



# 24 CARROTS CATERING & EVENTS

## COVID-19 Wedding Planning Guide

Revised: July 1, 2020

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# 24 CARROTS



## HELLO!

At 24 Carrots, the health and safety of our clients, guests, colleagues and communities is of the highest priority to us. Throughout this unprecedented time that has so greatly affected us all, our team has carried on with our daily commitment to our clients to provide the highest level of service as we have continued to go the extra mile in planning the day of your dreams. As part of this commitment, we have been carefully monitoring all governmental guidelines and recommendations, as well as all information supplied by the California Department of Public Health (CDPH), Orange County Health Care Agency (OCHCA), and Centers for Disease Control and Prevention (CDC) regarding the safe reopening best practices for our venue spaces.

This Wedding Planning Guide has been developed to best assist you in finalizing the details for your upcoming wedding, with a focus on working together with you to create the best plan for everyone's comfort and safety. 24 Carrots' venue spaces are permitted, licensed and insured as restaurants/eating establishments, and as such, all details included within this guide have been based on the COVID-19 Industry Guidance for Dine-In Restaurants published by the California Department of Public Health (CDPH) and State of California Department of Industrial Relations (CAL/OSHA) on May 12, 2020. We will continue to refine and update this guide as additional direction is provided to our industry.

Our team will work together with you to ensure the necessary modifications are as seamless as possible so they do not take away from the beauty of the day you have planned for and dreamed of, but simply serve to ensure you and your guests feel comfortable and confident to truly enjoy your special day. Things may look a little different for awhile, but the 24 Carrots' team and signature service has remained steadfast in our mission to create remarkable experiences and provide unsurpassed personalized service, driven by our passion for life's special occasions.



When returning to work, all 24 Carrots employees will be trained on the following before their first day of work.

- Company's COVID-19 Preparedness & Response Plan
- Signs and symptoms of COVID-19
- Daily self-screening for symptoms
- Social distancing measures
- Personal hygiene
- Disinfectant measures
- Event specific training measures

# CEREMONY



## CHAIR SET UP & SPACING

24 Carrots recommends maximizing use of ceremony space to best accommodate appropriate social distancing.

- Outdoor ceremonies are recommended, wherever possible. If ceremony is taking place indoors, windows and doors will remain open, if possible, to increase airflow.
- Families, members of the same household, and guests who choose to sit together may sit in groups and do not need to maintain 6 feet of distance from each other.
- 24 Carrots will setup all rows 6 feet apart to maintain appropriate social distancing.



## ADDITIONAL RECOMMENDATIONS

24 Carrots optional recommendations for ceremony seating setup

- Additional chairs beyond your guest count to ensure chairs may be left empty between groups as noted above.
- Extra rows setup at the back of the ceremony space to allow guests to separate themselves even further for their own comfort.

*\*Additional rental fees may apply if number of chairs requested to accommodate these recommendations exceeds the count included with the venue rental.*

Your 24 Carrots representative will work with you to customize your layout to best accommodate your guest count and preferences.



