You Can Have It All

Making a Big Impact for Small Money

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Ways to make it happen

- Awareness
- Recycle, Reuse, Reduce & Share
- Budget Conscious Menu Planning
- Creative Thinking

Awareness

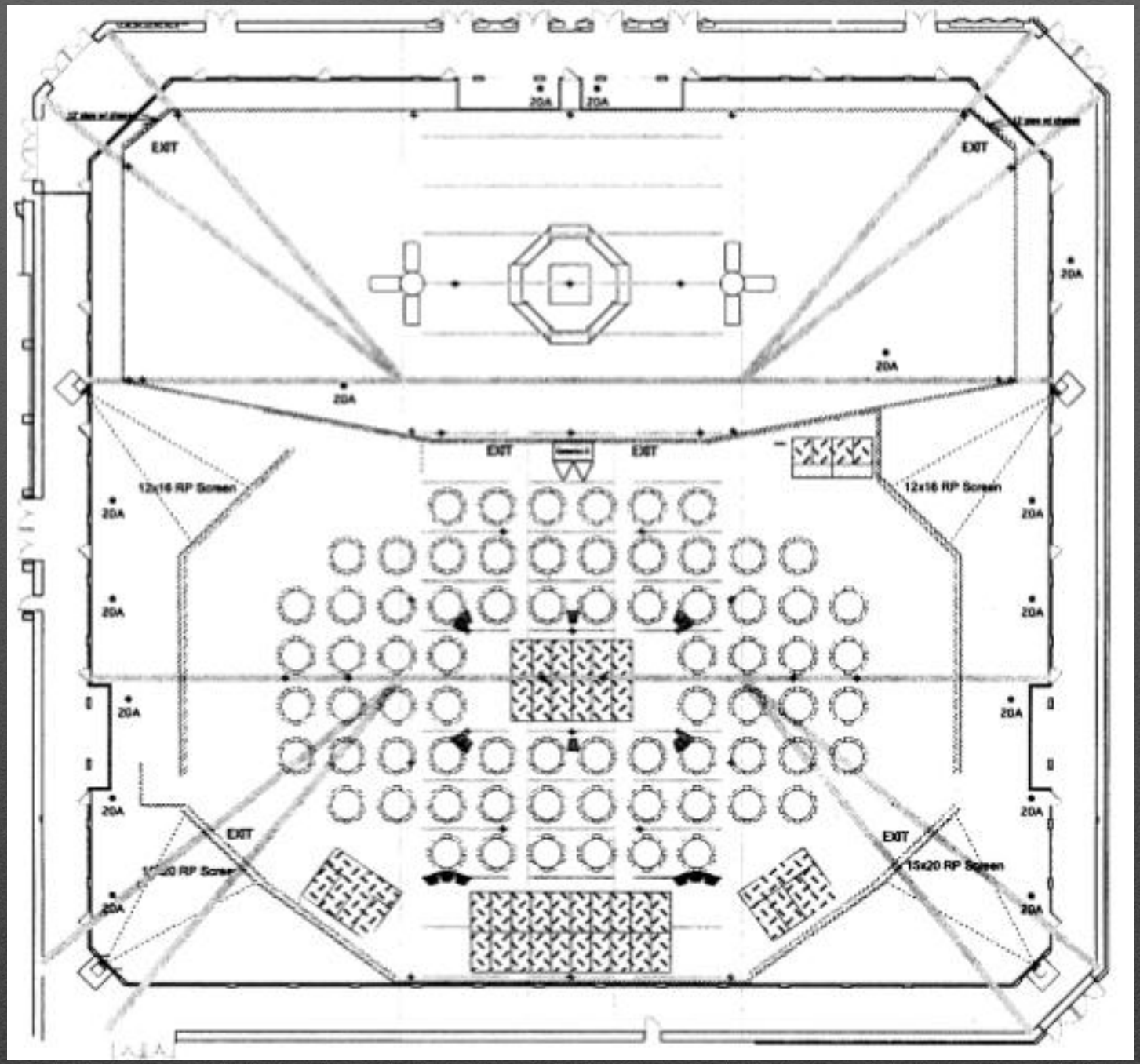
What's going on around you?

