ADAPTING WITH CHANGE

INFOMATIONAL CATERING GUIDE FOR EVENT PLANNERS
In order to prepare for the evolving nature of how catering events may be handled in the future, we have provided some example strategies & scenarios to give you the reassurance that our team is prepared.

**PROACTIVE**

- Deadlines for planning details may need to be adjusted from the standardized catering sales timeline
- Heightened awareness may be necessary with projected guest attendances

**FLEXIBLE**

- What works for one group, may not work for another. For this reason, we will prepare custom menus that are tailored to meet your function needs
- Wait times in lines will be increased. Strategies on how to schedule and stagger meal service times for larger groups will be discussed

**TRANSPARENT**

- Outlining the catering budget earlier in the planning process is more important than ever, in order for planning alignment to be on target
- Communication is key from all parties involved. It is important to us, that we walk you through every newly implemented planning & event execution element, in this process

**DETAILED**

- Physical distancing means increased space required for food and beverage placement. Discussing catering locations may involve more in-depth discussion
- Guest arrival flow should be considered in order to adhere to physical distancing guidelines
FROM THE BOTTOM OF OUR HEARTS (AND BELLIES), IT IS OUR HIGHEST PRIORITY TO SERVE AS YOUR TRUSTED CATERING PARTNER AND PROVIDE YOUR GUESTS WITH THE SAFEST PROCESSES WHILE UPHOLDING A MEANINGFUL & DELICIOUS EXPERIENCE

We feel confident that our daily awareness, newly implemented procedures, attention to detail and passion for what we do, will meet your catering expectations.

We are here. We are with you. We are ready.
QUICK-GUIDE RELATED TO CURRENT GUEST EXPERIENCE INITIATIVES

1. APPROPRIATE INFORMATIONAL SIGNAGE REGARDING SERVICE PROCESS AND PHYSICAL DISTANCING PARAMETERS WILL BE IMPLEMENTED WITH EVERY FOOD & BEVERAGE FUNCTION IN ORDER TO PROVIDE GUESTS WITH DIRECTION AND ELIMINATE CONFUSION. FROM AN EXPERIENCE STANDPOINT, OUR MESSAGING AND SIGNAGE PIECES HAVE BEEN DESIGNED TO PROVIDE NOT ONLY DIRECTION, BUT UPLIFTING MESSAGES THAT ARE INTENDED TO PROMPT A “WELCOMING FEELING” WITH A CHUCKLE OR A SMILE.

2. WITH SIMPLISTIC ELEMENTS & CREATIVITY, WE WILL CONTINUOUSLY DEVELOP NEW WAYS TO TAKE A VERY “STERILE SITUATION” AND CREATE AN ENVIRONMENT THAT MAKES GUESTS FEEL SAFE AND COMFORTABLE, WHILE BEING INVITING AND FUN.

3. STRATEGIC DIAGRAMMING FOR GUEST SERVICE FLOW IS AT THE FORE-FRONT OF OUR MINDS.

4. WE PROMOTE “PHYSICAL DISTANCING” VS. “SOCIAL DISTANCING” AND OUR WAYS OF OPERATING SHOULD PROVE THIS. AFTER ALL, OUR NEW WAY OF LIFE IN THIS INDUSTRY IS TO FIND WAYS TO BE “SOCIAL” AND GATHER, WHILE PHYSICALLY RESPECTING DISTANCE FOR EVERYONE’S WELL-BEING.

5. OUR EMPLOYEES ARE JUST AS EXCITED TO SOCIALIZE AS YOU ARE! EXPECT TO RECEIVE POSITIVE, FRIENDLY AND INFORMATIVE INTERACTIONS.

6. A PRE-PACKAGED MEAL SHOULD BE NO DIFFERENT IN LEVEL OF EXPECTATION THAN A SERVED HOT MEAL. ALL SERVICE SCENARIOS WILL BE MADE WITH CARE, LOVE AND CREATIVITY.
We will not only provide descriptive detail regarding catering event function execution to you in the planning process, but we will provide your guests with informative direction and outline the safety procedure expectations as it relates to them.
EXECUTION

QUICK-GUIDE FOR CURRENT CATERING EVENT EXECUTION PROCESSES

1. All previously self-served food and beverage displays such as "Chefs Table" (buffet style) catered events or reception stations, will now be served by an attendant.

2. Where available, distance barriers or guards to help prevent the traveling of breath from coming in contact with open-air food & beverage may be used.

3. Physical distancing between guests and catering employees will be enforced based on the current 6' of required distance.

4. Pre-packaged catering functions and menu items/ sealed beverages may be obtained from stations without the requirement of an attendant.

5. Beverages that are not already pre-sealed must be served by an attendant. This includes coffee stations, bars and any other beverage type that requires pouring.

6. Most, if not all service-ware may be transitioned from china options to exclusively disposable.

7. Sit-down plated meal services will require that all pre-set items be covered or fully contained. This includes wrapped cutlery & individual (non-shareable) condiments.

8. Linen napkins and tablecloths may not be able to be used with seated guest tables.
It is important that when guests walk in our doors, they feel protected and that our operation has prepared in full, for their arrival. Equally, it is important that you as the planners, are equipped with the back-end knowledge on how our team members are contributing to the health and wellness of our practices.

**HEALTH SCREENINGS**

Every Levy employee will receive temperature checks prior to each shift and must show no signs of illness.

**PPE**

All Levy employees will wear proper Personal Protective Equipment including and not limited to face masks & gloves, which must be changed out frequently.

**TRAINING**

Every Levy employee will receive an in-depth training on all current & newly implemented safety measures.

**INCREASED SANITATION PRACTICES**

All food & beverage outlets & stations will be sanitized regularly and equipped with proper sanitation products.

**HAND WASHING**

It will be mandatory for all employees to wash their hands according to the CDC standards. In areas where a hand-washing sink is not available, alcohol based sanitizer may be used.

**PROVIDED SANITATION PRODUCTS**

In some cases, we will be able to offer PPE and sanitizer products to your guests. This may incur an additional cost.
ALL PLANNING DETAILS AND SPECIFIC QUESTIONS ABOUT CATERING SERVICES CAN BE DISCUSSED IN THEIR ENTIRETY WITH THE CATERING CATERING SALES DEPARTMENT