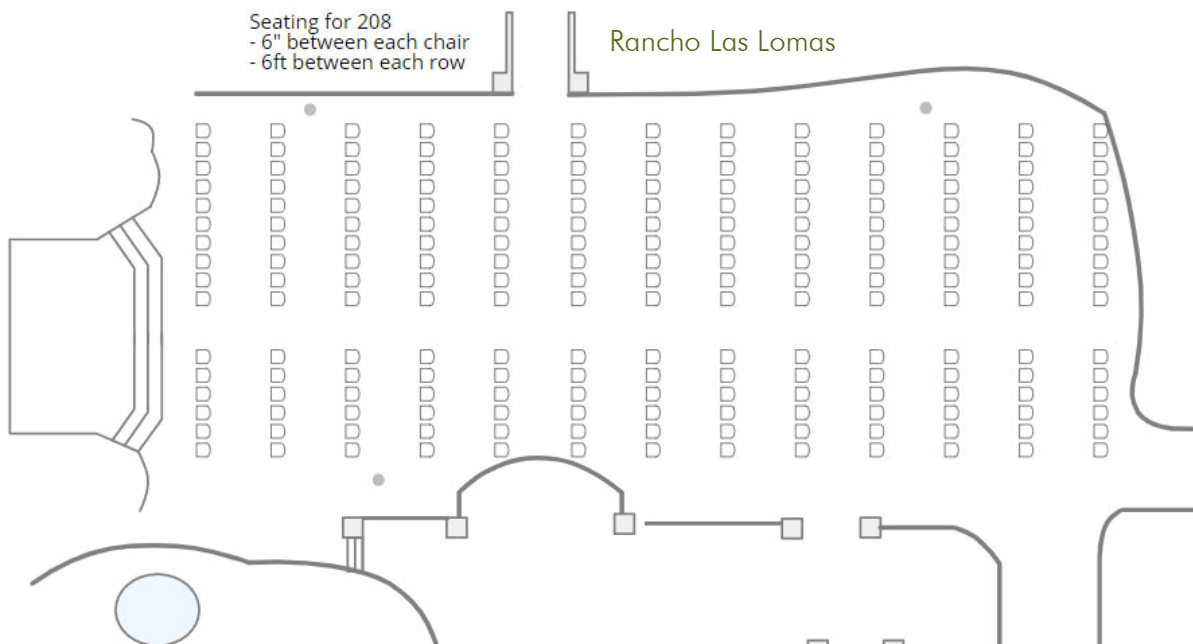
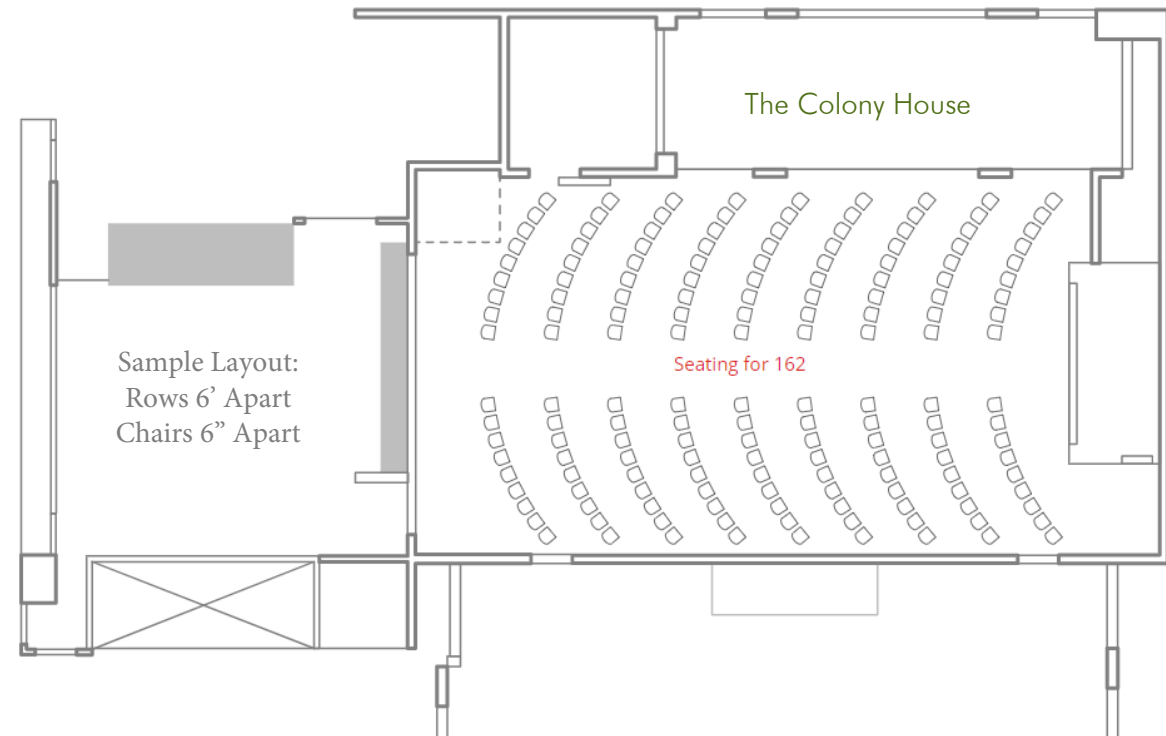
## PRE-CEREMONY BEVERAGES

Guest self-service beverage stations are not currently available. All beverage stations will be attended and served by a masked & gloved service team member.

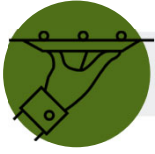
# CEREMONY DIAGRAMS

Your 24 Carrots representative will provide you with venue specific seating diagrams which can be customized to meet your needs.

