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EC962 Banquets - Management and Service

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Nebraska
COOPERATIVE EXTENSION WORK
IN AGRICULTURE AND HOME ECONOMICS

Extension
Circular
962

U. of N. Agr. College and U. S. Dept. of Agr. Cooperating
W. V. Lambert, Director, Lincoln

BANQUETS - MANAGEMENT AND SERVICE

By Foods Division of Home Economics Department

The homemaker who is interested in the activities of her community can very often be of service in giving suggestions as to better methods of carrying on school projects. For some time we have recognized the high school banquet as an occasion that promotes better social life in the school and in the community. In many cases, however, the serving of the school banquet has not been looked upon as a management problem with the opportunity of developing self-reliance, initiative, and cooperation in working with others.

The school banquet could be served either by one of the local churches, a local club or the school, but in each case, the organization would be much the same. First, a chairman of the banquet committee must be chosen, and for this position a capable homemaker or the teacher of foods in the school might be selected. The work of selecting sub-chairmen and committees falls upon the chairman; and upon her skill in dividing the work and responsibility of this project, depends the success of the banquet.

The following is a suggestive plan indicating the division of work in serving a banquet especially adapted for high school use.

Committee No. 1. (Composed of boys and girls. Chairman, girl from foods class)

Duties:-

This committee plans the menu, orders supplies, finds a suitable place for cooking and serving the banquet, provides tables and chairs, (provides one small table for each two or three banquet tables to be used as serving tables), provides tables for service of food in kitchen, sets up tables, chairs, etc; and returns table and chairs after the banquet.

Points to be Remembered:-

1. The cost of the banquet depends upon the locality and overhead expenses such as cost of fuel, employed labor, etc; but where there are no expenses other than for food, fifty cents to a dollar per plate is sufficient. A menu consisting of a moderately priced meat, one or two vegetables, a salad and a dessert, such as ice cream and cake is suitable for such an occasion.
2. The length of time necessary for preparing should be considered. Foods requiring a great deal of work in preparation should not be included.

Committee No. 11. (Composed of boys and girls)

Duties:-

Obtain lists of dishes, linen, silver, glass and utensils necessary for the service of the banquet from chairman of Committees III and IV, assemble the same and return the dishes and utensils after the banquet.

Points to be Remembered:-

If it is impossible to obtain any dish or utensil requested by the committee notify the proper chairman, in time to make other provisions.

(Over)

Committee No. 111 (Composed of girls in foods class)

Duties:-

Make a list of utensils necessary for cooking the meals in case a place is selected that is not already equipped; cook and prepare food for table; serve food in kitchen. (Boys may be selected to serve the food in the kitchen if desired.)

Points to be Remembered:-

1. It is very important that the list of utensils given to the chairman of Committee No. 11 be accurate.

2. Every detail of the preparation of the food must be assigned to someone.

3. It requires much longer to prepare and cook food in large quantities than in smaller amounts.

4. In filling the plates in the kitchen, assign the service of each food to a certain individual. In filling plates pass from one to another in a manner that necessitates the fewest motions possible. Have all plates attractive in appearance. Pitchers for pouring coffee, soups, etc., help to make the service more rapid.

5. Appoint special persons to stack soiled dishes returned from the dining room; others to wash dishes if necessary.

Committee IV. (Composed of boys and girls)

Duties:-

Make a list of dishes, linen, silver and glass to be assembled by Committee No. 11; set tables four or five hours before guests arrive if possible; serve meal after assembling of guests (boys carry large trays and set on serving tables) girls pass plates, salad, beverages, etc.; remove dishes, boys carry soiled dishes to kitchen; clean tables after banquet.

Note: - Large trays are convenient for carrying dishes to and from the kitchen, and if used, small tables for placing the trays must be provided.

Points to be Remembered:-

1. Know the correct method of setting the table (See Extension Circular No. 951, Extension Service, University of Nebraska).

2. See that a serving table is provided for each banquet table.

3. See that plenty of table space in the kitchen is available for serving the food. (If large trays are available space in the kitchen may be saved by placing dessert dishes on tray, then stacking trays upon each other. Coffee cups may be stacked in the same manner.)

4. Have all waitresses dress in wash dresses, preferably white.

5. Before guests are seated see that dining room is clean, shades adjusted properly to center of windows, ventilation good but without drafts, tables properly set, chairs straight.

