



# Eat, Drink, and Be Merry

Planning your social hours, class dinner, and class picnic

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# Agenda

- Beginning to Plan
- External Vendors
  - » Alcohol
  - » Caterers
  - » Bartenders
  - » DJs
- Logistics
- Other Considerations

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# Beginning to Plan

- Friday social hour
- Stepsinging
- All Class Dance Party
- Saturday social hour
- Saturday dinner
- Saturday nightcap?
- Sunday picnic

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# Beginning to Plan Saturday Dinner

- Is there a theme?
- How formal should this be?
- How expensive should this be?
- What are classmate expectations?
- Are children welcome?
- Will there be speeches or a speaker?
- Not sure? Perhaps do a survey monkey. We can help

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# Working with Caterers

## Caterers

- Select a caterer that can meet your requests comfortably (i.e., don't use a clambake specialist for a sit-down dinner)
- Caterers must be on the WCAA approved caterers list (included in ALC packet)
- Saturday Dinner: Feel free to ask for a tasting, and have all of the entrees under consideration presented
- Gratuity
- Send WCAA signed copy of contract

# Working with Caterers

## Ask plenty of questions:

- There is a list of helpful questions in the back of your officer handbook
- Type of meal
  - Stations
  - Buffet
  - Plated
- Meal cost and extra fees
- Charge for linens/serviceware
- Vegetarian/Vegan/Allergies/Kosher

# Working with Caterers

- Billing
- How will the caterer know about meal choices?
- The WCAA has provided sample menus from several approved caterers to all chairs.
- Items and pricing on these menus can be negotiated with the caterer directly

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# Working with Alcohol Vendor

## Alcohol

- Class places order with Gordon's Liquor
  - Association pays for order and bills class through final reconciliation
  - Unopened bottles may be returned
- Social hour chair coordinates with dinner chair to purchase all alcohol for the weekend
  - Usually liquor for 3 events: 2 socials hours, Saturday dinner
- Vendor delivers by class on Thursday
  - WCAA meets vendor and secures liquor in designated location in residence hall

# Alcohol Do's and Don'ts

## Alcohol

- The liquor chair must pick up the liquor room key at the WCAA front desk on Friday and leave a \$25 deposit
- Classmates cannot bring alcohol to campus
- Students cannot open, pour, or serve
- Liquor chair is responsible for inventory at the end of weekend for the returns
- Association coordinates vendor pick-up

# Bartenders

- Class should hire a bartender for Friday Social hour
  - » List of approved bar vendors included in ALC packet
- Saturday evening bartenders should be hired through caterer

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# Entertainment

- If you are hiring a DJ please provide the WCAA with a signed contract
- The WCAA will contact the DJ directly to obtain electrical/logistical needs
- The WCAA can arrange for speakers and ipod hook up for a rental fee of \$100
- Class must provide ipod

# Sunday Picnic

- Most classes order informal boxed lunches for those that wish to take lunch and go
- Make sure a committee member is assigned to check off guests as they pick up their meals. A list will be provided in the head quarters box at your residence hall. Committee should check for those that ordered vegetarian meals. All nametags list food preference on back.
- The caterers list includes vendors for a lunch delivery

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# Logistics

## We take care of:

- Site the tent and adjust for size
- Order appropriate number of tables and chairs for dining and caterer prep areas
- Work with internal and external vendors for correct tent lighting and electrical service
- Certificates of liability
- Caterer walk-through
- Site map, parking information, access information
- Electrical service and water
- Permits and fire marshals

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# Other Considerations

## Additional Activities

- Are you planning to sing at the social hour?
- Are you planning to have a program at the dinner?
  - We can help find a College speaker, but need to know well in advance
- Are you planning to have a nightcap?
  - After 11pm class is responsible to put away alcohol
- Are there other activities surrounding the social hour, dinner, and picnic?

# Other Considerations

## Student Staff

- Assist setting up social hours:
  - Decorating, moving alcohol, setting up tables, chairs, breaking down the set-up after the social hour
- Cannot open, pour or serve alcohol
- Cannot act as wait staff
- Cannot act as “bouncer” at class meals



# Questions?

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