



**SAVORY ROOTS**  
**PLATED DINNER SERVICE GUIDE**

*Thomas J.*

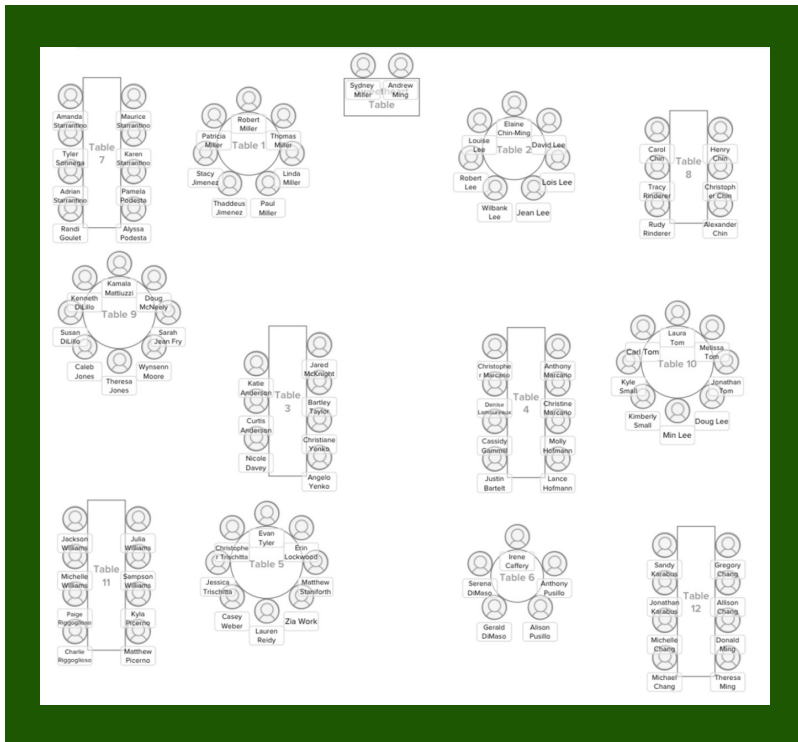
*Your family + friends*

*Handwritten note in a small box*

# PLATED DINNER SERVICE GUIDE

We are looking forward to working with you to finalize the details of your very special day! In order to provide the highest quality of plated dinner service and experience for your guests, here is a guideline of what we require.

## GUEST TABLE FLOOR PLAN



For both dual and single-entree dinner services, we highly recommend assigning your guests to a particular table. For a single entree plated dinner, we require assigning your guests to a particular chair at the table. This helps us confirm entree selections and run dinner service smoothly and efficiently. Please share your guest table floor plan, labeled with table numbers and where your guests will be sitting at each chair. Below is a helpful example of the type of floor plan we would require:

# SINGLE ENTREE MEAL CARDS

For a single plated dinner service only, we offer complimentary guest entree cards (tented white cardstock with black ink in 3 font style choices ONLY) which we will print and place at each setting for you (according to the guest table floor plan you give to us). This will include an icon (e.g. beef, fish, chicken, vegetarian, kids, etc) which informs our serving staff what entree each guest has selected upon turning in their RSVP. Please partner with us if you are interested in adding this option to your proposal at NO additional cost.



If you have chosen to create your own meal cards, we are happy to set these out on the tables for you. If your coordinator prefers to set them out, please make sure this is done before ceremony start time. This gives our team enough time to review each table to ensure the information we have matches accordingly to what was set up.

*\*\*Please note, that only Savory Roots staff can set out these cards according to your floor plan. We do not prefer your coordinator does so.*

## GUEST LIST with Table Number & Entree Selection

Table #	Guest Name	Dinner Selection	# of Guests
Head Table	Sydney Miller-Ming	Fish	2
	Andrew Ming	Beef	
Table 1	Patricia Miller	Chicken	7
	Robert Miller	Fish	
	Thomas Miller	Chicken	
	Linda Miller	Chicken	
	Paul Miller	Beef	
	Stacy Jimenez	Beef	
	Thaddeus Jimenez	Beef	
Table 2	Elaine Chin-Ming	Fish	7
	Louise Lee	Fish	
	Robert Lee	Beef	
	Lois Lee	Fish	
	David Lee	Beef	
	Wilbank Lee	Fish	
	Jean Lee	Fish	
Table 3	Katie Anderson	Beef	7
	Curits Anderson	Fish	
	Nicole Davey	Fish	
	Christiane Yenke	Beef	
	Angelo Yenke	Beef	
	Bartley Taylor	Fish	
	Jared McKnight	Vegetarian	
Christopher Marcario	Beef	7	
Anthony Marcario	Beef		
Christine Marcario	Chicken		

Please send us your final guest list of names organized by table number (in clockwise order according to your guest table floor plan). If you have given your guests the choice of an entree, please also include their selection on this list. We use this to confirm entrees with each guest individually and make sure we are delivering the correct one according to what has been ordered. Although not required, we would prefer it be in an editable Excel document. Below is an example of this type of list (color coded by entree):

# FORMAL DINNERWARE PACKAGE

If you have chosen our Formal Dinnerware Package, please know that this requires a good amount of space on the table. Adding too many guests to smaller tables might make it very difficult to set out all of your formal dinnerware. Please work with your coordinator carefully when solidifying your floor plan and table decor.