6. Service of meal -

a. On the tables when the meal is announced are the following:

bread, butter, jam, relish, water, cream and sugar and the first course (unless this is soup).

b. The first course with service plate is removed from two covers by waitress. These are carried to trays on serving table or to the kitchen, and when the waitress returns she brings and places two covers of the main course, then receives two more covers of the first course, and so on.

c. In removing dishes for dessert, remove all general service dishes first, then the individual service. Two covers may be removed at a time. To do this the waitress may remove the dinner or salad plate of one cover with the right hand, then turn a little to the right take the bread and butter plate of

d. In serving coffee to large numbers the saucer may be omitted and the coffee served by two waitresses, one of whom carries a tray filled with cups and the other waitress places coffee at the extreme right of the spoons. The second serving may be given from a pitcher.

Committee No. V. (Composed of boys and girls)

Duties:-

This committee attends to the decoration of the tables and the room in general.

Points to be Remembered:-

1. The decorations should be suitable and inexpensive.
2. Ferns, early spring flowers, branches, any kind of greens may be used in making the room attractive.

Committee No. VI. (Composed of boys and girls)

Duties:-

If the banquet is served in the foods department some girls from the foods classes should be included to put things away in their proper places. Wash dishes and clean room after banquet. (Work of Committee VI, could be taken care of by hired help if necessary.)

Points to be Remembered:-

Everything should be returned and the room in which the banquet was served left in good condition.

Suggestive Menus
(Quantities for 50 persons)

MENU NO. 1

Fruit Cocktail in Orange Cups
Creamed Chicken in Patty Shells Potato Puffs or Glazed Sweet Potatoes
 Corn a la Southern

Hot Rolls - Jelly - Pickles or Olives
Head Lettuce Salad - Thousand Island Dressing - Cheese Wafers
Orange Charlotte or Frozen Peaches or Apricots - Frosted Sponge Cakes
Coffee

Yellow Color Scheme

Table Decorations: A pretty effect is secured by using small tables covered with yellow crepe paper and then with lace or Mexican lunch cloths. Use baskets of yellow tulips, daffodils, jonquils or any wild flowers for the center-pieces. Shade the lights with yellow paper.

(Over)

Management

When preparing the orange charlotte, wash the oranges, cut in halves crosswise, squeeze out the juices carefully using a lemon squeezer and save the shells to serve the cocktail in. Orange baskets may be made by putting a handle of fine wire on the half orange shell. Cover the wire with sprays of smilax. The potato puffs may be prepared one or two hours in advance and dropped on greased baking sheets. Twenty minutes before the serving time cover the puffs with the white of egg and heat in a moderate oven until thoroughly heated through and browned. In making coffee in large quantities tie the ground coffee in a cheese-cloth bag. When serving a large group the first course and salad may be placed on the table before the guests are seated.

Fruit Cocktail

3 No. 3 cans sliced pineapple	4 lemons
8 bananas	sugar
12 oranges	

Allow one-third of a cup of cocktail per person and serve either in orange shells or sherbet cups. Cut the sliced pineapple, oranges and bananas in cubes sweeten and add lemon juice, juice from the canned pineapple and place in the refrigerator to chill.

Creamed Chicken in Patty Shells

6 medium sized chickens (about 3½ lbs. each)

Prepare and cook chickens as for chicken stew. Thicken four quarts of the liquid with 2 1/4 cups flour (mixed with cold water). Add salt and pepper to taste and pour over chicken and serve in patty shells.

Patty Shells

5 c. flour	1½ c. lard or other fat	1½ t. salt
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Make a plain pastry as for pie and bake on the outside of muffin tins.

Potato Puffs

1½ pk. potatoes	2 c. hot milk
12 eggs	salt
½ c. butter	pepper

Mash hot boiled potatoes or force through a potato ricer. Season with salt, pepper, and butter. Add well-beaten yolks. Beat thoroughly. Pile the mixture lightly in mounds of uniform size on a greased baking sheet. Cover the top of each puff generously with the stiffly beaten egg white to which a small amount of sugar has been added. Heat the puffs in the oven until thoroughly heated through, and the meringue is slightly browned. Serve on the plate with the chicken in patty shells and corn a la Southern.

Glazed Sweet Potatoes

2 gal. cold boiled sweet potatoes (canned sweet potatoes may be used)
 1 lb. butter
 1½ c. brown sugar
 salt and pepper

Cut potatoes in halves lengthwise, sprinkle with salt and pepper. Dip in melted butter and sugar and lay in large dripping pan. Cook 20 minutes, or until a glossy brown in hot oven. Serve hot. A syrup may be used in glazing sweet potatoes.

