

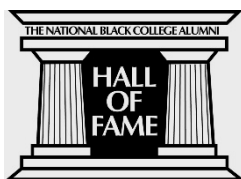


The National Black College Alumni Hall of Fame Foundation, Inc.

13th Annual Chefs of the World – A Taste of Fame
The Hyatt Regency Atlanta
Monday, March 12, 2018
6:00 p.m. – Reception - 7:00 p.m. - Dinner

EVENT GUIDELINES

- ☐ Each Chef will prepare a minimum 5-Course meal of his/her choice for a table of ten (10). Complete menu should be submitted by February 1, 2018.
- ☐ Each Chef is responsible for providing all food for each course of the meal they will prepare. A tax-deductible contribution letter will be available for each chef or their business.
- ☐ Chefs will be responsible for their TOTAL PRESENTATION including any staff necessary.
- ☐ Each Chef is responsible for all service ware to accommodate their entire meal. The Hyatt will have limited supplies available upon advance request.
- ☐ Each Chef is responsible for all table decoration for their meal including, centerpiece, napkins, chair covers, etc.
- ☐ The Hyatt Regency Atlanta will provide Basic White Linen – 90'x90' Table Cloths; White or Chocolate Napkins; Basic Flatware and Chinaware – We will not have VIP items available. Basic flatware, consisting of dinner fork, salad fork, dinner knife, salad knife and teaspoon; stemware consisting of water glasses (wine glasses provided with the purchase of wine from the Hyatt); and White China, consisting of dinner plate, salad plate and B&B plate. Soup bowl and spoon will be provided upon request. The table linen is not floor length. 90x90 square white or black linen will be provided.
- ☐ Each Chef/Restaurant should bring his/her own beverages. Note: Bottled water and soft drinks can be purchased from the Hyatt. You may bring your own wine or wine can be purchased from the Hyatt. Five (5) wine glasses will be provided with each bottle purchased from the Hyatt.
- ☐ Flowers or centerpieces, if desired, should be provided by the Chef at each individual table.
- ☐ Chair covers will not be provided.
- ☐ Chefs will be required to bring their own burners, cookware and serving utensils to include corkscrews and sternos.



The National Black College Alumni Hall of Fame Foundation, Inc.

- ☐ Load in times will be provided to each chef for the day of the event.
- ☐ Each Chef Station will be provided with access to one electrical outlet. Chefs are encouraged to bring their own power strips and extension cords.
- ☐ Each Chef Station will consist of two 6'x30" tables for set up and one 66" Banquet Round of ten for the event.
- ☐ Advance preparation of courses is encouraged because conventional oven space is limited and will need to be reserved in advance.
- ☐ One hors d'oeuvre serving for 50 people is requested, but not required, to be prepared by each Chef by 5:45 p.m. for the Reception from 6:00 p.m. – 7:00 p.m.
- ☐ The NBCA Hall of Fame will list each chef and their business on it's website.
- ☐ An advance V.I.P Reception will be hosted in honor of the chefs, sponsors and table patrons.
- ☐ A special gift will be presented to each chef the night of the event.
- ☐ Each Chef's photo and brief bio will be included in the event souvenir booklet.

For your participation you will receive:

- Recognition as a Sponsor for The Chefs of the World
- Listed on all marketing materials
- Logo posted on NBCA Hall of Fame website
- Listed on signage for the event
- Personal introduction during the event
- A tax-deductible donation letter

For further information contact

Merral Jackson mjackson@twd-inc.net or Jewana Helmstetter jhelmstetter@twd-inc.net
at 404.524.1106

Please visit our website www.nbcahof.com