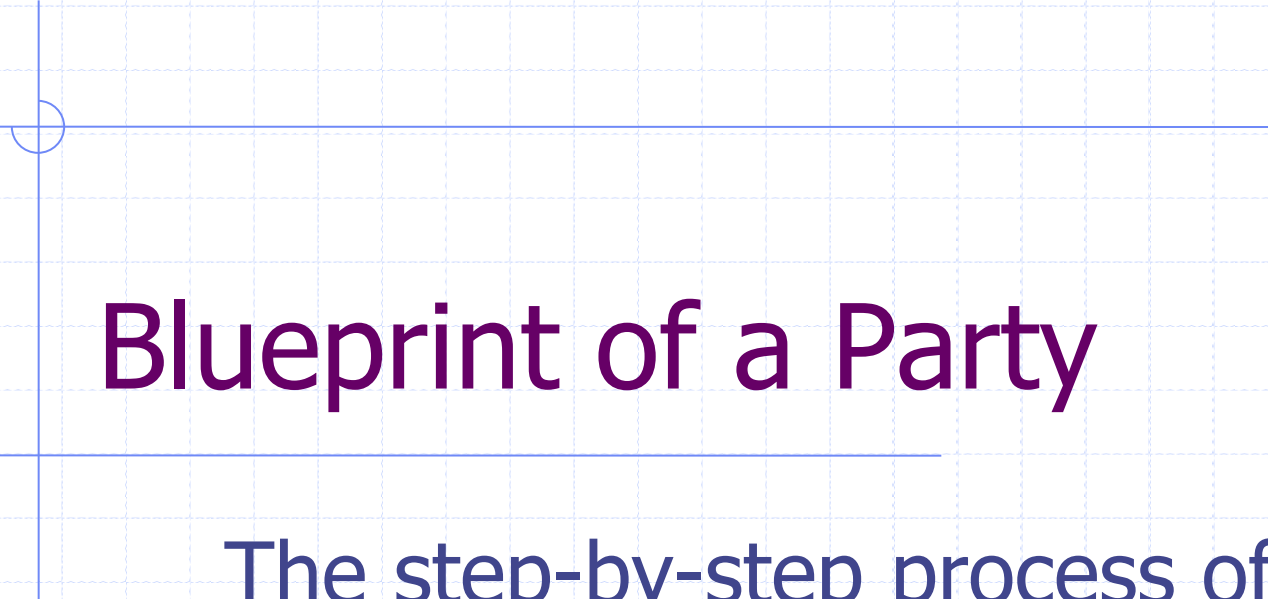
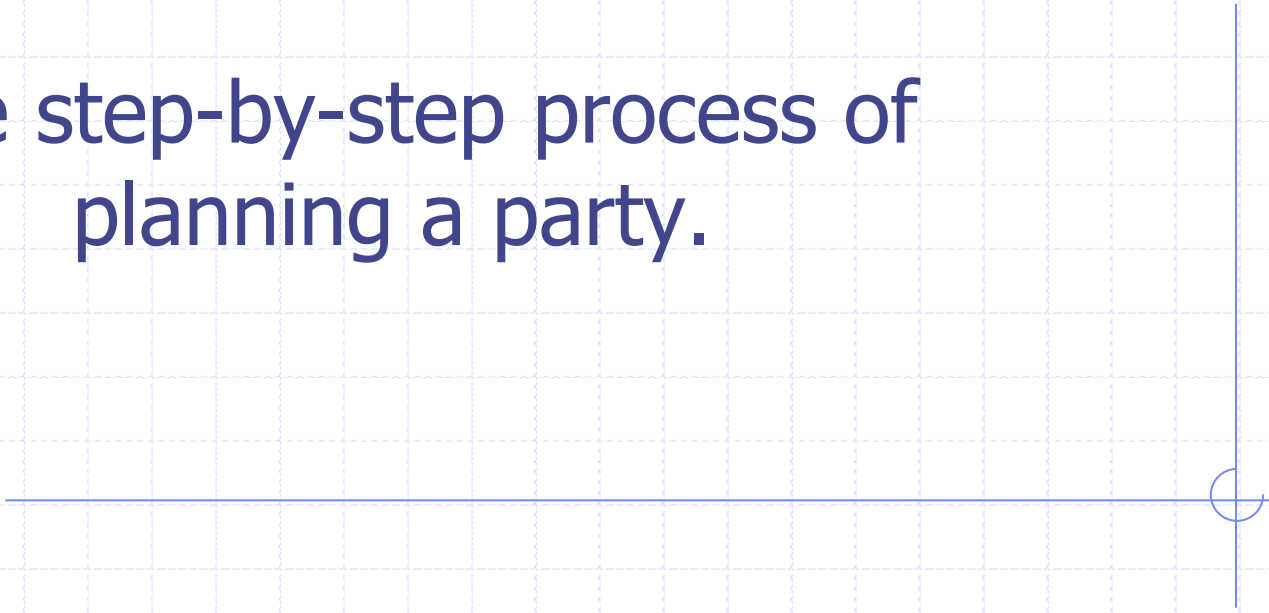




