

Planning and Portion Guide

Item	Quantity	Number of Servings (Serving Size)
Beverages		
Coffee	3 lb. can	300 (8 oz.)
Punch	5 gal.	106 (6 oz.)
Creamer	12 oz.	133 (3 g.)
Sugar	200 ct.	200 (1 packet)
Condiments		
Ketchup	64 oz.	128 (1/2 oz.)
Mustard	1 gal.	250 (1/2 oz.)
Mayonnaise	1 gal.	250 (1/2 oz.)
Salad Dressings	1 gal.	64 (2 oz.)
Desserts		
10" Pies	10" pie	8 (1 slice)
Sheet Cakes	12" x 16" tray	36 (1 piece)
Brownies	12" x 16" tray	48 (1 piece)
Entrées		
Ham	12 lb. avg.	48 (4 oz.)
Prime Rib	12 lb. avg.	19 (10 oz.)
Split Top Round	8 lb. avg.	21 (6 oz.)
Steaks	5 lb.	13 (6 oz.)
Turkey Breast	8 lb. avg.	32 (4 oz.)
Lasagna	5 lb.	13 (6 oz.)
Hors d'Oeuvres		
Chicken Wings	5 lb.	15–20 (3 pieces)
Cocktail Franks	3.33 lb.	50 (3–4 pieces)
Meatballs	10 lb.	21 (6 pieces)
Party Trays		
Sliced Meats	2 lb.	8 (4 oz.)
Sliced Cheese	5 lb.	80 (1 oz.)
Cubed Cheese	1 lb.	16 (1 oz.)
Dill Pickle Spears	.5 gal.	25 (2 pieces)
Med. Black Olives	#10 can	60 (4 pieces)
Relish Pack	5 lb.	25 (3 oz.)
Stuffed Olives	.5 gal.	100 (4 pieces)
Vegetable/Spinach Dip	2.75 lb.	44 (1 oz.)
Side Dishes		
Fruits & Vegetables	#10 can	27 (4 oz.)
Gelatin Molds	4 lb.	16 (4 oz.)
Lettuce Salad	3 lb.	24 (2 oz.)
Mixed Fruit (frozen)	5 lb.	20 (4 oz.)
Ready-Made Salads	10 lb.	40 (4 oz.)
Hot Sides	3 lb.	12 (4 oz.)
Snacks		
Candies/Nuts	2 lb.	32 (1 oz.)
Chip Dip	3 lb.	48 (1 oz.)
Chip Dip	#10 can	50 (2 oz.)
Nacho Chips	3 lb.	48 (1 oz.)
Potato Chips	3 lb.	48 (1 oz.)
Pretzels	2 lb.	32 (1 oz.)

Celebration Tips

- For festive ice in your punch bowl, put a strawberry in each compartment of a muffin tin. Fill with water or mixed punch and freeze. Add to punch bowl just before serving.
- Use pre-cut cheese cubes to simplify your menu. Create kabob-style appetizers using a variety of cheese cubes with fresh fruit or vegetables.
- For ready-to-serve salads, figure total consumption at approx. 4 oz. per person. For variety, offer a selection of different salads, such as macaroni salad, potato salad, coleslaw, and pasta salad.
- Meats and cheeses make a more attractive display on their own serving tray instead of hiding inside the buns. This also gives your guests the option of no bun.
- When purchasing cups, remember to figure more than one cup per person.
- Chafing dishes are used to keep food hot on a buffet. Chafing fuel is the heat source. One inch of water in the water pan provides the steam heat. Light the chafing fuel 20 minutes before serving time.



- Serve a dazzling array of hors d'oeuvres. They're conveniently packaged for heat-and-serve convenience, allowing you to offer an exceptional presentation with minimal prep time, and at an affordable cost.
- Wrap up the knives, forks, and spoons in a dinner napkin. Tie with a ribbon in summer colors. Your guests pick up one package with all of their utensils. You also save on napkins, because your guests will only take one.