Corn a la Southern

12 eggs
2 T. salt

3/4 tsp. pepper
1/2 c. butter (melted)
3 qts. scalded milk

Add beaten eggs and seasonings to corn. Then add scalded milk. Turn into buttered baking dishes and bake in a slow oven until firm.

Modified Thousand Island Dressing

Either Mayonnaise or cooked salad dressing may be used as a foundation for Thousand Island Dressing.

Mayonnaise

6 egg yolks
3/4 c. lemon juice or vinegar
1 T. mustard
1 T. salt
1 T. sugar (powdered)
1 1/2 t. paprika
4 1/2 or 5 c. salad oil

Cooked Salad Dressing

2 T. salt
1/4 t. cayenne
1/2 c. melted butter
2 T. mustard
6 T. flour
4 1/2 c. milk or 4 c. water
6 eggs or yolks of 12
1 1/2 c. vinegar 1/2 c. sugar

For Thousand Island Dressing add 3/4 c. tomato catsup or more until the desired color is obtained. Add chopped pimento, chopped sweet cucumber pickles and chopped olives. Chopped hard cooked eggs may also be added, if desired.

Orange Charlotte

2 pkg. or 1/2 c. Knox granulated gelatin
2 c. cold water
6 c. sugar
6 c. orange juice
2 c. boiling water
1/2 c. lemon juice
18 egg whites or
12 egg whites and
3 c. whipping cream

Soak gelatin in the cold water 20 minutes. Dissolve in the boiling water. Add sugar, lemon and orange juice. Strain. Add a small amount of the grated orange rind. When the jelly stiffens just enough to quiver, beat until light with a Dover egg beater. Add the stiffly beaten egg whites and whipped cream. Line molds with orange sections. Turn in the mixture. Serve with whipped cream and garnish with candied orange peel.

Hot Water Sponge Cake

16 egg yolks
8 c. sugar
8 c. sifted flour
16 egg whites
2 1/2 T. baking powder
3 1/2 c. boiling water
1 1/2 t. salt
1 T. lemon extract

Beat egg yolks together with sugar. Stir in gradually half of the sifted flour and the whites of the eggs beaten to a stiff froth. Then add the remainder of the flour into which the baking powder has been sifted. Lastly add the boiling water, stirring in a little at a time. Add salt and lemon extract. Do not add any more flour no matter how thin the mixture is.

Frozen Peaches or Apricots

3 qts. apricots or peaches
Juice of 2 lemons
4 1/2 c. sugar
3 qts. fruit juice and water
1 1/2 pt. whipping cream

Press fruit through a sieve. Boil sugar and water together to make syrup. Cool and add fruit pulp and lemon juice. (More sugar should be added, if needed.) When frozen to a mushy consistency, add the whipped cream and freeze hard. (Whipped cream may be omitted.)

(Over)

1 lb. ground coffee	<u>Coffee</u>	2 gal. water
1 1/2 qt. cream		2# loaf sugar

MENU NO. 2

Clear Tomato Soup (may be omitted*)
 Meat Loaf with tomato sauce or relish
 Creamed Potatoes with chopped parsley. - Buttered asparagus with pimento
 Pear or Peach Pickle (omit if relish is used with meat loaf)
 Rolls - Butter - Jelly
 Cherry Ice (Served with main course) or Vegetable Salad
 Date Pudding with Whipped Cream
 Coffee

Note: Instead of serving cherry ice with the main course, strawberry sundae and cocoanut cake may be used in place of the last course.

Pink or red and white color scheme

Table Decorations: The centerpiece might be a boat or canoe made of cardboard covered with green crepe paper. If a pink color scheme is chosen, fill the ship with pink sweet peas and asparagus ferns or apple blossoms. Attractive place cards may be made from green cardboard cut in the shape of anchors with lettering in gold. Use candle shades of the color chosen.

Clear Tomato Soup

5 qts. tomatoes	20 cloves
5 qts. hot water	20 peppercorns
2 T. salt	1/4 c. chopped onion
2 T. sugar	6 T. butter
5 T. flour	

Stew tomatoes with water, salt, sugar, cloves and peppercorns and strain. Cook butter and onion until brown, add flour. Add to tomato juice, strain again and serve.