- New opportunities to collaborate/cost share
- Mixing old events with new purpose

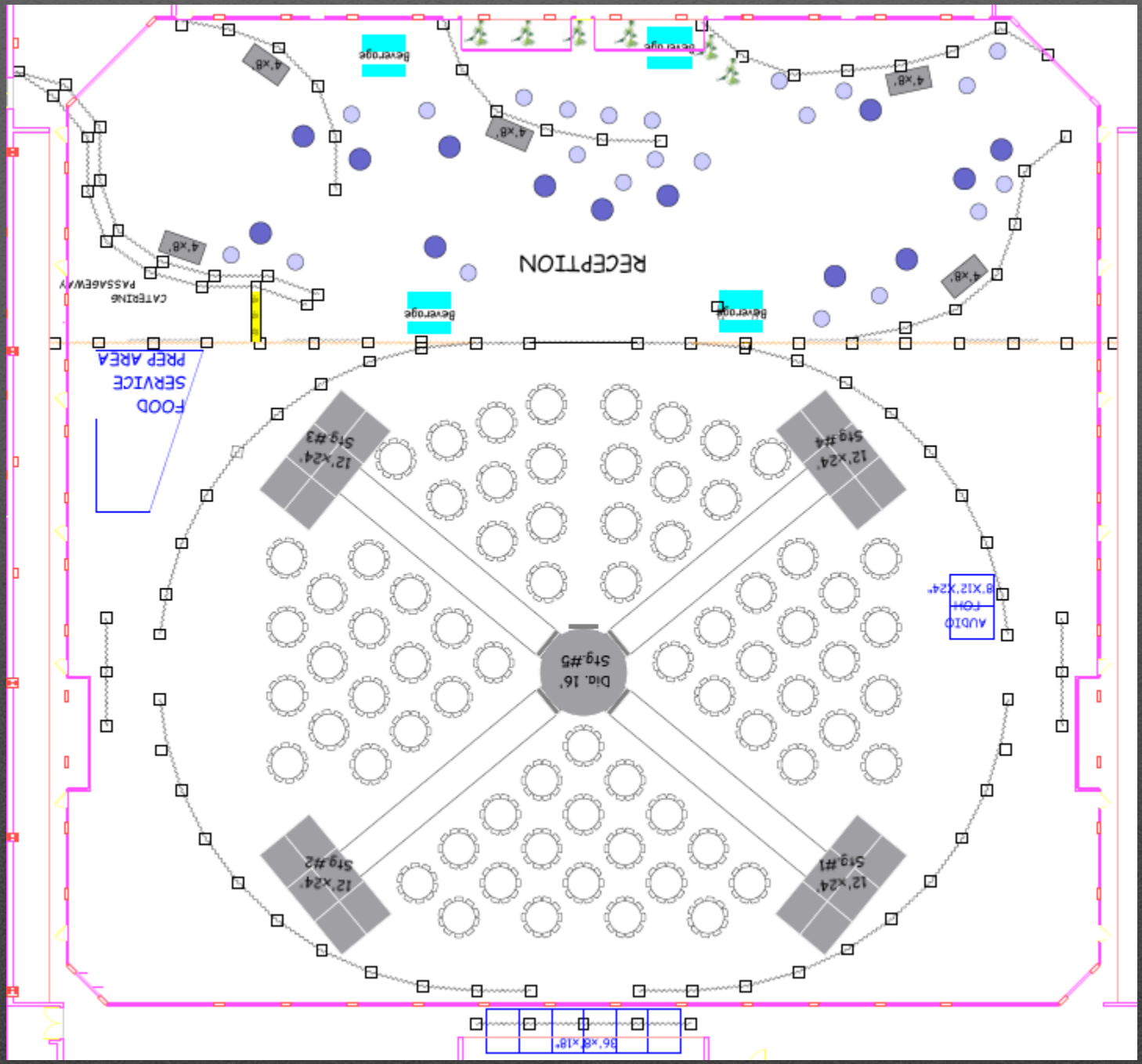
What other resources are available?