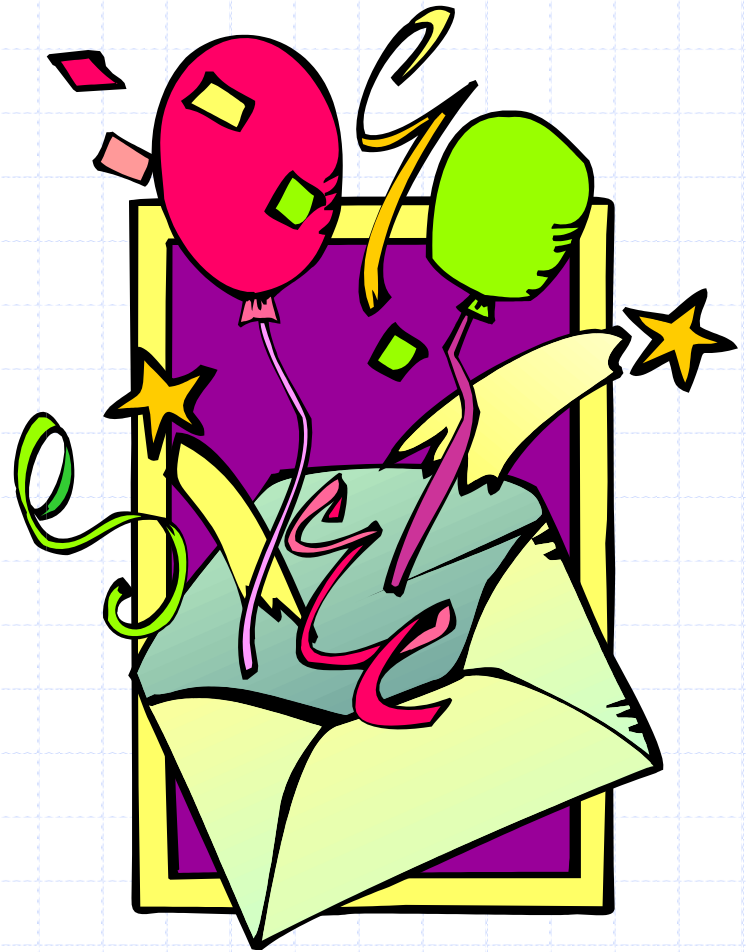
Blueprint of a Party

The step-by-step process of
planning a party.

