

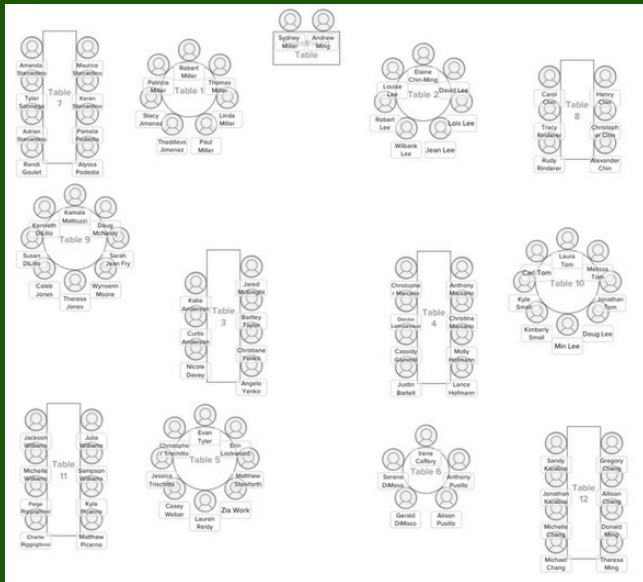


SAVORY ROOTS
PLATED DINNER SERVICE GUIDE

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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 require 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. To the left 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 entree 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, we recommend that only Savory Roots staff can set out these complimentary cards according to your floor plan. We do not prefer your coordinator does so.*



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

GUEST LIST with Table Number & Entree Selection

If you have selected our **single plated** dinner service, please send us your final guest list of names organized by table number (in clockwise order according to your guest table floor plan). Please also include their entree selection on this list. Our serving staff uses this information to confirm entrees with each guest individually and make sure we are delivering the correct one according to what has been ordered. We require that it be in an editable document (Excel, Google Document). Please contact our team for a complimentary editable file you can utilize for this guest list if you do not want to use your own.



FORMAL DINNERWARE PACKAGE

If you have chosen our Formal Dinnerware Package, please know that this requires a generous 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 to stay seated and not 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 can occur. It may also be best to close bar service for a period of time to encourage guests to stay seated and receive their dinner at the proper temperature. We appreciate 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:

- Please inform Savory Roots of your wedding coordinator's contact information (phone number and email address). It is helpful to send your coordinator this guide so everyone stays on the same page as details are being finalized.
- 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 prefer 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 questionnaire to begin finalizing details of your contract, timeline, vendor meals, rentals, allergy restrictions and other information in order to start finalizing your contract and proposal.
- 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 solidified, 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, end of reception. Additional service hours may need to be added to your proposal at this point in time.



10 days prior

- Final guest count (with entree selections if single plated) is due by 12:00 p.m. to Savory Roots for final payment.
- Final timeline is due to Savory Roots. Any revisions in this timeline going forward must be sent to the Savory Roots team as soon as possible.
- FINAL guest table floor plan and seating chart is due to our Savory Roots team.



Week of Wedding

- Happy wedding week! Any last minute changes to your timeline, seating chart/floor plan or other details of your wedding needs to be communicated to our team as soon as possible by 5:00 p.m. on the Friday before your event.

Day of Wedding

- If any last minute details change in the floor plan or seating chart on the day of your event, please have your coordinator partner with our banquet captain immediately upon arrival to walk through the new floor plan so that our team can revise our serving plans accordingly. This is a critical step for us in making sure that everything runs smoothly once dinner service begins.
- 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).



Plated Dinner Service Checklist

At Booking

- ☐ Begin the process of scheduling a tasting to finalize your menu selections.

120 Days

- ☐ Make your 2nd payment.
- ☐ Answer 120-Day questionnaire sent by Savory Roots team.
- ☐ Add event coordinator to your Honeybook communication.
- ☐ I have attended a tasting or have one scheduled more than 30 days before my date.

60 Days

- ☐ Dinnerware and linen napkin color selections are submitted to Savory Roots.
- ☐ Check-in with the Savory Roots team on your planning!

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.
- ☐ Tentative timeline and guest table floor plan/seating chart are submitted to the Savory Roots team.
- ☐ Schedule a phone call with our Savory Roots team to review any final details. (optional)


14 Days

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

10 Days

- ☐ Final guest count (with entree selections if single plated) has been submitted by 12:00 p.m.
- ☐ Final payment has been made (credit or debit card).
- ☐ Final Timeline, Guest Table Floor Plan & Seating Chart are submitted to the Savory Roots team

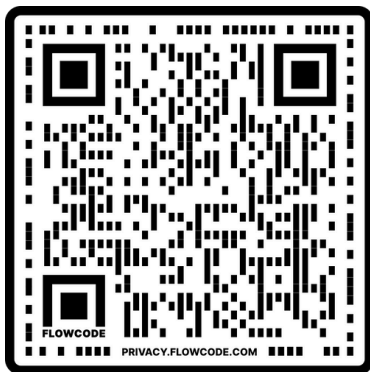
Wedding Day!

-  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!



**If you have any
additional questions or
concerns please reach out
to us!**

**@savoryrootscatering
info@savoryrootscatering.com
(813) 575 - 6575**



**Scan to make
your seating
chart!**

