

Class of 2024 Graduation Luncheon

May 25, 2024

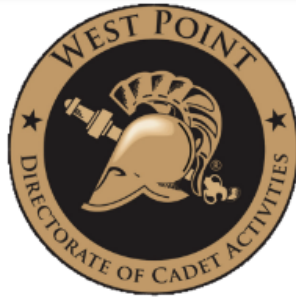


Volunteer Needs

- Day of event (5/25/2024): 3-4 people
 - Event set up: 8am
 - Event registration: 12pm
 - Event clean up: ~ 2pm
 - Transportation and storage of luncheon décor & supplies after event
- Future chairperson (2025 -): 1 person
 - Planning begins in January/February every year
 - Coordinate with DCA on menu and pricing
 - Meet with committee to plan pricing, registration, & personalization
 - Prepare photos, banner, favors, and gifts in advance of event
 - Attend event and coordinate volunteers
 - Transport luncheon décor & supplies to and from event

DCA Menu

- \$56 + 18% gratuity = \$66.08
- Serving 4 entrees and 2 sides
- Dessert buffet
- Cake not included
- Drinks not included



Graduation Buffet

Saturday, 25 May 2024

Eisenhower Hall

Buffet Open 1230-1530 * Dining Room Closes at 1600

\$56.00 Per Person+ 18% Service Charge



Salads and Starters

Freshly Baked Breads & Rolls
Assorted Cheese Display
Classic Caesar Salad
Southwest Chipotle Salad
Orange Ginger Couscous

Upgrade-Celebration Cake 2024

Class of 2024 Crest Logo Marble Cake
Chocolate Mousse Filling Vanilla Frosting
8-10 Slices
\$80

Hot Buffet

Carved Prime Rib of Beef
Grilled Chicken, Roasted Tomato
white wine sauce
Crab Cakes, Lobster Creme Sauce
Tri-Color Tortellini Asparagus Alfredo
Garlic Mashed Potatoes
Roasted Vegetable Medley
Assorted Dessert Buffet

Included Beverages

Iced Tea * Iced Water
Coffee, Decaffeinated Coffee & Hot Tea

Cash Bar

Full cash bar available.
Table-side beverage service is not available. Drink tickets can be pre-purchased and distributed to your table.

Drink Tickets Per Glass

Non-Alcoholic \$2
Beer & Wine \$6
Mixed Drinks \$8 and up
Wine or Champagne Per Bottle \$24

Upgrade-Centerpiece

Standard artificial centerpiece included with package
Upgrade to a floral centerpiece \$80

DCA Culinary GROUP
Directorate of Cadet Activities at West Point

Our Menu

- Our menu is still pending
- 2023 pricing:
 - \$60/adult (cost: \$42.95 + 8) x 18% = \$60.12
 - \$30/child (cost: \$22 + 8) x 18% = \$35.40
 - Additional 18% gratuity for wine bottles purchased
- Pricing included:
 - Drink ticket (one per guest for alcoholic beverage or soft drink)
 - Specialty drink offering (patriotic theme)
 - Grad gift (luggage tags)
 - Table favors (framed photo & graduation-themed candies)
 - Tote bag (WPPC-DCMDVA grocery totes)
 - Class of 2023 crest sheet cake (2 flavors)

Food			
Qty	Description	Unit Price	Total
188	Graduation Buffet	\$42.95	\$8,074.60
2	Children's Price	\$22.00	\$44.00
Food Subtotal			\$8,118.60
Beverage			
Qty	Description	Unit Price	Total
1	Cash Bar Service	\$0.00 Each	\$0.00
Cash bars will be provided, with a selection of premium liquor, imported & domestic beer, white & red wines, assorted soft drinks & bottled water. Minimums are per bar/bartender ~ There is a \$300 minimum, up to two hours; Each additional hour is \$150			
Minimums are \$600.00			
163	Drink Tickets Specialty Drink	\$8.00 Each	\$1,304.00
22	House Wine, per bottle 8 red 9 white 5 prosecco	\$24.00 Bottles	\$528.00
Beverage Subtotal			\$1,832.00
Charges:			\$9,950.60
18% Service Charge:			\$1,791.11
Subtotal:			\$11,741.71
Payments:			(\$11,741.71)

Commissioning out on Terrace

Cancellation Policy

- DCA Contract Cancellation/Refund Policy
 - 7 days prior - full refund
 - 3 to 6 days prior - 50% refund
 - Less than 3 days - no refund
- Policy on website – no refunds or limited refunds
 - Added policy to registration site:
“Due to the nature of the event and timeline, all sales are final.”

Specialty Drink

- Red, White, & Blue Mimosa
 - Champagne or prosecco
 - Triple sec
 - Blood orange juice
 - Garnished with blueberries and sliced strawberries



Personalized Graduate Gift

- Previous
 - 2023: Luggage tags
 - 2022: Bottle opener
- 2024 Ideas
 - Lighter
 - Pocket knife
 - Keychain
 - Sunglasses w/ case
 - Pen w/box
 - Leather journal



Personalized Graduate Gift

- Roughly \$6 - \$28 (budget \$10)
- Other ideas welcome



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