- People with different skills/talents
- Using existing spaces in new ways
- Pick the right event space for the event
- Sharing supplies and materials between departments

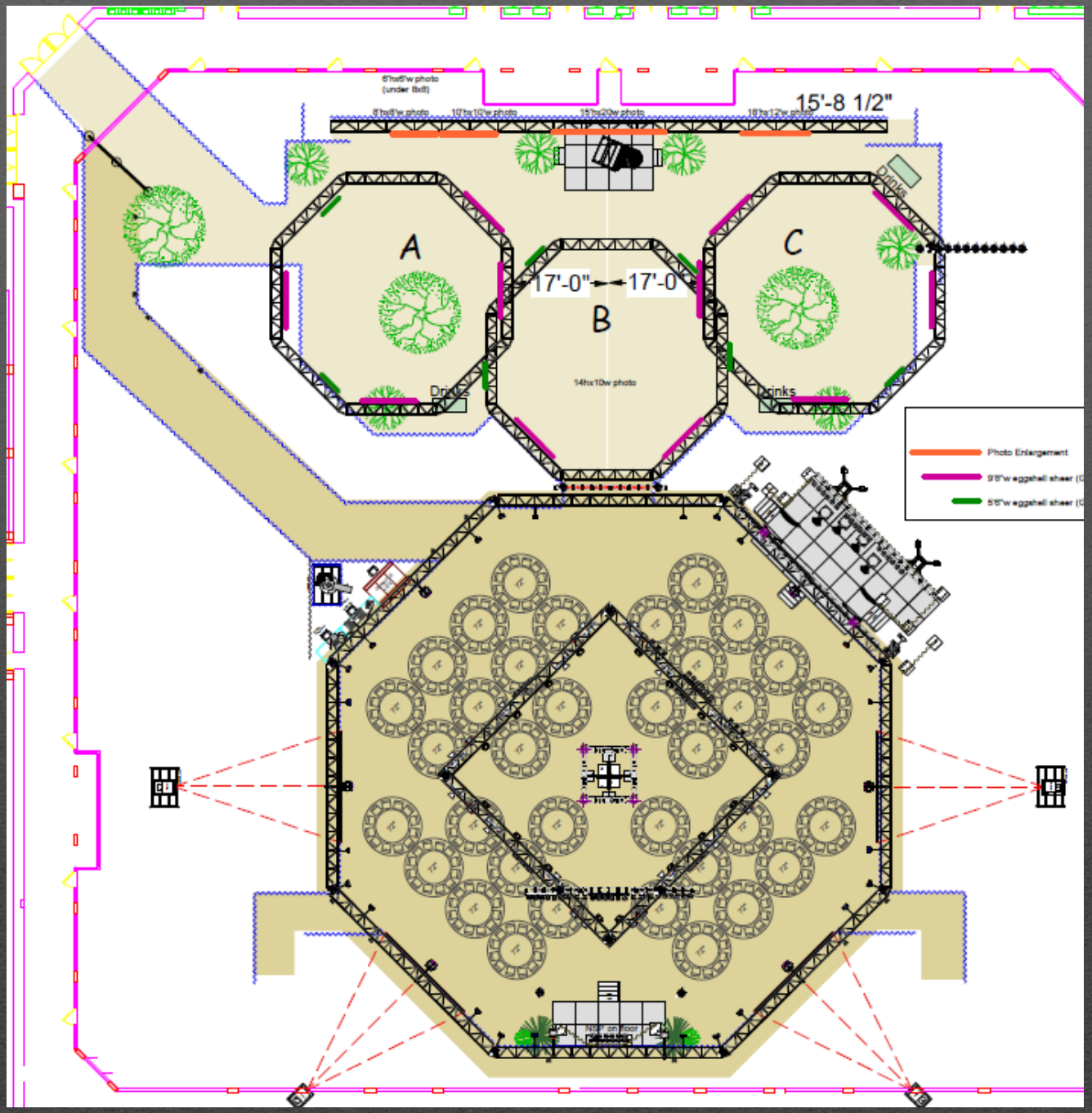
Rethinking Existing Spaces



One space…


RECEPTION
FOOD SERVICE PREP AREA
Stg.#1
Stg.#2
Stg.#3
Stg.#4
Dia. 16'
Stg.#5
AUDIO
FOH

…three ways.