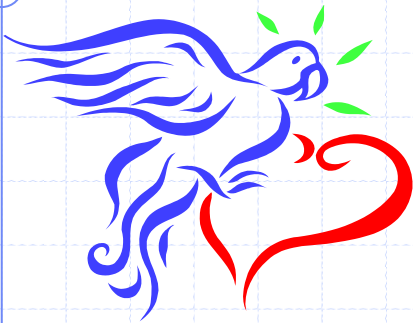


Planning

- ◆ Formal or casual
- ◆ Spur of the moment or planned
- ◆ Prevents problems
- ◆ Requires money time and energy-
 - Determines Number of guests

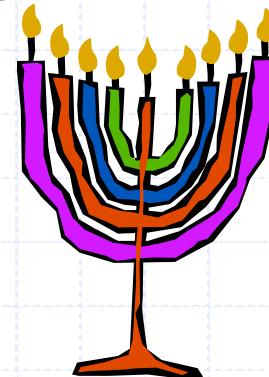
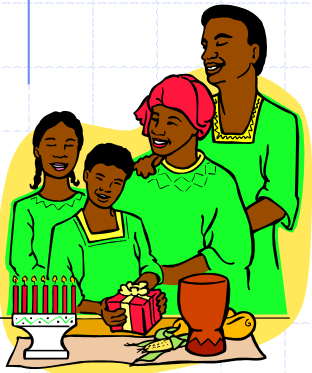
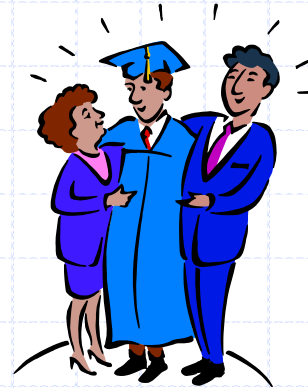


