SAFFRON & SAGE
CATERING

Catering proposal

Meridian Health Partners Annual Awards Dinner. 180 guests, Friday, March 12, 2027.





Cover letter

Dear Olivia,

Thank you for choosing us to talk to about your awards dinner. You told us what made last year's dinner hard: a buffet line that kept people from their tables during the speeches, and too few choices for guests with dietary needs.

So this proposal is for a plated dinner. Guests choose their main with their RSVP, vegetarian and allergy plates are made to order, and the dessert station opens only once the awards are done. Servers are scheduled so that every table is cleared before each award is announced.

Chef Rafael and I would love to host your tasting in January. Everything on the menu can change after it.

With best wishes,

Danielle Brooks

Danielle Brooks
Senior Event Planner

Rafael Ortega

Rafael Ortega
Executive Chef

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Your event

THE OCCASION

Annual Awards Dinner honoring Meridian's clinical and support staff, with a 40-minute awards program.

DATE AND VENUE

Friday, March 12, 2027, 6:00 to 10:30 pm, at The Foundry Hall, Atlanta. Venue access from 2:00 pm.

WHAT WE TAKE CARE OF

- **Menu.** Canapés, plated dinner, desserts
- **Bar.** 4 hours, with a zero-proof menu
- **Service.** 21 staff, setup to breakdown

The dinner in numbers

Based on the 180 guests you expect. Final numbers are confirmed 10 days before.

180

Guests

18 rounds of 10

3

Courses

Plus canapés and desserts

4 h

Open bar

6:00 to 10:00 pm

21

Staff

Captain, servers, bar, kitchen

5

Dietary menus

Vegetarian, vegan, GF, nut-free, halal

~$219

Per guest

All in, with tax

Licensed, certified, insured



ServSafe-certified managers



Licensed caterer and bar



$2M liability insurance

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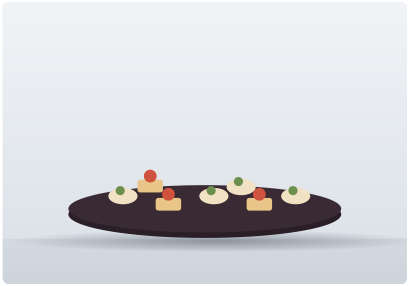
Menu

Seasonal Southern cooking for early spring. Every dish can be adjusted at the tasting.

COURSE	DISH	DIETARY
Canapés	Smoked trout on rye, fried green tomato with pimento cheese	GF on request
Canapés	Mushroom tartlet, watermelon and feta skewer	Vegetarian
Starter	Spring greens, shaved radish, pecans, sorghum vinaigrette	Vegan, GF
Main, choice 1	Braised short rib, stone-ground grits, charred greens	GF
Main, choice 2	Pan-roasted Georgia trout, butter beans, herb salad	GF, nut-free
Vegetarian main	Sweet potato and black-eyed pea cake, tomato jam	Vegan
Bread	Cornbread and yeast rolls with honey butter	Vegetarian
Desserts	Peach cobblers, chocolate tarts, macarons, fruit	GF options

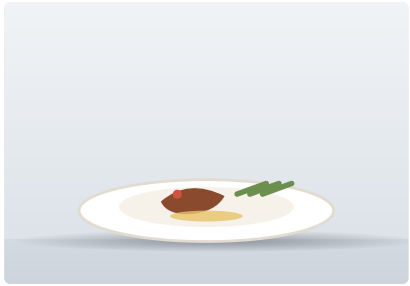
Allergy plates are made in a separate area of the kitchen and labeled with the guest's name and table.

From our kitchen



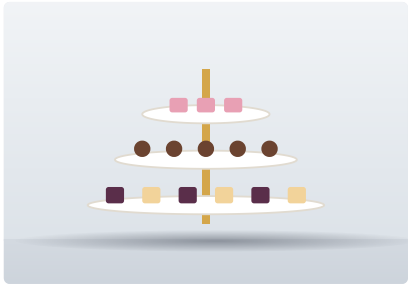
Canapés

Passed for the first hour, 4 pieces a guest.



Plated mains

Served table by table in 12 minutes.



Dessert station

Opens after the last award.

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Run of show

Our timings on the night, built around your awards program.

2:00 pm ○ **Load-in**

Kitchen setup, linens and tables.

5:30 pm ○ **Staff briefing**

Seating chart, dietary list and timings.

6:00 pm ○ **Reception**

Canapés passed; bar opens.

7:00 pm ○ **Dinner**

Starter at 7:05, mains at 7:30.

8:15 pm ○ **Awards**

Tables cleared before 8:15; service pauses.

9:00 pm ○ **Dessert and coffee**

Dessert station opens; coffee to the tables.

10:30 pm ○ **Close**

Bar closed at 10:00; breakdown until midnight.