15'-8 1/2"
A
B
C
17'-0"
17'-0"
Drinks
Drinks
Drinks
14hx10w photo
Photo Enlargement

DUKE ENGINEERING

Student-Alumni E-Social

Reunion Weekend Reception + Friday Student Engineering Social

- **Increased alumni attendance**
- **Up-scaled engineering student social**
- **Created a casual networking opportunity**
- **No cost increase for either group**

Graduation Flowers in Cameron

One set of arrangements for three events

- **Shared by University Development, Economics, and Engineering**
- **Cost reduction for each event**
- **Eliminated multiple deliveries/pick-ups**

UC SAN DIEGO

Founders' Celebration

3 events over 2-3 days, plus a student run and funded festival

- **Increased student attendance at Founders' Day**
- **Saved a student festival that was being pinched due to funding cuts**

By Day – Founders' Day

By Night – Hullabaloo

UC SAN DIEGO

Triton Day

Open House and Admit Day blended

- **Admissions, Chancellor's Office, University Communications and Public Affairs, Colleges, and many other departments on campus participate**
- **Allowed supersizing of Admit Day event**

Recycle, Reuse, Reduce & Share

Be conscientious in your event purchasing

- Consider the post-event potential of materials
  - Invest in multiuse, multipurpose items
- Go generic (when you can)
- Pool resources
  - Cuts costs and expands available resources

BASKETS

for pens, used nametags, hand wipes, mints, napkins, condiments, etc.

GENERIC SIGNAGE

non-date specific

for repeat events

Short-term investment, long-term use.

Jan 2008 Reception

Feb 2009 Reception

BUD VASES
one set of vases,
five years
and counting…

Oct 2010 Family Weekend

Dec 2011 Holiday Lunch

Dec 2012 Holiday Lunch

FOLDING TABLES

for when you need *just* that one

PLASTIC SIGN HOLDERS

are great for quick-n-easy table signage

THE GAIN?

Savings from use of items in inventory can be refocused for your event.