Theme



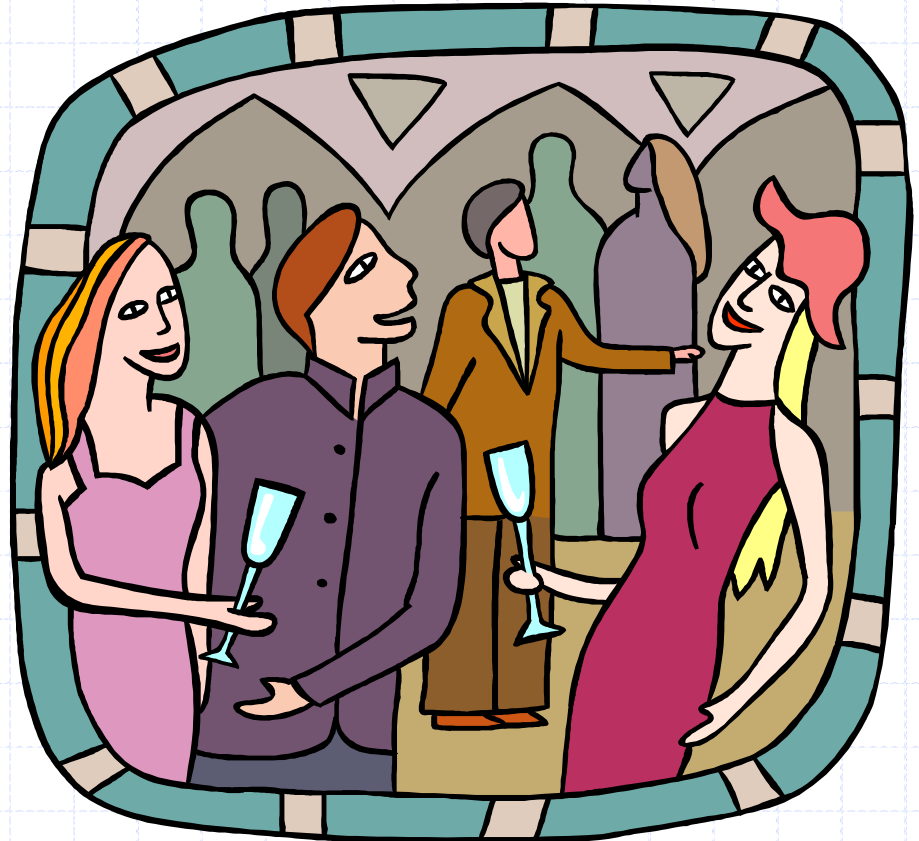
◆ Any subject or topic

◆ Determines attire, menu, decorations and entertainment

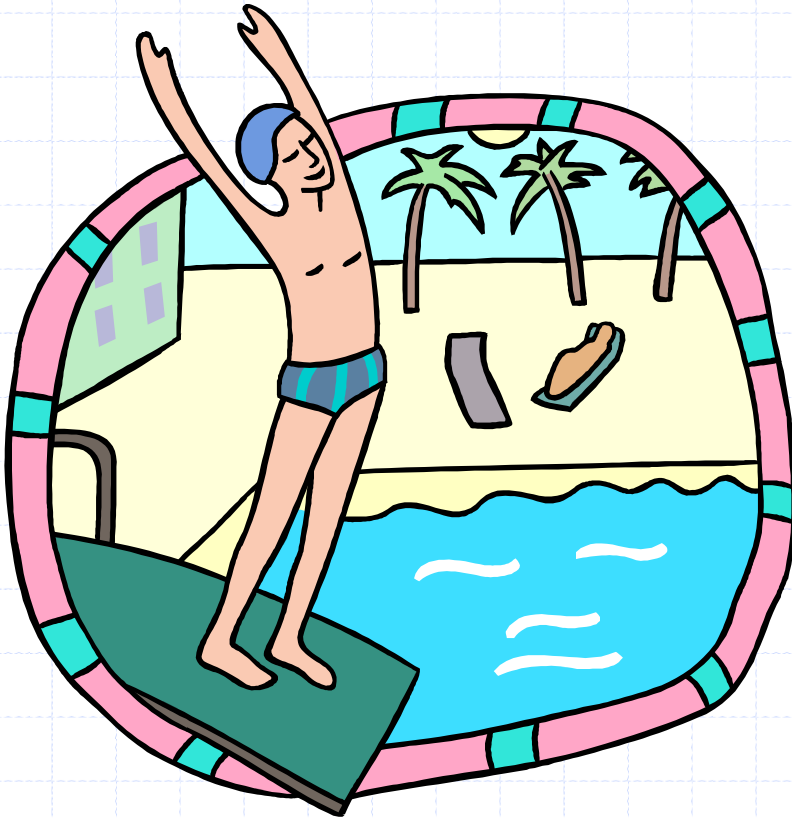


Guest List

- ◆ Number of people fit in space available
- ◆ Consider cooking skills, available equipment and money (budget)



Invitations



◆ Formal parties - written invitation

- Date
- Place
- Time
- Honors/special requirements
- RSVP
- Phone number/address

◆ Informal – phone call or quick note

Menu



- ◆ Budget
- ◆ Cooking skills
- ◆ Time schedule
- ◆ Equipment on hand
- ◆ Service
 - Sit down/formal
 - Buffet

