu selected

A la carte Services – if you wish you can add these services to any Wedding Package (if needed) or A la carte selections –

Wedding Cake Service, 75.00 (included in Wedding Packages)

Groom's Cake, 75.00 (included in Wedding Packages)

Sweetheart Table (included in Wedding Packages)

Wedding Cake Linens, starting at 16.99 per cloth (included in Wedding Packages)

Groom's Cake Linens, starting at 16.99 per cloth (included in Wedding Packages)

Cake Service to Guest Tables, 1.29 per guest

Additional time, 1.49 per guest per hour or portion thereof

Bar Height Tables and Linens, check with Catering Office for pricing

Wedding Planning Tips

Reception Timelines

Some Bridal Couples prefer to do their own planning, some prefer to rely on friends and family members, others hire a Wedding Planner to help in all of their Wedding Planning and yet some decide to have a Wedding Coordinator for the Wedding Weekend. It is completely your decision on what you decide to do.

No matter what you decide we strongly suggest that you plan a Reception Timeline and ask a friend or relative to be your point person.

Planning a Reception Timeline allows your service providers to know what you are planning so they are prepared.

The first step is deciding what kind of Wedding Reception you are planning –

Afternoon Delight Wedding Package has various foods in the reception venue
we suggest allowing guests to start eating as soon as they arrive

Classic Wedding Package starts with pre meal hors d oeuvre and beverage followed by a full buffet
we suggest guests enjoy the hors d oeuvre with the full buffet opening after the Bridal Couple makes their entrance

Decadent Wedding Package has multiple food stations spread throughout the reception venue
since this is based on heavy hors d oeuvre we suggest allowing guest to eat as they arrive

Reception Set Up

Final set up depends on Wedding Package selected, location and type of menu you are planning and of course the Bridal Couple's preferences.

Typical things to consider -

- Where will the Bridal Couple sit? Sweetheart Table? Head Table? How many guests will sit at head table?
- Guest tables are usually 60" round and set up for 8 guests – depending on guest count and space we may suggest tables of 10
- Where will the Bridal Couple sit? Sweetheart Table for 2? Long Head Table? Modified round Head Table?
- Will you reserve tables for your family?
- Food Tables will depend on menu selection but do you prefer different stations or a full buffet?
- Wedding and Groom's Cakes tables are usually 48" round or 60" round – do you have a preference where they are placed?
- Gift Tables will depend on reception venue
- What is your entertainment? Have you rented a dance floor?
- Will your Wedding Coordinator or Day of Contact Reserve Tables for the Family? If so how many?

Reception Timeline Questions

What time is the Bridal Couple planning to arrive at the reception venue?

Are you planning to be announced when you enter? Who will do the announcing?

Are you planning a first dance? Do you want to do it immediately after entering?

Are you planning a father – daughter dance? Are you planning a mother – son dance?

When do you prefer food stations to be opened?

We suggest *Presidential Collection Classic Wedding Reception Packages* open the buffet after the dances? Our preference is that you allow a catering team member to dismiss tables to the buffet. If you opt to that ask your DJ to announce guests to remain seated until their table is dismissed.

For other *Presidential Collection Wedding Reception Packages* due to the food station style that you allow food stations to be open as guests arrive.

Have you made plans for your Wedding Professionals Team (photographer, videographer, musicians, coordinator) to eat?

What time are you planning to cut the cake (we suggest 30-45 minutes prior to leaving)?

Are you doing a bouquet toss (we suggest after cake cutting)? Are you doing a garter toss (we suggest after the cake cutting)?

What time are you planning to leave?

Types of Service and Set Up

Types of Service

Butler Passed Hors d oeuvre

For this type of service all or a portion of your hors d oeuvres will be passed. For a pre-dinner event lasting approximately one hour or so you should plan three (3) to seven (7) pieces per guest depending on whether the dinner is lighter fare or heavier. If it is in place of a meal it is recommended your plan to serve fourteen (14) to twenty (20) pieces per guest.

Stationary Hors d oeuvre

For this type of service all or a portion of your hors d oeuvres will be passed. For a pre-dinner event lasting approximately one hour or so you should plan three (3) to seven (7) pieces per guest depending on whether the dinner is lighter fare or heavier. If it is in place of a meal, it is recommended your plan to serve fourteen (14) to twenty (20) pieces per guest.

Buffet Meals

This option allows guests to get up and serve themselves what they would like to eat. The price is usually based on menu selections. If you plan to offer stationary or passed hors d oeuvres prior to the meal we suggest two (2) to seven (7) pieces per guest. Choosing a buffet allows your guests to select which entrée they most enjoy and caters to an individual's eating patterns. Most times tea and water would be served, possibly rolls and usually dessert.