the
PRICE
is
Right
food

HI / LO

ROUND 1

Individual Appetizers

Chilled Brie Tart with Fennel and Orange

Baked Raspberry and Brie en Croute

LO

$2.40 each

Chilled Brie Tart with Fennel and Orange

HI

$3.00 each

Baked Raspberry and Brie en Croute

$ hot > $ cold

raspberries more expensive, especially out of season

Individual Appetizers

Coconut-crusted
Chicken Tenders

Chilled Chicken Salad

BLT in Phyllo Cup

LO

$3.20 each

Coconut-crusted Chicken Tenders

HI

$3.60 each

Chilled Chicken Salad BLT in Phyllo Cup

more involved preparation time

Individual Appetizers

Crab Cocktail with Avocado in a Shot Glass

Lump Crab Cakes

HI

$3.50 each

Crab Cocktail with Avocado in a Shot Glass

avocado adds cost, so does putting them in shot glasses

LO

$2.50 each

Lump Crab Cakes

Party Platters

Baked Brie en Croute

Seven Layer Mexican Bean Dip

LO

$165 / serves 50

Baked Brie en Croute

HI

$185 / serves 50

Seven Layer Mexican Bean Dip

Layers = more prep time = higher cost

Entree

Pan-seared Filet of Beef and Grilled Salmon

Slow-roasted Sirloin Medallions and Seared Local Grouper

HI

$60

Pan-seared Filet of Beef and Grilled Salmon

beef filet and salmon cost more,
not local also means higher cost

LO

$59

Slow-roasted Sirloin Medallions and Seared Local Grouper

ROUND 2

Individual Appetizers

Shrimp Spring Roll

Lobster Cannoli

LO

$2.50 each

Shrimp Spring Roll

HI

$3.50 each

Lobster Cannoli

lobster trumps shrimp in a cost match

Individual Appetizers

Kobe Beef Sliders

Indian Spiced Lamb Kabobs

HI

$3.50 each

Kobe Beef Sliders

Kobe = expensive beef, made from "cosmetic" cows

LO

$2.50 each

Indian Spice Lamb Kabobs

Individual Appetizers

Bacon-wrapped Scallops

Prosciutto and Melon

HI

$3.60 each

Bacon-wrapped Scallops

scallops bump up the price

LO

$2.90 each

Prosciutto and Melon

Party Platters

Fresh Cut Crudite with Dip

Fresh Cut Fruit

LO

$85 / serves 20

Fresh Cut Crudite with Dip

HI

$110 / serves 20

Fresh Cut Fruit

fruit is a high priced item, has a shorter shelf life than vegetables

Entree

Seared Duck Breast with Blackberry Sauce

Roasted Rosemary Perfumed Pork Loin

HI

$44

Seared Duck Breast with Blackberry Sauce

blackberries are an added expense item even when in season

LO

$40

Roasted Rosemary Perfumed Pork Loin

It’s on the tray

Chicken Potsticker

Shrimp Cocktail Shooter

Beef Slider

Bacon-wrapped Date

Sweet and Sour Meatball

Chicken Satay

Chicken Potsticker

Shrimp Cocktail Shooter

Beef slider

Bacon-wrapped Date

Sweet and Sour Meatball

Chicken Satay

And the correct answers are...

Chicken Satay

Chicken Potsticker

Bacon-wrapped Date

Beef Slider

Shrimp Cocktail Shooter

What's my season?