Meat Loaf

6 lbs. beef (free from bone, gristle and excess fat)	6 T. chopped parsley
2 lbs. pork	3 doz. crackers or
3/4 c. lemon juice	3 c. bread crumbs
6 or 8 eggs	1 T. grated lemon rind
3 c. milk	A little water may be added
1 t. pepper	to prevent burning.

Wipe meat with damp cloth. Cut into small pieces and put through grinder. Season well with salt and pepper and add lemon juice. Mix thoroughly. Beat eggs slightly, add milk and crumbs and combine with meat. Place in loaf tins and bake in moderate oven 3/4 - 1 hour.

Buttered Asparagus with Pimento

Allow three asparagus tips for each person. Cook or steam until tender and season with salt and pepper and melted butter. On each plate place a band of pimento across the asparagus.

Cherry Ice

1 1/2 T. gelatin	8 c. sugar	3 1/2 qt. water
1 c. cold water	3 c. hot water	2 qt. cherry juice
	Juice 4 lemons	

Boil sugar and water together 15 minutes. Soak gelatin in cold water, add hot water, and add to syrup. Let cool thoroughly then add cherry and lemon juice and freeze.

Vegetable Salad

1 pt. stuffed olives (sliced)
2 cans string beans

3 cans peas
10 bunches lettuce - cut up

Green peppers, celery, pimiento, cucumbers and radishes may be added if desired. Serve with French Dressing with small amount of oil or cooked dressing.

Date Pudding

(Food for the Gods)

16 eggs

8 c. sugar

4 c. bread crumbs

8 c. chopped nuts

8 c. chopped dates

8 t. baking powder

Beat eggs light, add sugar, bread crumbs and other ingredients. Mix well together. Put in shallow pans and bake 3/4 hour in a slow oven. When cold cut in desired size. Serve with whipped cream; may be garnished with maraschino or canned cherries. This dessert may be made the day before it is used.

Cocoanut Cake

2 c. butter

4 1/2 c. sugar

2 c. milk

6 3/4 c. flour

3 T. baking powder

1 T. lemon extract

Whites 15 eggs (use yolks for cooked salad dressing.)

Cream butter and sugar. Add the milk and sifted dry ingredients alternately. Add flavoring and fold in the beaten egg whites. Bake in two layers. Ice with White Mountain Icing which has been colored a delicate pink with fruit coloring. Sprinkle cake generously with cocoanut.

Strawberry Sundae

Serve vanilla ice cream with fresh strawberries or with preserved strawberry sauce.

MENU NO. 3

Cream of Pea Soup

Tuna Fish Salad Potato Croquettes

Tulip Radishes

Rolls - Butter - Apple Jelly

Mock Pistachio Ice Cream - Cornflake Macaroons

Coffee

Green Color Scheme

Table Decorations - Use a basket of maiden hair ferns and daisies for a centerpiece. Use daisy nut cups. Place cards may be four-leaf clovers cut from green cardboard.

Management

Tuna fish salad has been suggested. Chicken or canned salmon might be used instead if tuna fish is too expensive. The potato croquettes may be made an hour or two in advance and then fried in deep fat just before serving. If a large amount is made they should be fried and then kept hot in the oven until needed. The menu suggested is best adapted for use for luncheon where the group is composed of women.

Cream of Pea Soup

6 cans peas

1/2 c. sugar

3 qt. cold water 1/2 t. pepper

3 qt. milk

3/4 c. butter

2 T. salt 1/2 c. flour

Drain the peas from their liquor, add sugar and cold water. Simmer twenty minutes. Rub through a sieve. Make a white sauce of the butter, flour and milk. Combine the two mixtures, reheat. Season. Beat with a Dover egg beater. Serve with teaspoonful of whipped cream.

(Over)

Potato Croquettes

1 pk. potatoes (boiled and riced while hot)	2 T. salt
3/4 c. butter	1 t. celery salt
1/2 t. pepper	Few grains cayenne
	Yolks of 8 eggs

Mix ingredients in order given, and beat thoroughly. Shape, dip in crumbs again, fry one minute in deep fat and drain on brown paper.

Tuna Fish Salad

6 cans tuna fish	6 hard cooked eggs
1/2 pt. green olives or cucumber pickles	6 c. cooked dressing
2 bunches celery	lettuce
2 cans peas	

Separate tuna fish into flakes, add other ingredients, chopped. Bind together with cooked salad dressing. Garnish with green pepper or sliced stuffed olives, or pimento if desired.