Plated Meals

allows your guest to stay seated and be served by our service team. Pricing for plated meals based on menu selection and number of guests attending. If you plan to offer stationary or passed hors d oeuvres prior to the meal we suggest two (2) to seven (7) pieces per guest. Salads, entrée, rolls and dessert would all be served. Sometimes the beverages, salads, and dessert are preset only to help move service along if you have a speaker or program planned.

Party Terms

Heavy Hors d oeuvres

Food Selection

Under most circumstances a menu with Heavy Hors d oeuvres consist of eighteen (18) to twenty (20) pieces per guest. You can also plan for one or two of those items at attended stations. Usually, heavy hors d oeuvre menus are planned during mealtimes or in the evening hours.

Room Set Up

When planning heavy hors d oeuvres you will plan to have enough seating for approximately seventy percent of your guests.

Light Hors d oeuvres

Food Selection

Light hors d oeuvres would be between mealtimes (example 1:00-4:00pm). The menu would consist of no less than seven items and could possibly include one attended station item.

Room Set Up

When planning for hors d oeuvres you will plan to have enough seating for approximately half to seventy percent of your guests.

Full Meals

Food Selection

These menus are planned during a particular meal period. Your personal tastes will dictate the style of menu you choose. You can select a complete buffet requiring guests get up and get their meals or a plated meal which would be served by servers. The number of people will affect what type of service you wish to have.

Room Set Up

Since all guests will sit and eat you will need to provide a seat for everyone. Usually, you would designate seats for the Bridal Couple of those people who are considered the honoree(s).

Head Tables

Head Table is defined as the “principal table” where the guests of honor are seated. You can create a head table the way you want it. It can range from small table just for the Bridal Couple to the full bridal party – some others have included the full bridal party and their significant others – either way it is your event you can decide how the seating will work. Pictured below are various versions we have used here at Berry College.

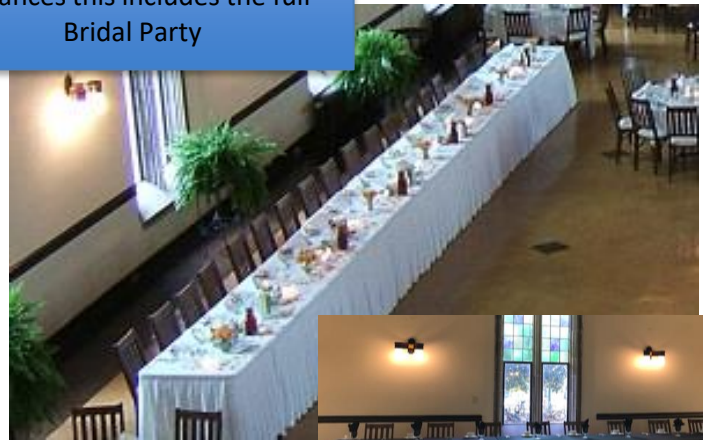


Sweetheart Table

a 48” round or smaller – a private table just for the Newlyweds

Traditional Head Table

typically one 6 foot is needed for every 2.5-3 guests – all guests are seated facing the guests. In most instances this includes the full Bridal Party



Modified Head Table

designed in a conference table fashion with 6 feet running parallel with guests seated on each side and the ends. A space is left open in front the Bridal Couple. This is great for large bridal parties.

Modified Round Head Table

One 60” round with guests seated to one side of the table facing the guests.



Guest Tables

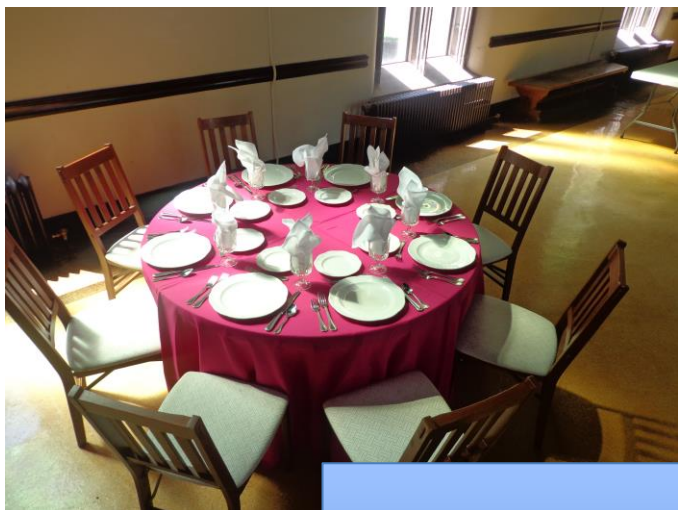
At Berry College our most popular event spaces have 60" round tables and will comfortably seat 8 to 10 guests. In some instances you can plan to have highboy tables for guests to stand.



