



SAVORY ROOTS

BUFFET DINNER SERVICE GUIDE



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We are looking forward to working with you to finalize the details of the very special day! In order to provide the best dining experience for you and your guests, here are some helpful tips and tools as you are planning a buffet dinner service. We kindly ask that you share this guide with your event coordinator.

BUFFET SET UP

Depending on your final guest count, menu selections, and the space available at the venue, the buffet setup may vary.

For a single buffet line, we typically require 3-4 six-foot tables placed together. Savory Roots provides all buffet tables and black linens at no additional charge. Buffets with additional sides or stations may require more space.

For events with larger guest counts, a two-line buffet may be recommended to allow guests to move through the line more efficiently and reduce wait times.



The exact layout for a two-line buffet will depend on the available space at the venue, as some venues can only accommodate a single buffet line. If a two-line setup is appropriate, our team will work with you and the venue to determine the best configuration. Please note that additional service staff is required for a two-line buffet, as each line must be properly staffed to maintain smooth service.

When designing the room layout, please allow adequate space behind the buffet tables (approximately 3-4 feet) so our chefs and servers can stand behind the line to properly serve and assist guests. For the most efficient service, buffets should ideally be positioned as close to the catering kitchen as possible.

We also recommend leaving 8-10 feet of clear space in front of the buffet to allow for comfortable guest flow and line formation during service.

Our buffet setups typically require access to electricity for one or more heat lamps, so please ensure that electrical outlets are available near the buffet location.

To maintain smooth traffic flow throughout the reception space, buffets should not be placed directly next to the bar or in areas that may block guest pathways, entrances, or exits.

Because room layout and guest count can impact the efficiency of buffet service, the final buffet placement is typically confirmed during the floor plan review with the planner or venue prior to the event.



DINNER SERVICE TIMELINE

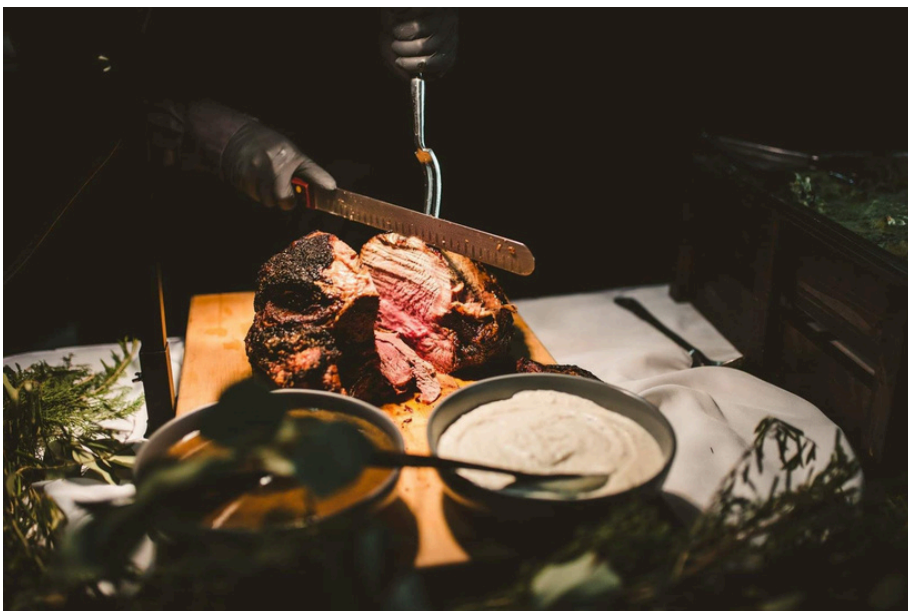
As a general guideline, buffet service timing depends on the number of guests and the number of buffet lines available.

- Single buffet line: typically serves approximately 60-70 guests every 15 minutes
- Two buffet lines: typically serves approximately 120-140 guests every 15 minutes

To maintain steady flow, we recommend that the planner, DJ, or emcee release 2-3 tables at a time rather than inviting all guests to the buffet at once.

Depending on your final guest count and menu selections, we recommend allowing approximately 45 minutes to 1 hour for guests to move through the buffet and enjoy dinner at their tables.

Activities such as speeches, special dances, or cake cutting should typically occur after dinner service so guests can enjoy their meal without interruption.



THE COUPLE'S DINNER

Our team offers to prepare the special couple's dinner plates at the start of dinner service so they do not have to come through the buffet. If the couple wishes to come through the buffet instead, we are happy to let them be first in line! At the 30-day mark, we will ask this question and give the opportunity to tell our team how they would like their dinner plates prepared.