Tulip Radishes

Choose round radishes. Wash. Clean but do not scrape, leave some green at top. Begin at the root end and make four or six incisions through the skin running three-fourths length of radish. Pass knife under sections of skin, and cut down as far as incisions extend. Place in ice water and sections of skin will fold back, giving radish a tulip like appearance.

Mock Pistachio Ice Cream

Make a plain vanilla ice cream, add almond extract, and color a delicate green with green coloring. Serve with chopped blanched almonds.

Cornflake Macaroons

8 egg whites	1 1/2 c. nut meats
3 cups sugar	1 1/2 c. cocoanut
8 c. corn flakes	1 T. vanilla

Beat whites stiff and dry, then beat in sugar. Stir in vanilla, nuts, cocoanut and cornflakes. Drop by teaspoonfuls on a smooth ungreased baking sheet. Bake in a very moderate oven. Leave in pans until cool.

MENU NO. 4

Grape juice

Spanish Steak or Rolled Stuffed Steak	Pittsburg Potatoes or Stuffed Baked
Buttered String Beans or Buttered Beets	Potatoes
Parkerhouse Rolls - Apricot Conserve	
Perfection Salad	
Angel Food Cake with Whipped Cream	
Coffee	

Purple and Gold Color Scheme

Table Decorations - Gild a tiny May pole and place in the center of the table. If the class colors are purple and gold the pole may be partly wound with ribbons of the two colors. About eight kewpie dolls may be used to hold the ends of the ribbons. The favors may be small lavender May baskets, filled with violets. Lilacs or iris may be used in the table decorations.

Spanish Steak

14 lbs. round steak	6 qts. canned tomatoes	2 T. grated lemon rind
10 bay leaves	3 doz. or 1/2 T. Whole cloves	1/2 c. onion
	3 doz. or 1/2 t. peppercorns	

Season steak with salt and pepper. Dredge with flour. Sear well on both sides. Place in baking dish or roaster. Cover with tomatoes (strained), sliced onion and seasonings. Cover and cook in oven or over a very slow fire on top of stove for two hours.

Rolled Stuffed Steak

12 lb. round steak

Wipe and trim round steak. Pound seasoned flour into steak using edge of a thick saucer. Make a dressing of bread crumbs moistened with milk and seasoned with butter, salt, pepper, onion juice, etc. Spread this dressing on the steak, roll like a jelly roll, and tie with string. Saute in hot fat until a golden brown, place in roaster, half cover with milk or water, and let cook slowly until tender.

Pittsburg Potatoes

1 1/2 gal. diced potatoes	3 c. grated cheese
6 T. finely chopped onion	3 qts. medium white
4 pimientos cut in pieces	sauce

Cook potatoes 5 minutes in boiling salted water. Add onion and pimento and let cook 5 minutes more. Drain. Place in baking dish and pour over the white sauce to which the cheese has been added. Cover with buttered crumbs, let bake until crumbs are brown.

Stuffed Baked Potatoes

Choose smooth potatoes of uniform size. Wash thoroughly and bake. Cut in half lengthwise. Scoop out the inside using a teaspoon. Mash, season with salt, pepper and butter and moisten with hot milk or cream. Add the stiffly beaten white of one egg for each six potatoes. Beat until light and fluffy. Refill the skins and cover with grated cheese. Place in oven until thoroughly heated through and slightly browned. Place a small sprig of parsley in the center of each half.

Perfection Salad

1/2 c. or 2 pkg. granulated gelatin	2 c. sugar
2 c. cold water	1 1/2 T. salt
2 c. mild vinegar	1 qt. cabbage, finely
1/2 c. lemon juice	shredded
2 qt. boiling water	2 qts. celery, cut in
	small pieces
	8 pimientos, cut in small
	pieces

Soak gelatin in cold water five minutes. Add vinegar, lemon juice, boiling water, sugar and salt. Strain and when mixture begins to stiffen, add remaining ingredients. Turn into mold, first dipped in cold water and chill. Serve on lettuce or endive with mayonnaise or cooked dressing.

Angel Food Cake with Whipped Cream

On slices of angel food cake serve whipped cream which has been sweetened and to which has been added pineapple, nuts and cherries. Whip 3 pints of heavy cream sweetened to taste and add 2 c. chopped pineapple, 2 c. chopped nuts and 1 c. candied cherries. Canned fruit from which the juice has been drained may be used.