Highboy Tables
are great way to provide table during cocktail hours



Christopher Browning Pavilion @ Oak Hill
60" rounds for 8 guests



Ford Dining Hall
60" rounds for 8 or 10 guests



Linens and Set Up

Chairs and Linens

These are examples – linen colors are determined by package or guest preference - each event location has its own chair style. Most Berry College event facilities provide 60" round tables which can set 8-10 guests – some locations are have different sized tables.



House Linens

85"x85" square linens –
Presidential Collection Menus
come with our standard black
linens



Ford Dining Hall Chair

These chairs will fit up
to ten comfortably at a
60" round table



Three Quarter Length Linen

108" round linens –
*Presidential Collection
Wedding Packages*
come with your choice of
white, ivory or white linens.
Food and Cake Tables will be
covered with floor length
linens in your selected color.
Contact the Catering Director
if you are considering another
color



Christopher Browning Pavilion Chair

These chairs will fit up
to eight comfortably at
a 60" round table



Floor Length Linen

120" round linens –
*Presidential Collection
Wedding Packages*
If you wish we can give
provide a quote with floor
length linens in a color or
your choice for the guest
tables along with
complimentary food and cake
linens,

Specialty Rental Items

Specialty Rental Items

Our *Presidential Collection Wedding Packages* include linens, serveware and buffet equipment. Berry College event facilities include buffet and guest tables as well as chairs. If you prefer to rent one or many specialty items we can reserve, rent and coordinate delivery and set up of rental items and add it your final invoice. **Please note:** Specialty items orders should be finalized no less than fourteen (14) days prior to your event.

BBJ Linen

bbjlinen.com

Pricing is based on posted online price plus a 5% handling fee. This fee covers for staff to coordinate delivery, receive and return shipment, inventory items when received and returned.

WeRentLinens.com

Contact the Catering Director with a your requests and we can provide an estimate.

Rents for Events

is our preferred local supplier for day to day specialty items such as wine or bar glasses, harvest tables, chairs, cake stands, chargers and other items for your Wedding Reception. When we order from this supplier we add a 20% handling fee to the final discounted invoice.

Popular Rental Items



Chiavari Chair
comes in a wide range of colors
ten of these chairs can
comfortably fit a 60" round
table



Padded Folding Chairs
ten of these chairs can
comfortably fit a 60" round
table



Highboy Tables



Chargers
comes in various colors



Farm Tables
make great guest
and food tables
depending on
your event and
location

Classic Fare Catering at Berry College

Catering Policies for Wedding Receptions and Events

Menus and Rooms

Wedding Reception Menus, details, timelines and other information is requested no less than twenty-one (21) days prior to your reception date.

For Berry College room reservations please contact the Berry College Office Hospitality and Special Events at campusscheduling@berry.edu 706.378.2880 or go to www.berry.edu/scheduling for rental information.

Billing and Payment Information

We can provide service at any location you select – however locations other than Krannert Center and Ford Dining Hall will be subject to a delivery charge. For off-campus event please refer to the Off Campus Guidelines.

Wedding Receptions require a non-refundable deposit of \$500.00 to reserve your date – your date **cannot be confirmed until your deposit is paid**. Once your deposit has been received your event will be scheduled according to the date, time and location you have selected. The Catering Director must agree to any changes - if it becomes necessary to make changes in dates or times, please contact the Catering Office in order avoid any unnecessary surprises.

Full payment for Wedding Receptions are due four (4) business days prior to the event unless otherwise agreed. MasterCard, Visa, Discover and American Express are preferred – however checks made out to Aramark/Classic Fare Catering are accepted. Any additional charges are due the next business following your event.

Other non-Berry events may require a deposit depending on the size of the event. Once your deposit has been received your event will be scheduled according to the date, time and location you have selected. The Catering Director must agree to any changes - if it becomes necessary to make changes, please contact the Catering Office in order avoid any unnecessary surprises.

Full payment for non-Berry events are due two (2) business days prior to the event unless otherwise agreed. MasterCard, Visa, Discover and American Express are preferred – however checks made out to Aramark/Classic Fare Catering are accepted. Any additional charges are due the next business day following your event.

