

H&D Public Party Guide

What can your Senior Operations Manager help with?

- Your SOM needs advanced notice to help effectively – at least one week in advance
- Temperature controls in public spaces
- Extra trash cans /recycling bins /bags
- Purchasing cups/use of cambros/beverage dispensers/tables
- Bottled water order
- Clearing egress concerns, operational check of exterior lighting and exit signs
- Scheduling additional cleaning needs following the event
- Assistance in determine amounts of food/beverage to order
- To find out who your SOM is at your college visit: <http://dining.rice.edu/undergraduate-dining/about/contact-us/>

How much water should be available?

- Encouraging water consumption is a great way to deter negative consequences from drinking.
- In a four hour gathering, with 200 people, providing at a minimum, 8 ounces of water an hour per guest, equates to roughly, two 16 ounce water bottles per guest or 50 gallons of water. 50 gallons of water may sounds like a lot, but your SOM has access to 5 and 10 gallon dispensers

What kind of foods and how much should be available?

- Protein and healthy fats will help slow down digestion and how quickly you absorb alcohol. Foods with higher water content can aid with hydration
 - Ideas- Turkey sandwich/wraps, chicken tenders or kebabs, tacos, deli tray with assorted meats and cheeses with crackers, vegetable and fruit tray, hummus with pita bread, guacamole and chips, assorted nuts, etc.
- It is best to assume no one has eaten prior. When ordering food, you need to factor: the time of the event, your audience and the duration of the gathering.
- Assuming the event starts at 10 p.m., your guests may have eaten their last meal between 5 and 7 p.m. In this case your guests will be hungry. Quantities of food items to order will depend on the menu
- If you just plan on a single protein, such as chicken tenders, you will need to increase the ounces per person. If you order chicken tenders, hummus/pita, chips and guacamole, you can balance out the ounces between the items.
 - Just one protein (chicken tenders) allow for at least 5, 2 ounce tenders per person.
 - If you have a variety of foods, you could allow for 3, 2 ounce tenders, 2 ounces of guacamole and 2 ounces of hummus, per person

What to do after?

- Collect all trash in containers including that in public areas. Report any damage promptly to work@rice.edu or your SOM
- Promptly return equipment borrowed for your party