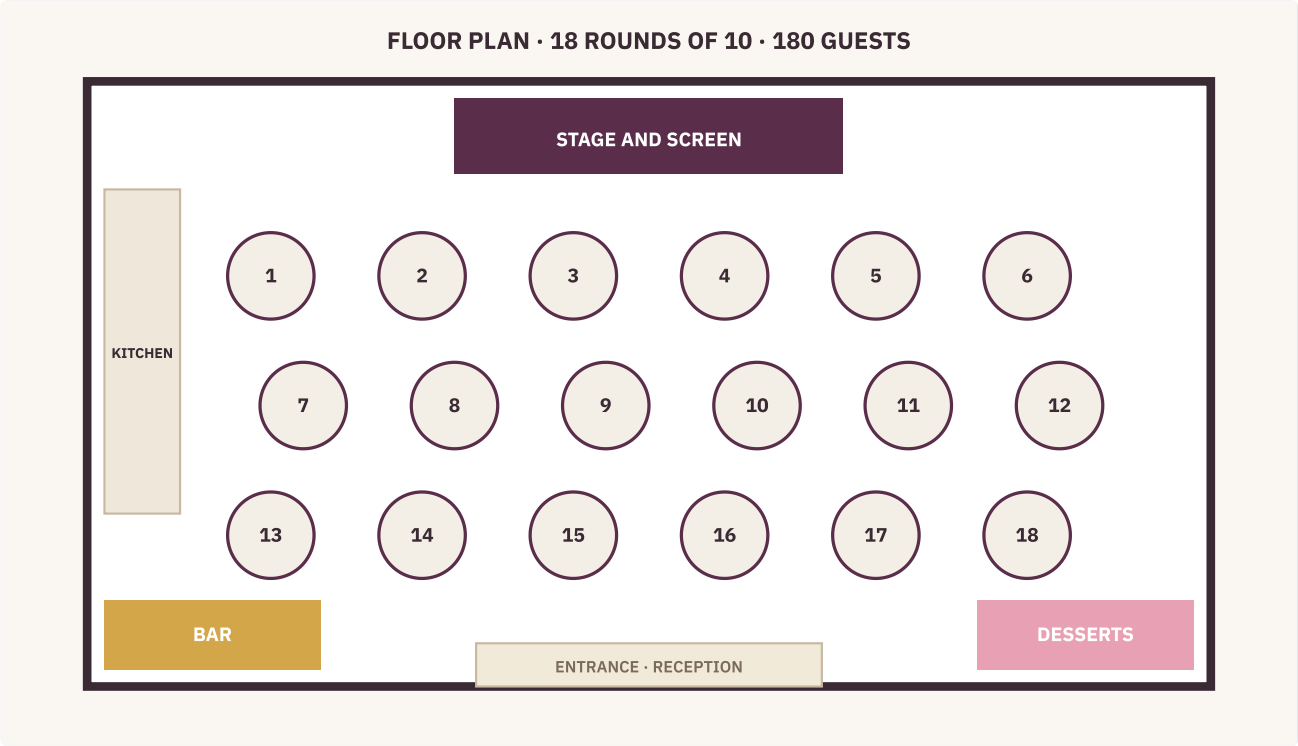
What we need from you

- ☐ Venue contract and the venue manager's contact by January 15
- ☐ Final run of the awards program by February 26
- ☐ Seating chart with each guest's main and dietary needs by March 5
- ☐ Guaranteed guest count by March 2

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Floor plan



The bar and the dessert station sit at the back corners, so queues never form in front of the stage. The kitchen is on the left, closest to tables 1, 7 and 13, which we serve first.

Staffing plan

ROLE	PEOPLE	HOURS	RESPONSIBLE FOR
Event captain	1	2:00–10:00	Timings, your point of contact
Servers	12	4:30–11:30	Canapés, dinner, clearing
Bartenders	4	5:00–11:00	Bar and coffee service
Kitchen	4	2:00–11:00	Cooking, plating, allergy plates

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Investment

For 180 guests. Food, drinks, staff and the service charge are all subject to Georgia sales tax.