Georgia Sales Tax is added to food, beverage, florals and other miscellaneous charges incurred with the event.

Pricing

Due to the fluctuating market, prices listed are subject to change – in the event prices do change you will be contacted to see if adjustments can or must be made. Prices can be guaranteed thirty (30) days prior to your event.

Guarantee Numbers

A general estimated number is needed in order to book the event. The final head count designates the number of meals prepared and billed for, as well as the number of servers and kitchen staff required.

Wedding Receptions final guest count is due by noon six (6) business days prior to your Wedding Reception date.

Other non-Berry events final guest count are due by noon four (4) business days prior to your Event date – unless otherwise noted.

The final guarantee number cannot be decreased after this time – in the event no guarantee number is provided your original estimated number will be used. In order to provide our best service, we request that you inform us as soon as possible if your guarantee number increases/decreases of ten (10) percent or more. Any changes or additions made after your final guest count due date are subject to additional charges and will be subject to food availability. In the event the actual number of attendees is greater than the guarantee number you may be subject to additional per person charges.

Event Timing

Presidential Collection Wedding Reception packages and our *Presidential Collection Menus* are planned in three (3) Hour Blocks of time unless otherwise agreed or noted. Unlike most caterers we do not charge a service charge so any events that continue beyond the specified time block as stated in the contract will be subject to additional per guest per hour or portion thereof staffing charges.

Alcohol Service and Tobacco Use

Berry College main campus is a alcohol and tobacco free campus – this includes all forms of tobacco including e-cigarettes. Berry College's Oak Hill Campus allows alcohol service at their reception locations.

In the event you are at a location that allows alcohol contact the Catering Director for our Alcohol Guidelines and pricing for beer, wine and full - service bars. You provide the alcohol - we will provide the staff to serve your guests. The bartending service you contract will be responsible for all direct bar waste such as boxes and empty alcohol bottles. If you are serving alcohol of any kind a bartender is required.

PLEASE NOTE: According to Berry College Policy "if alcoholic beverage are served or consumed in or around the Berry College Campus (including Ford Dining Hall/Krannert Center) the renting party will be asked to leave immediately.

Cancellations

Events cancelled less than one (1) week prior to event date are subject to charges.

Catering Policies

Food Handling and Leftovers

Due to health concerns, potential of food borne illnesses and Catering Industry Standards we do not allow food or leftovers to be removed from premises.

Regrettably we cannot take responsibility, store, or serve food that is not prepared by our culinary team. As a service we can serve Wedding Cakes, Groom's Cakes and other specialty cakes for additional fees (unless included with your reception package). Please contact the Catering Director if you have questions.

Inclement Weather and School Closing

In the event of pending inclement weather the Catering Director will contact you regarding options for your event. Should you elect not to cancel your final guarantee number will still be charged. In the uncommon event the school closes for inclement weather or other reasons regrettably non-Berry catering events will be cancelled as well.

Additional Equipment

Guests can arrange for Easels, P.A. systems, audio visual equipment, or any other equipment needs through their preferred supplier. If Classic Fare Catering arranges for equipment charges for this equipment will be added to the final bill.

Security

Classic Fare Catering and Berry College will not assume responsibility for damage or loss of any merchandise or articles brought onto the property. Any articles damaged or removed from the premises will be the responsibility of the host for reimbursement or replacement. Items left will be discarded due to limited storage space.

Staffing

Staffing of personnel is dependent upon the size and type of function. Classic Fare Catering will determine all staffing requirements. However, should additional staffing be requested by the sponsor, a per hour/per person charge will be added to the party contract. Functions/parties scheduled for holidays or when the facilities are closed additional charges will be incurred for staffing.

Room Set Up and Linen Rentals

Events scheduled at Berry College Campus include guest and food tables as well as chairs, which are set up by the Campus Scheduling Team.

Our *Presidential Collection Packages* include linens for guest tables, food tables and cake tables. We can provide linens for other tables (registration, sign in, gift tables, picture tables, DJ tables, etc.) for an additional charge. To ensure availability these must be ordered no less than ten (10) business days prior to your event.

Contact Information

Classic Fare Catering and Berry College can accommodate events seven days a week however the offices for Campus Scheduling and Classic Fare Catering are closed on Saturdays and Sundays. Please contact these offices during regular office hours with changes or questions.

Catering Office, swallace@berry.edu or 706.238.7883
Hospitality and Special Events, campusscheduling@berry.edu or 706.378.2880

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revised 06/2021