## SAMPLE CEREMONY SEATING DIAGRAMS

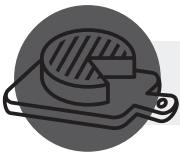


# COCKTAIL HOUR



## TRAY PASS HORS D'OEUVRES

- Hors D'oeuvres will be passed by masked & gloved service team members.
- Trays will include smaller quantities of food to minimize exposure.



## APPETIZER STATION SERVICE

- Guest self-service appetizer stations are not currently available. All items at each station will be served by our masked & gloved service team members or chefs.



## ADDITIONAL RECOMMENDATIONS

- Appetizer station menu items may be adjusted for tray pass service.
- Stations may be adjusted to chef-interactive action stations.
- Menu items may be plated and served on individual small plates or in enclosed packaging.

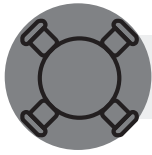
*\*Additional staffing, rental and/or packaging fees may apply to the above listed recommendations.*



As a reminder, the health & safety of our guests and staff are important to us. Here is a brief list of staff protocols:

- All staff must wear proper face coverings
- All staff must wear nitrile gloves
- All staff must follow proper hand washing guidelines
- All staff must social distance while on breaks and whenever possible
- All staff is temperature checked upon arrival to the event

# DINNER RECEPTION



## TABLE SETUP & SPACING

24 Carrots recommends maximizing use of reception space to best accommodate appropriate social distancing.



Outdoor receptions are recommended, wherever possible. If reception is taking place indoors, windows and doors will remain open, if possible, to increase airflow.



Families, members of the same household, and guests who choose to sit together may sit at one table and do not need to maintain 6 feet of distance from each other.



24 Carrots will setup all tables 6 feet apart to maintain appropriate social distancing.



Client will be responsible for all seating assignments and communicating to 24 Carrots how many chairs to be set per table, based on the guidelines on page 8 of this Wedding Planning Guide.



## ADDITIONAL RECOMMENDATIONS

- Add extra empty tables setup at the back of the reception space to allow guests to separate themselves if desired for their own comfort. (Additional linen rentals will be required.)

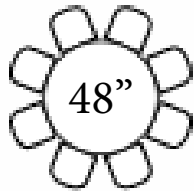
*\* Additional rental fees may apply if number of chairs requested to accommodate these recommendations exceeds the count included with the venue rental.*

Your 24 Carrots representative will work with you to customize your layout to best accommodate your guest count and preferences.

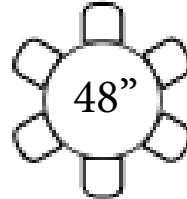
# STANDARD TABLE CAPACITIES

Below are samples of standard table capacities. This may be used as a guide to determine how many people you would like seated at each of your dining tables.

## 48" ROUND TABLES

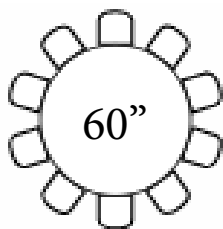


Seating for 8 guests

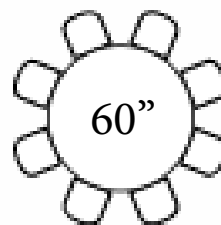


Seating for 6 guests

## 60" ROUND TABLES

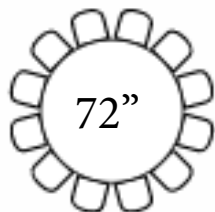


Seating for 10 Guests

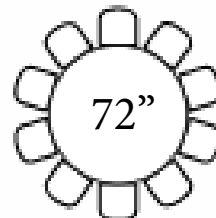


Seating for 8 Guests

## 72" ROUND TABLES

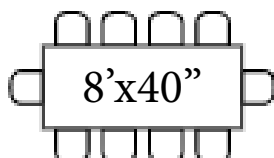


Seating for 12 Guests

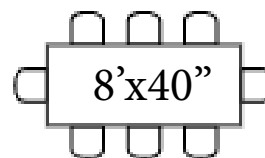


Seating for 10 Guests

## KINGS TABLES



Seating for 10 Guests



Seating for 8 Guests



# TABLE SETTINGS



## TABLE-TOP SETUP



Dining tables will be pre-set by masked & gloved service team members, prior to guest entrance into the reception space. Table-top setup includes pre-set flatware, napkin and glassware at each place setting.



