

ATTACHMENT C

Controlling Costs

Please note that the suggestions listed below are intended to control expenses and may or may not detract from the quality or appearance of your meeting.

Food & Beverage

- Maintain history of food service for guarantees
- Choose buffet rather than plated
- Do not set plates at receptions, use good quality napkins
- Distribute one or two drink tickets per guest as opposed to an open bar
- Predetermine the closing time for bars and don't extend unless absolutely necessary
- Under guarantee on hors d'oeuvres
- Don't set tables and chairs for receptions
- Use central food stations
- Offer wine and cheese instead of cocktails and hors d'oeuvres
- When purchasing ala carte, save lunch dessert for p.m. break
- Do not let bartenders "free pour", make sure they measure

Entertainment & Decorations

- Use local or community groups/services whenever possible
- Try to refresh and re-use centerpieces throughout your meeting
- Use decorations/props that are already on site
- Re-use as much signage as possible

Miscellaneous

- Limit the number of people authorized to sign for charges
- Always get at least two bids from vendors
- When using audio visual equipment, be aware of setup and/or labor charges
- Negotiate for an "all-inclusive" per person package price
- Don't over or under confirm the number of attendees. Last minute changes can add \$\$'s to the master account
- Plan far enough ahead to take advantage of bulk mailing