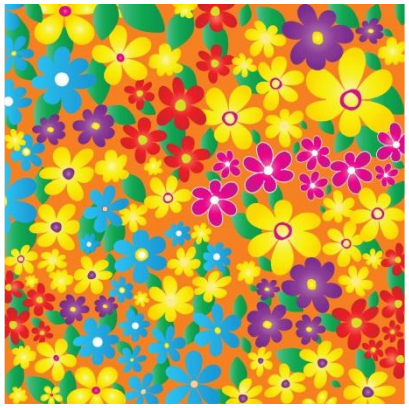
SPRING

SUMMER

FALL

WINTER

the
VEGGIE
ROUND



Sweet Potatoes

Beets

Asparagus

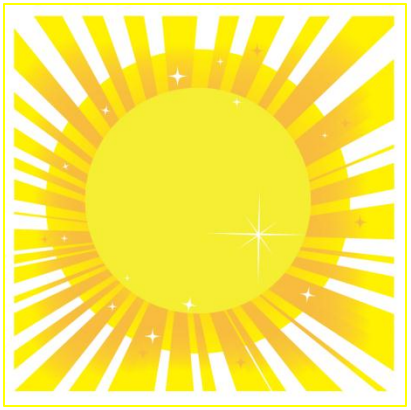
Corn

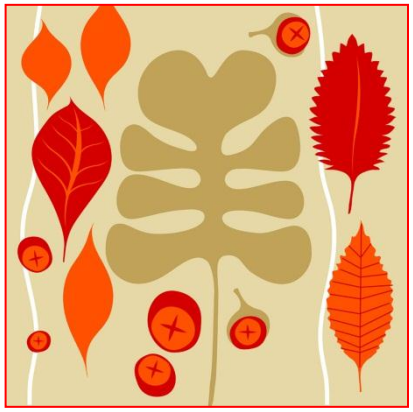
Eggplant

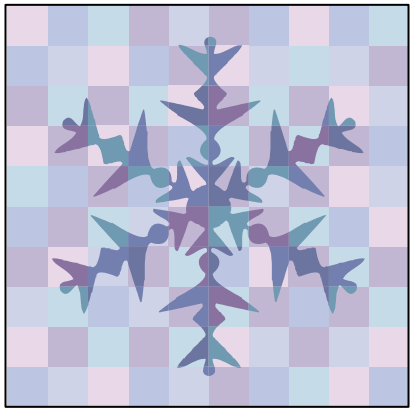
Olives

Broccoli

Lettuce







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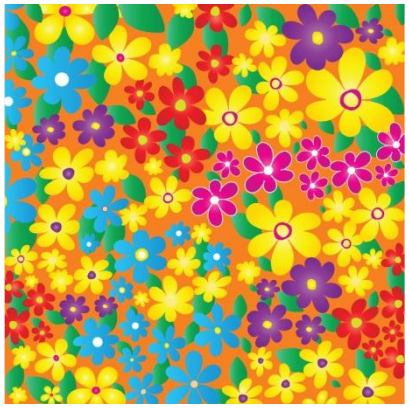
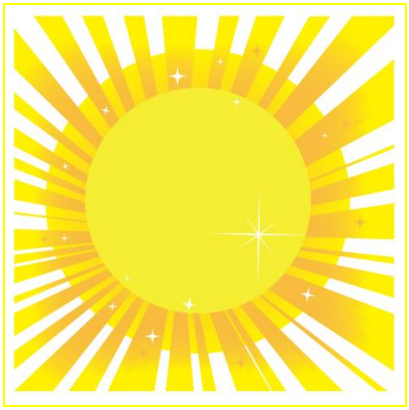


