# The Scoop on Perfect Portions for Your Event 

A simple guide to make sure you have enough - but not too much - food and drinks for your guests.

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Planning your event menu can be tricky, especially when it comes to getting the amounts just right. Keep your food and beverage minimum in mind while planning and remember that it doesn't include tax and service charge. Here's a helpful guide to get you started:

Coffee


1 gallon per 15 people

1.5 cups per person - if it's available all day

Snack Mix


1 to 2 oz. per person

Alcoholic Drinks


2 per person

Soda, Lemonade or Punch


2 gallons per 25 people

Appetizers


2-3 servings per person - for a cocktail hour


6 servings - For an hors d'oeuvres reception