24 Carrots will no longer set any shared items on the dining tables such as bread baskets, butter ramekins, salt & pepper shakers, etc. All items will be served by one of our masked & gloved service team members to each guest, and/or will be available upon request only.

- Butter will be served as individually wrapped butter pads.
- Salt & pepper will be served in individual packets, and available upon request only.



## ADDITIONAL RECOMMENDATIONS

- Wrap flatware in napkin rollup and pre-set at each place setting to minimize exposure.
- Add extra sets of flatware and napkins to have rollups available upon request, for any guests who may desire a fresh set that has not been pre-set.

*\*Additional flatware and napkin rentals will be required.*

Your 24 Carrots representative will work with you to customize your table-top rentals to meet the needs of you and your guests.

# DINNER SERVICE



## PLATED DINNER SERVICE

- All plates will remain covered until served by one of our masked & gloved service team members.



## BUFFET DINNER SERVICE

- Guest self-service buffets are not currently available. All items at the buffet will be served by our masked & gloved service team members.
- 24 Carrots service team members will release only 1 table at a time to go through the buffet line, to best accommodate appropriate social distancing.



## STATIONS DINNER SERVICE

- Guest self-service food stations are not currently available. All items at each station will be served by our masked & gloved service team members or chefs.



### ADDITIONAL RECOMMENDATIONS

- Stations may be adjusted to chef-interactive action stations.
- Menu items may be plated and served on individual small plates or in enclosed packaging.

*\*Additional staffing, rental and/or packaging fees may apply.*



## FAMILY-STYLE DINNER SERVICE

- Family-style dinner service is not recommended at this time, until further notice.



## CAKE SERVICE

- Cake will be cut in the kitchen and placed at each place setting by a masked & gloved service team member.



### ADDITIONAL RECOMMENDATIONS

- Cut pieces of cake may be tray passed by a masked & gloved service team member.
- Cut pieces of cake may be placed at a staff-attended service station and served to guests upon request by a masked & gloved service team member. (Additional rental

*\*Additional rental fees may apply.*

# BAR & BEVERAGE SERVICE



## BAR SETUP & SERVICES



All beverages will be served by a masked & gloved bartender, including water. Self-service water dispensers will no longer be available.



Floor markers, signage and/or stanchions will be utilized in front of the bar to encourage guests to abide by appropriate social distancing while waiting in line for service and stand a minimum of 6 feet apart.



When beverages are available for purchase, touchless credit card readers will be available for payment. 24 Carrots will not be accepting cash for payment, until further notice.



## COFFEE & BEVERAGE SERVICE

Guest self-service beverage stations are not currently available. All beverage stations will be attended and served by a masked & gloved service team member.



24 Carrots has established cleaning and sanitation practices, including:

Frequent cleaning and disinfecting of shared work areas, tools, and equipment with appropriate disinfecting products. Generally, these will be common EPA-registered household disinfectants, alcohol-based solutions with at least 60% alcohol, or bleach-based solutions, as appropriate for the surface being treated.

# DANCING & VENDORS



## DANCING

- 24 Carrots encourages all guests to follow appropriate social distancing, even while dancing.
- Outdoor dancing is recommended, wherever possible. If dancing is taking place indoors, windows and doors will remain open, if possible, to increase airflow.
- Families, members of the same household, and guests who choose to dance together in proximity closer than 6 feet apart may do so at their own discretion.
- 24 Carrots recommends designating a larger-than-average dance area to best accommodate appropriate social distancing.
  - Your 24 Carrots representative will work with you to customize your layout to best accommodate your guest count and preferences.
  - Your 24 Carrots representative may recommend that certain dining tables be removed following dinner to allow for a larger space for dancing.



## VENDOR GUIDELINES & STANDARDS

- 24 Carrots expects all vendors working at our venue spaces to uphold the governmental guidelines and standards applicable to their services and industry.
- 24 Carrots highly recommends that any vendors who interact directly with guests or come within 6 feet of guests in the course of performing their services, wear masks at all times.



## VENDOR MEALS

- Vendor meal options for service:



Plated Dinner Service - Individual hot meals are plated and served with covers.



Buffet or Stations Dinner Service - Vendors may go through the staff-attended and served buffet or stations at scheduled intervals to practice appropriate social distancing.



Individually packaged boxed lunches are available upon request.