

Reception Planning Guidelines for Music Faculty and Staff

STEP 1: ROOM RESERVATIONS

All reservations for events held in the RiverCenter must be made through Dottie McMichael. As a courtesy please avoid last minute requests if at all possible. Requests should be made to Dottie **at least two weeks** prior to the event date.

▶ Rooms/spaces available:

- The Patrons Room
- The Grand Lobby
- Studio Theatre Lobby
- The South Lobby (mezzanine level above Studio Theatre lobby)
- Legacy Hall stage
- Studio Theatre
- Large ensemble rooms

(A few floor plan diagrams are attached)

▶ Room set-up:

Specify your set-up needs, such as the number of tables and chairs you will need. Plant-ops staff will put everything in place ahead of your event.

- Table options: 6' rectangular, 30" round, 60" round, high-top café tables
- Request table linens if needed (colors: tan or black).
- Tables may be skirted or un-skirted (*most serving tables are skirted; tables where people will be seated are not skirted*).

▶ Ice:

An ice caddy can be provided for events. This is a large quantity of ice; plant-ops will deliver it to the reserved room prior to your event.

STEP 2: CATERING

▶ Do-it-yourself:

If you wish to purchase and arrange food and beverages yourself, the music department has the following serving supplies available*:

- | | |
|----------------------------------|-----------------------------|
| - 6-punch bowls/6 ladles | - 1 large coffee percolator |
| - An assortment of serving trays | - 1 small silver ice bucket |
| - Glass vases | - 1 plastic ice scoop |
| - 3 coffee carafes | - Miscellaneous decorations |

**All items must be cleaned and put away immediately after the event.*

Paper products may be left over from previous events – check the office supply room and kitchen.

The kitchen adjacent to the Patrons Room is available for your use (you must let Dottie know if you plan to use it). It must be left as it was found, please do not leave anything behind.

▶ Hire a caterer:

A list of recommended caterers is attached.

The kitchen adjacent to the Patrons Room is available for use by caterers (you must let Dottie know if your caterer plans to use it). It must be left as it was found, please make sure the caterer does not leave anything behind.

▶ Serving Beverages:

- Alcoholic beverages can only be served by the RiverCenter. Contact Sandy Mullins 706-653-7993 to arrange for a bartender and spirits.
- Non-alcoholic beverages can be served by anyone. You can ask the caterer to supply beverages; you can request a RiverCenter bartender; or you can provide them yourself.

▶ ITEMS THAT ARE NOT ALLOWED:

- Red-based beverage such as red wine, red fruit punch, etc.
- Paraffin-based chocolate items (solid chocolate)
- Open flame candles, all candles must be contained

STEP 3: INVITATIONS

Please see Hallie Fivecoat for assistance with mailing lists.

RECOMMENDED CATERER LIST:

