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

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

- **Snack Mix**
  - 1 to 2 oz. per person

### Alcoholic Drinks

- **Soda, Lemonade or Punch**
  - 2 gallons per 25 people

### Desserts

- **Appetizers**
  - 2-3 servings per person – for a cocktail hour
  - 6 servings – For an hors d’oeuvres reception

![Illustrations of food items]

---

*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.*