

**Catering guidelines/specifications for Bethlehem Rotary Tastes & Tunes  
October 7, 2018 Moravian College Health Science Building 1107 Main Street**

- ▶ Caterers will receive four complimentary tickets for the event, to give to family, friends or clients.
- ▶ Caterers will be recognized in the printed program, along with their menu for the evening. Caterers will also be noted in press release and on the Bethlehem Rotary website.
- ▶ Food Stations to be set up by 3 p.m. for service to begin at 4:00 p.m. *Guests begin to arrive by 3:30 p.m.*
- ▶ Stations will be provided with one 8' banquet table draped in linen.
- ▶ Caterers must provide serving personnel.
- ▶ Napkins will be available at all stations. Utensils will be provided according to your menu (*check your needs on the commitment form below.*) All other items must be provided by caterer.
- ▶ Electric is available.
- ▶ Open flame is permitted (*including butane*).
- ▶ Prepare to serve 325 guests with adequate portions. The event is more than a tasting event. Substantial but easy to eat portions work best.
- ▶ No beverages are to be served. Wine, beer, and soft drinks are provided for guests.

Please contact George Kurtz, Restaurant Chair, with any questions: 610-248-7780 or cwkgpk@aol.com.

Send your full page ad to Jill Long, jillwilsonlong@gmail.com (610) 625-5105.  
Ad size 5" x 8" PDF or EPS format, 300 dpi to size, 1/2 inch margin on all sides.

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**CUISINE COMMITMENT FORM**

**Please complete this form and mail to George Kurtz, Bethlehem Rotary, PO Box 358, Bethlehem, PA 18016.**

**YES**, we would like to show our support for the Bethlehem Rotary on Sunday, October 7, 2018 and participate by sponsoring a food station and providing cuisine!

Caterer/Restaurant Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Contact E-mail Address \_\_\_\_\_

Please describe the menu items you will serve at your food station:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Bethlehem Rotary will provide the following items for guests to enjoy your cuisine. Please check the supplies you need to serve food at your station:

Forks

Spoons

Knives

Bowls

Cups

Plates