ARAMARK

CSU Food Service Provider

Contact: Deena Wallace

706-568-2008

<http://www.campusdish.com/en-US/CSS/Columbus>

12th Street Deli & Catering

Contact: Pat Sikking

117 12th Street

Columbus, Georgia 31901

706-576-6939 / 706-527-3455 Fax

Country's Barbeque

Contact: Scott Ressemeyer

6298 Veterans Parkway

Columbus, Georgia 31909

706-660-1415

www.countrysbbq.com

Fountain City Coffee

Contact: Kevin Welch

1007 Broadway

Columbus, GA 31901

706-494-6659

The Gourmet Deli

Contact: Kenneth Holland

430 11th Street

Columbus, Georgia 31901

706-327-5599 / 706-315-8476 Fax

Kimble's Food by Design

Contact: Ann Oliver

706-681-2149

www.kimblesfood.com

Rankin Quarter

Contact: Harry McMahan

2113 10th Street

Columbus, Georgia 31901

706-322-8151 / 706-321-0782 Fax

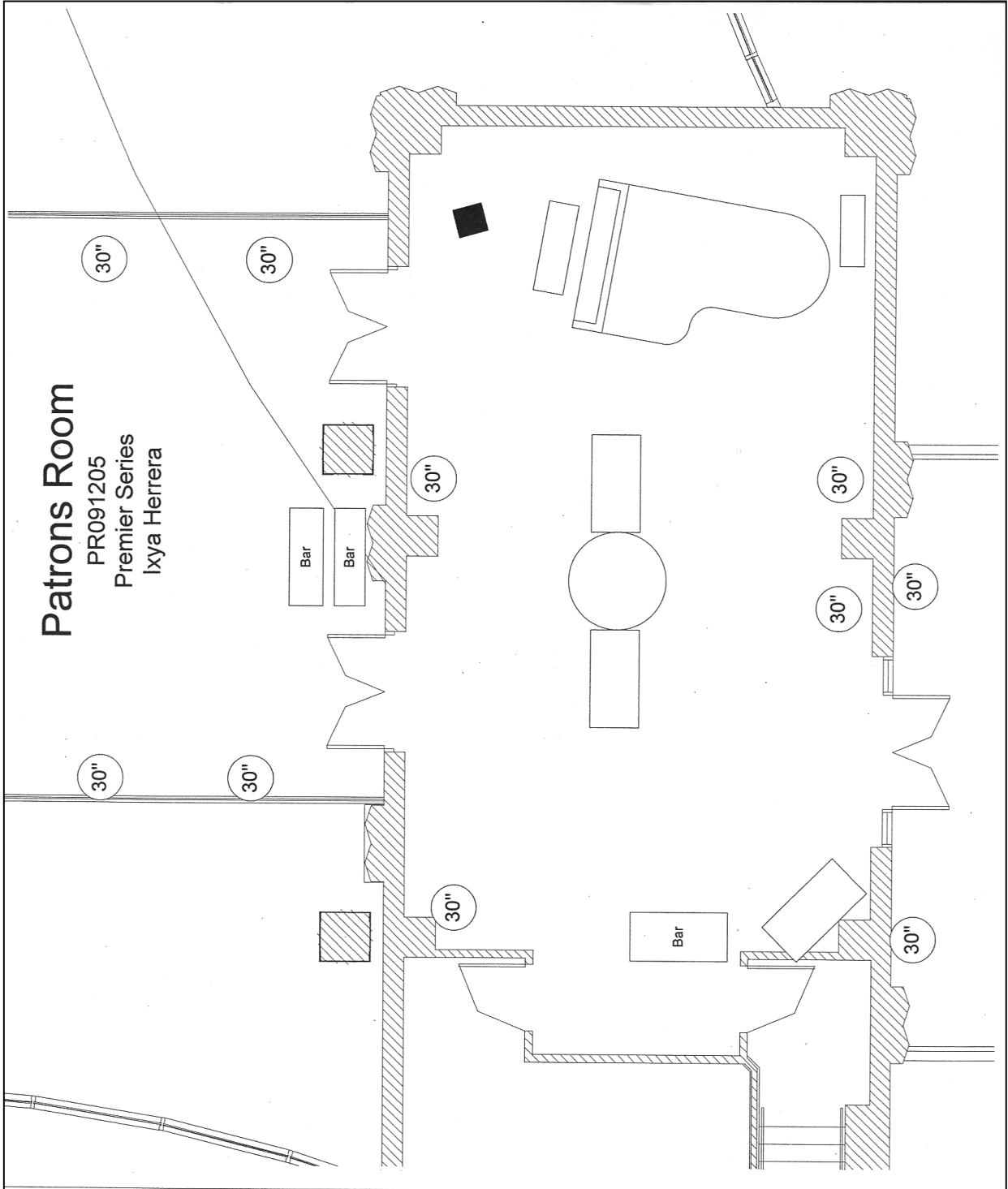
Meritage

1330 13th Street

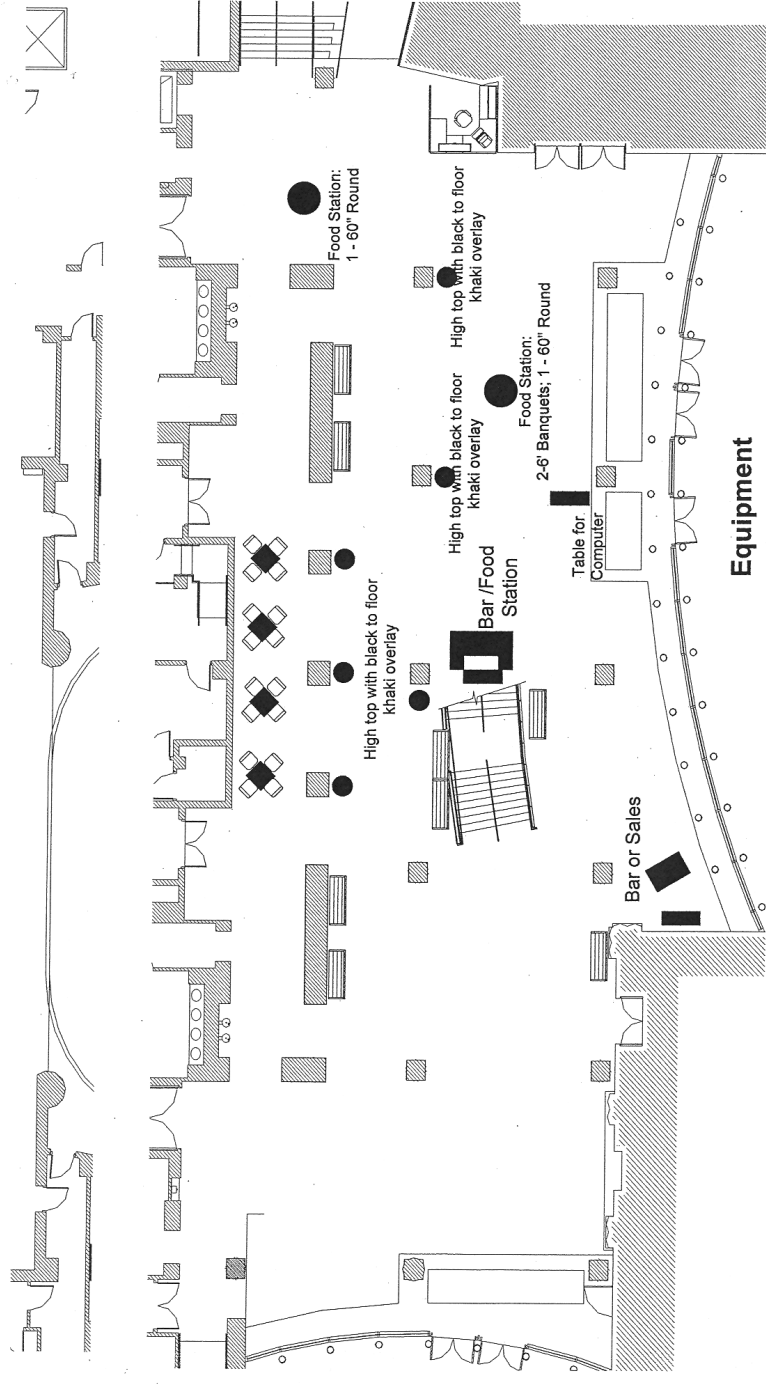
Columbus, GA 31901

706-327-0707

http://www.meritagecafe.net/catering_menu.cfm



Grand Lobby LH082605 Reception for Schwob



All Tables should be clothed with Black Linen and Ivory Overlay – Supplier TBD

Total Seating: 61 at Tables + Lobby Benches

4 - 30" Square Tables with 4 – Chairs each

5 – 30" High-Top Round Tables

1 – Portable Bars with Back-Tables

1 – Buffet Stations consisting of 1 60" Round Table

Equipment

