

CATERING QUANTITY & ORDERING GUIDE

Planning the right amount of food depends on more than guest count. Event style, time of day, length of service, menu variety, and who you are feeding can all affect consumption. Use this guide as a simple starting point for your catering order.

HORS D'OEUVRES & APPETIZERS

Recommended starting point: 2 pieces per guest, per selection.

For a light reception or appetizers served before a meal, plan approximately **2 pieces per guest of each hors d'oeuvre selected.**

Example	50 guests+ 2 appetizer selections= approximately 100 pieces of each selection
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Increase quantities when hors d'oeuvres are the main food, the event occurs during a meal period, alcohol is served, guests will mingle for an extended period, or the audience is primarily students. For an appetizer-only reception, select several varieties and plan more pieces per guest.

BUFFETS

For a traditional buffet, order for your **full expected guest count.** Buffet portions are designed to provide an appropriate serving of the entree, sides, and accompaniments.

Know your audience:

Students	Consider ordering 5-10% above expected attendance , especially for lunch, dinner, athletic groups, or larger appetites.
Faculty/ Staff	Ordering for the expected guest count is generally appropriate.
Mixed Groups	If attendance is uncertain or the event is open to students, consider adding approximately 5% extra.

SANDWICHES

Main meal: Plan approximately **1 sandwich per guest.** For student-focused events or larger appetites, consider an additional **5-10%.**

Part of a buffet: When sandwiches are one of several food options, plan approximately **1/2 sandwich per guest.**

Example	100 guests = approximately 50 whole sandwiches , cut in half to provide 100 portions.
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If sandwiches are the most substantial item on the buffet, increase the quantity.

WHEN SHOULD I ORDER EXTRA?

Consider adding **5-10% more food** when attendance is uncertain, the event is open to students or the campus community, the event falls during lunch or dinner, food is the main attraction, service lasts several hours, menu selections are limited, or you would prefer a small amount remaining rather than risk running short.

EXPECTED ATTENDANCE > RECOMMENDED PORTION = SUGGESTED ORDER QUANTITY
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When attendance is uncertain, use your **realistic expected attendance** rather than the maximum number of people invited.

NOT SURE HOW MUCH TO ORDER?

Every event is different. Our Catering Team is happy to help recommend quantities based on your **guest count, audience, menu, event style, and service time.**

These guidelines are intended to assist with planning. Actual consumption may vary based on the event and individual guests.