Lettuce

Asparagus

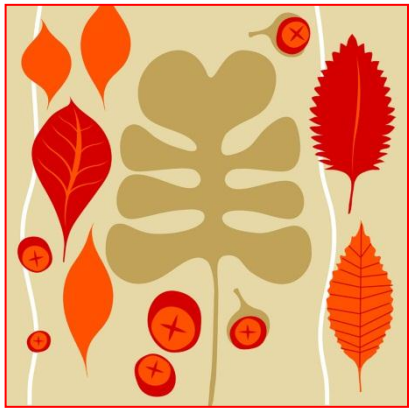


Eggplant

Corn

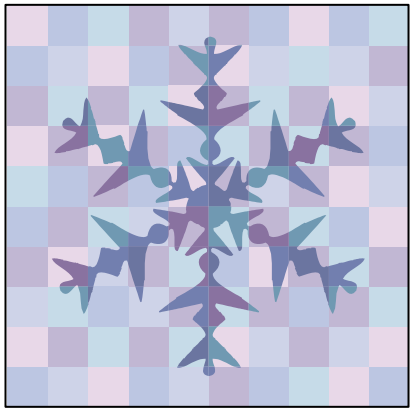
Olives

Sweet Potatoes



Beets

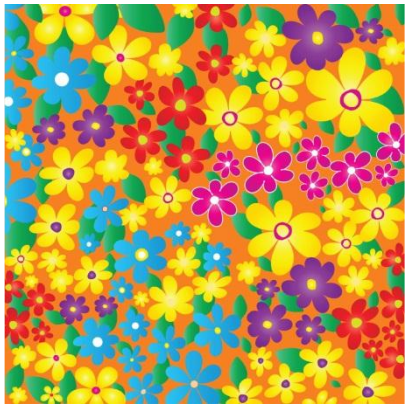
Broccoli

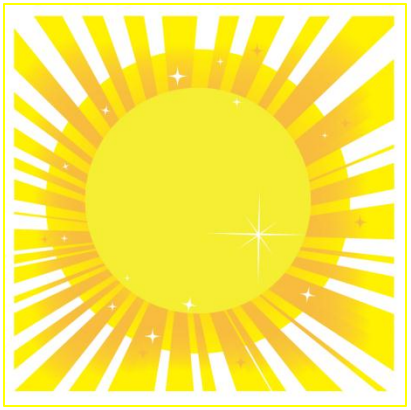


the

FRUITS

ROUND





Tomatoes

Starfruit

Figs

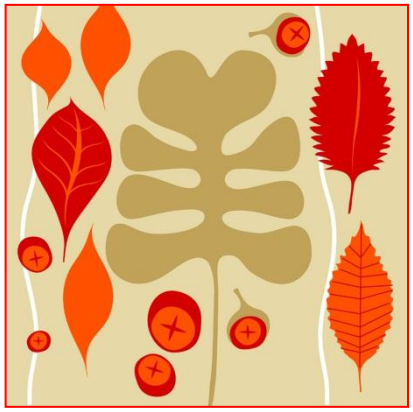
Grapefruit

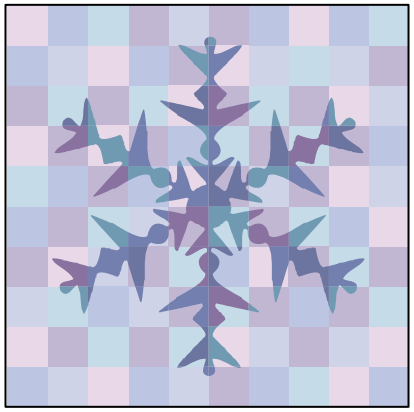
Apples

Cherries

Strawberries

Kiwi





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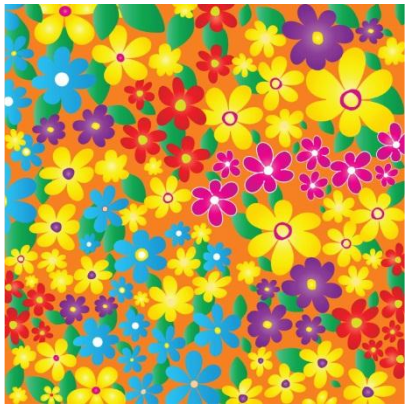
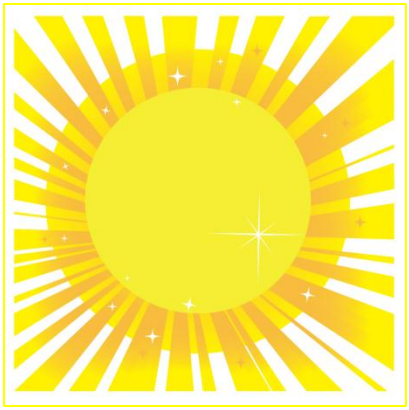


Strawberries

Cherries



Figs

Tomatoes

Apples

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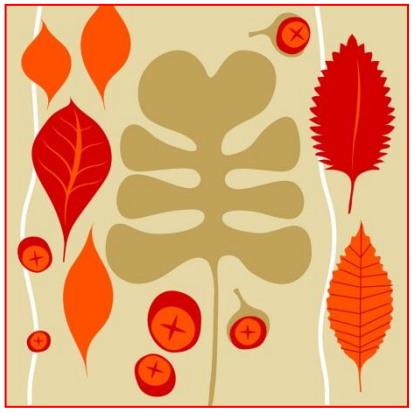

Grapefruit

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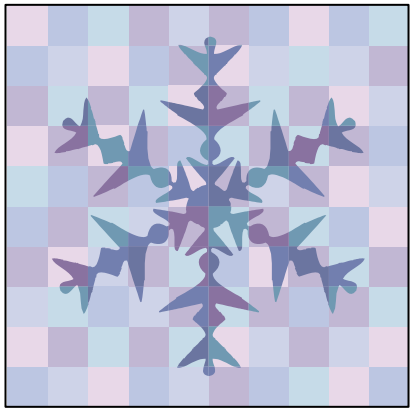

Thanks for playing!

Creative Thinking

Make it work with what you have

Keep your eyes open for new inspirations

Brainstorm!

Make it work with what you have

Talk Show Panel Staging

Existing resources

- Chairs from nearby conference room
- Plants from Dean’s conference room (with some plant rentals)
- Side tables from Dean’s office lobby

His Holiness the Dalai Lama

Piecemeal resources

- Chairs, tables, and carpet from the University House that were not in use
- Donated floral arrangements
- Extra side chairs purchased from campus resale for nominal cost

Chandeliers – repurposed / Photo display – university stock

Keep your eyes open for new inspirations

Buffet Centerpiece

Dual purposing

- Decoration
- Cake pop serving dish

Magazines

Their idea, my reinvention

Cost to make – $13 per centerpiece

One photo session,
two separate uses.

Brainstorming

- Which of the following do you feel give you the biggest bang for your buck: lighting, florals, linen, space, or something else?
- What are some favorite ways to make a big room feel intimate or scaled down?
- When designing your table for a seated meal, where do you spend your money for the biggest impact?

Awareness

Recycle, Reuse, Reduce & Share

Budget Conscious Menu Planning

Creative Thinking

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