#	ITEM	QTY	PRICE	DISC.	TAX	TOTAL
	Food					
1	**Passed canapés, 4 pieces a guest** Code: FD-CAN • Smoked trout on rye • Fried green tomato with pimento cheese • Mushroom tartlet (vegetarian) • Watermelon and feta skewer (vegetarian) 	180 guests	$14.00	–	8.9%	$2,744.28
2	**Plated three-course dinner** Code: FD-DIN Starter, a choice of two mains collected with the RSVP, and a vegetarian main. Allergy plates made to order. 	180 guests	$68.00	–	8.9%	$13,329.36
3	**Dessert station** Code: FD-DST Mini peach cobblers, chocolate tarts, macarons and fruit, set out during the awards.	180 guests	$11.00	–	8.9%	$2,156.22
					Subtotal: Food	**$18,229.86**
	Beverages					
4	**Bar package, 4 hours: beer, wine and a signature cocktail** Code: BV-BAR Signature cocktail: Peach and thyme spritz, with a zero-proof version	180 guests	$32.00	–	8.9%	$6,272.64
5	**Coffee and tea service with dessert** Code: BV-COF	180 guests	$4.00	–	8.9%	$784.08
					Subtotal: Beverages	**$7,056.72**

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#	ITEM	QTY	PRICE	DISC.	TAX	TOTAL
	Staff					
6	**Event captain, 8 hours** Code: ST-CAP	8 hours	$55.00	–	8.9%	$479.16
7	**Servers: 12 for 7 hours** Code: ST-SRV	84 hours	$38.00	–	8.9%	$3,476.09
8	**Bartenders: 4 for 6 hours** Code: ST-BAR	24 hours	$42.00	–	8.9%	$1,097.71
9	**Kitchen staff: 4 for 9 hours** Code: ST-KIT	36 hours	$40.00	–	8.9%	$1,568.16
					Subtotal: Staff	**$6,621.12**
	Rentals and service					
10	**Floor-length linens and napkins, 20 tables** Code: RN-LIN	20 tables	$28.00	–	8.9%	$609.84
11	**China, glassware and flatware** Code: RN-CHN	180 guests	$9.50	–	8.9%	$1,862.19
12	**Service charge, 20% of food and beverage** Code: SV-20 Covers planning, the tasting, delivery, setup and breakdown. It is not a gratuity and is not paid to staff as tips.	1 charge	$4,644.00	–	8.9%	$5,057.32
					Subtotal: Rentals and service	**$7,529.35**

Subtotal	$36,214.00
Sales tax (Atlanta 8.9%)	$3,223.05
Total	**$39,437.05**

Other service styles

Buffet Two buffet lines.	lower cost, guests leave their tables to eat	**$176** per guest
Plated As in this proposal.	everyone seated for the awards, choice of main with the RSVP	**$201** per guest
Family style Sharing platters at each table.	relaxed and generous, harder for allergy plates	**$194** per guest

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Payment schedule

The date is held once the deposit is paid. The final invoice follows your guaranteed guest count.

Payments

Deposit, 30% On signing, to hold March 12	$11,831.12
Second payment, 50% 30 days before the event	$19,718.53
Final balance, 20% With the guaranteed count, 10 days before	$7,887.40
Total	**$39,437.05**

Bank details

BANK
Peachtree Community Bank

ACCOUNT NAME
Saffron & Sage Catering LLC

ROUTING
061 555 019

ACCOUNT
•••• 7302

Card payments are accepted with a 3% processing fee.

Good to know

When do you need final numbers?

Ten days before, on March 2. You pay for that number or the actual count, whichever is higher.

Is the service charge a tip?

No. It covers planning, delivery and setup. Gratuities for staff are always optional.

Can guests with allergies eat safely?

Yes. Allergy plates are made separately and served to named guests by the captain.

Who handles the venue?

We work directly with The Foundry Hall on access, power and cleanup.

From our clients



Two hundred plates out in twelve minutes, and not one allergy mix-up.

Event manager
Law firm gala, 2026



They timed the dinner around our speeches better than we did.

Chief of staff
University dinner, 2025



Our vegan guests said it was the best meal of the night.

HR director
Hospital awards, 2025

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Terms

1. Booking

1.1 The date is reserved when this proposal is signed and the deposit is received.

2. Guest count

2.1 The guaranteed count is due 10 days before the event. It may go up by up to 5% after that, but not down.

3. Menu changes

3.1 Menu changes after the tasting are accepted until 21 days before the event, at the per-guest price of the new dish.

4. Cancellation

4.1 The deposit is refundable until 90 days before the event. After that it is kept, and from 30 days before, the second payment too.

5. Alcohol

5.1 Our bartenders are licensed and trained. They check ID and may refuse service to anyone who appears intoxicated.

6. Leftovers

6.1 For food safety, cooked food that has been served is not left on site. Unserved food is donated where the law allows.

Agreed

Signed for Meridian Health Partners and Saffron & Sage Catering. We confirm your date by email once the deposit arrives.

FOR THE CLIENT

_____

SIGNATURE

Meridian Health Partners

Name: _____

Date: ____ / ____ / _____

FOR THE CATERER

_____

SIGNATURE

Saffron & Sage Catering

Name: _____

Date: ____ / ____ / _____

Next steps

1. **Sign and pay the deposit.** Your date is held from that day.
2. **Tasting in January.** For up to 6 people, at our kitchen.
3. **Final menu and count.** Confirmed 21 and 10 days before.

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