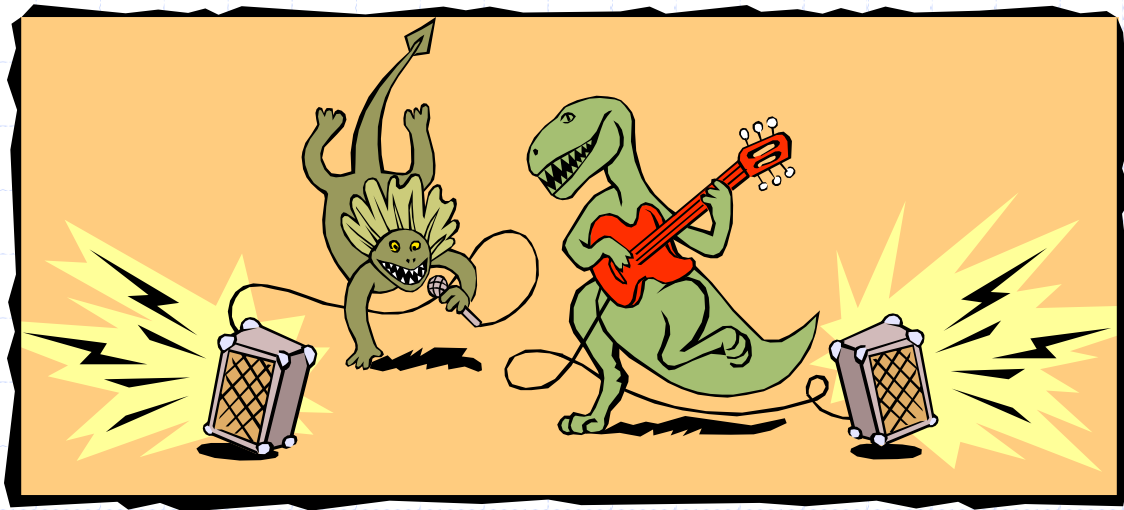
Host Responsibilities

- ◆ House or outside venue clean and tidy
- ◆ Fresh soap and towels in bathroom
- ◆ Place for coats
- ◆ Special dietary needs
- ◆ Introduce guests
- ◆ Circulate



Guest Responsibilities

- ◆ Answer RSVP
- ◆ Arrive on time
- ◆ Follow house rules and be courteous
- ◆ Use appropriate manners and etiquette



Appetizers

- ◆ Small light food to stimulate the appetite
- ◆ Select both hot and cold
- ◆ Prepare in advance
- ◆ Vary flavors, colors and textures



Coffee



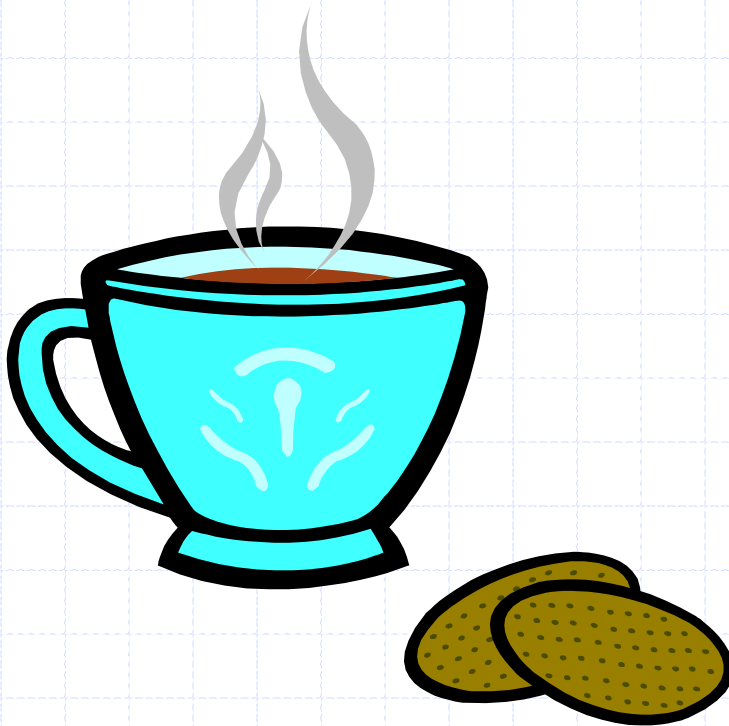
- ◆ Beans dried, roasted and ground
- ◆ Flavor varies due to variety, growing conditions and roasting
- ◆ Serve as soon as possible; will become bitter

Teas

- ◆ Leaves of small tropical evergreen
- ◆ Vary according to age, processing, season harvested, altitude, soil and climate
- ◆ Serve with cream, milk, sugar and lemon



Black tea



- ◆ Heated and dried (fermented)
- ◆ Amber in color
- ◆ Rich aroma and flavor
- ◆ Best grade=Broken Orange Pekoe

Chocolate and Cocoa Beverages



- ◆ Seeds of the cacao tree
- ◆ Fermented, roasted, shelled and cracked
- ◆ Heat beverages gently as the chocolate, sugar and milk all scorch easily

Cold beverages

- ◆ Chill beverages ahead of time
- ◆ May also want to chill glasses
- ◆ Keep plenty of ice on hand



Thoughtful planning will prevent problems from occurring and will enable you and your guests to fully enjoy themselves

