

# 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



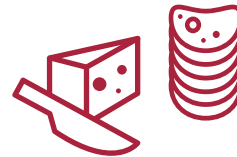
1 gallon  
per 15 people

or



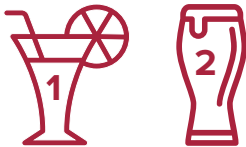
1.5 cups per person – if it's  
available all day

## Snack Mix



1 to 2 oz. per person

## Alcoholic Drinks



2 per person

## Soda, Lemonade or Punch



2 gallons per 25 people

## Desserts



1.25 pieces per person

## Appetizers



2-3 servings per  
person – for a  
cocktail hour



6 servings – For  
an hors d'oeuvres  
reception

*Host your next event at Earle Brown Heritage Center in the Twin Cities — and our expert team will handle all your food and drink needs. Our catering team offers all-inclusive packages so you can eliminate all the guesswork. Learn more at [earlebrown.com](http://earlebrown.com).*