DINNERWARE



Our team will set out your selected dinnerware package as part of your event setup. For buffet service, we typically recommend our Couple's Choice Dinnerware Package, which includes your choice of charger, white or black dinner plate, silver or gold flatware, and your choice of goblet.

Please make your dinnerware selections as soon as possible so we can ensure availability for your event date.

Dinner plates may either be preset at each guest place setting or placed at the beginning of the buffet line. If plates are placed at the buffet, please note that this will require additional table space within the buffet layout.

For buffet service, we generally do not recommend using salad plates for the main buffet, as guests would need to carry multiple plates while moving through the line. If you would like to serve a pre-plated salad course, please speak with your event designer about available service options and associated pricing.

STAFF RESPONSIBILITIES

Our full-service team is responsible for ensuring that food service runs smoothly and that your guests are well taken care of throughout the event. Their responsibilities typically include:

Event Setup: Our staff will arrive two hours prior to your ceremony to begin setup of buffet, dinnerware and any other contracted services.

Food Service & Guest Assistance: During dinner service, our chefs and servers will serve each item from the buffet and assist guests as they move through the line and answer questions about menu items.

Maintaining the Buffet: Throughout service, our team replenishes food, replaces serving utensils, keeps the buffet area clean and organized, and ensures that dishes remain properly presented and at safe serving temperatures.

Cake Cutting: Our staff will cut and serve the wedding cake

Clearing Service Items: Once dinner service is complete, our staff will clear and break down the buffet or station areas and pack up our catering equipment. Our team will also bus tables of dinnerware and catering related items and remove trash according to your venue guidelines.

Kitchen & Service Area Cleanup: Our team will clean the catering prep and service areas that were used during the event and remove all catering equipment.

What is not our responsibility?

- Placement of rentals not provided by Savory Roots
- Assisting with or serving any food items not provided by Savory Roots
- Serving alcohol not provided by Savory Roots
- Cleaning decor
- Setting up or moving guest tables or chairs (if your event has a room flip please discuss this with your Event Designer to ensure we can provide enough staff to accommodate this transition)
- Managing the event timeline

GRATUITY

The base service charge for staffing is passed directly to our team members. Our servers typically work 8-10 hours for each event, assisting with setup, service, and cleanup to ensure everything runs smoothly.

While not required, gratuity for excellent service is always appreciated. We generally recommend 10-15% of your total food and beverage charges.

If you choose to leave a gratuity, cash may be given to the banquet captain at the event or arranged with our administrative team after the event. To ensure tips are distributed fairly among the service team, please do not hand cash directly to individual servers.

LEFTOVERS

Please let us know if you would like to take leftovers. Keep in mind that leftovers are NOT guaranteed.

- We must get approval from your venue in order to leave leftovers
- There must be a refrigerator at your venue that the food can be placed in once it's packaged
- A liability waiver must be signed
- You must bring the containers for us to package up your food or you can buy them from us

Buffet Dinner Service Checklist

At Booking

- Begin the process of scheduling a tasting to finalize your menu selections.
- Explore your client portal and make sure you know how to message us, view files we've sent you and find the link to your event details.

120 Days

- Answer 120-Day questionnaire sent by Savory Roots team.
- Make dinnerware selections and provide them in your questionnaire or email us directly thru your client portal
- Make the second payment in your payment schedule

30 Days

- Answer Pre-Event Questionnaire sent by Savory Roots team.
- Your coordinator reaches out to the Savory Roots team to begin discussing the important details.
- Preliminary timeline and event layout/floor plan are submitted to the Savory Roots team.

14 Days

- Final menu changes and dietary restrictions have been submitted no later than today.

10 Days

- Final guest count has been submitted by 12:00 p.m.
- Final payment has been made (credit or debit card).
- Final Timeline & Event Layout/Floor Plan and any other important details are shared with the Savory Roots team.

Wedding Day!

- ♥ Happy Wedding Day! We will arrive 2 hours before your ceremony start time. Sit back and enjoy...you've chosen quality vendors that know how to make your day successful. Let us do the work!





YOUR CLIENT PORTAL

Our client portal is a great tool that allows us to keep all of our communication in one place. Instead of following multiple email threads with various Savory Roots team members you can track all of our communication easily via your client portal! In order for this tool to be effective and for us to stay organized please communicate via this portal.

Most importantly, you can find the link to access your event details and payment history in the NOTES tab of your client portal.

ANY OTHER QUESTIONS?

Please don't hesitate to reach out, we want your event to go as smoothly as possible and we are happy to answer any questions you may have regarding your buffet!

WWW.SAVORYROOTSCATERING.COM
(352) 567-7277