## DINNER SERVICE TIMELINE

Please allow for a minimum of 45 minutes to 1 hour for a plated dinner service. You can either choose for the salad plates to be pre-set on the guest tables before reception start time, or they can be served to guests at the start of dinner service. Pre-setting salads will help to speed up dinner service so that you can move on to other reception activities (toasts, cake cutting, etc). If your reception is outdoors on a hot day, we would recommend not pre-setting due to food safety concerns. Please confirm your preference of salad service to our team.

## GUESTS MOVING FROM ASSIGNED SEATS

We ask that you request your DJ or band/musician to announce as guests are entering the reception not to move from their assigned seats until AFTER dinner service. We plan our service in great detail according to the floor plan you give us, down to exactly where they are sitting at each table. If guests decide to move before dinner is served, this can throw off our service and issues and mistakes occur. We need your close partnership with this in order to serve your special guests smoothly and efficiently, and create an overall wonderful dining experience!

# TIMELINE OF REQUIREMENTS



## 60+ days prior to wedding:

- Inform Savory Roots of your wedding coordinator's contact information (phone number and email address). If not already done so, make sure to share this guide with your coordinator.
- Begin to finalize your timeline, particularly for dinner service. Partner with Savory Roots as soon as possible to ensure enough time is allocated to our serving team for the dinner service you need. (e.g.-Do you want salads plated on tables prior to the reception or served at the start of dinner service? How long do you want to allow your guests to eat before beginning toasts or other reception activities?)

## 30 days prior

- Final guest count will be due soon! Our Savory Roots' event coordinator will be in contact with you with a pre-event questionnaire to begin finalizing details of your contract, timeline, vendor meals, rentals, allergy restrictions and other information.
- Begin to work with your coordinator on the guest table floor plan (with exactly where each guest will sit at their assigned table) and guest list seating chart (if your guests are allowed to choose their entree, begin to make your official list by table number, by guest w/entree selections as you receive RSVP's).
- Timeline of your wedding is due to our Savory Roots' coordinator. Important times we need to know now in case your official timeline is not complete: ceremony time, cocktail hour time, dinner service time (salad, entree service times), cake cutting/dessert time, end of reception time

## 14 days prior

- Preliminary guest list and guest table floor plan are due to Savory Roots. Share with us what you have so far to make sure it is the correct information we need.
- If an official timeline hasn't been made, please make sure we have the current timeline of the main events that are important to our service: ceremony, cocktail hour, dinner service time, cake cutting/dessert time



## 13 days prior

- Final guest count (with entree selections) is due to Savory Roots for final payment soon. Any revisions to your floor plan or guest list should be sent to our Savory Roots coordinator going forward.
- Final timeline is due to Savory Roots. Any additional service hours required should be added to your proposal for payment at this time.



## 10 days prior

- Final payment is due (via credit or debit card) by this date.

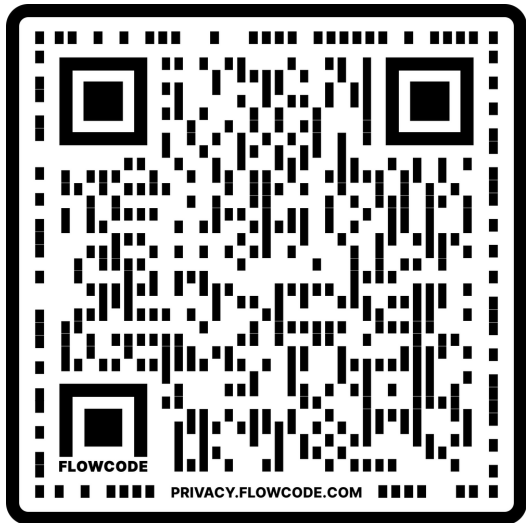
## Week of Wedding

- FINAL guest list (by table, by guest w/entree selection) and guest table floor plan (with the location of each guest at the table) are due to our event coordinator no later than 5 business days prior to your wedding.

## Day of Wedding

- Your coordinator works closely with our assigned Savory Roots Banquet Captain to ensure all runs smoothly and dinner service stays on an accurate schedule as planned. If any last-minute changes occur in the timeline, these are clearly communicated to our team so they can make the appropriate changes (if possible).





**SCAN TO MAKE YOUR  
SEATING CHART!**

**If you have any questions please do not hesitate to reach out! We want your plated dinner to go as smoothly as possible and we can't wait for your big day!**