

Samberg Order Form

Startup Checklist

Getting Started

1. Name of Event:

DATE: _____

2. What is the format of your event?

Buffet Style Seated Meals Breaks

3. How many people do you estimate?

4. What is the estimated timeframe of your event- please provide an agenda/timeline:

5. What time do you plan on arriving onsite?

6. Will you need Registration/Check in Tables? YES NO

How many Chairs?

7. Room Set up?

Class Room , Theater Style

U- Shape

Rounds?

rounds of 6, rounds of 8 , rounds of 10

All orders are directly placed with MITV AV

PLEASE REVIEW THE FOLLOWING:

Podium is provided by Samberg, please check if needed

6x8 RA Riser (only have 2) , \$200 Rental Fee applies, please check if needed

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- Coat Rack inside the room? \$150 Rental Fee applies
- Hosted Coat Check- Staffing fee applies

Food and Beverage Details

1. BREAKFAST MENU OPTIONS:

- Continental
- Conference
- Better for You
- Hot Breakfast
- Hot Breakfast Two
- Meeting Well Breakfast
- Plated Breakfast
- Breakfast Hors’Doeuvres
- A La Carte Breakfast

Notes:



- Specific Signage for the Reader Boards- please send over PDF/Document

TODAY’S AGENDA MEETING PACKAGE

TAKE A BREAK – AM OPTIONS

- Mid-Morning Break
- Meeting Well Break
- Fruit and Nut Bazaar

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3. BOXED LUNCH

- Sandwich Box Lunch
- Executive Box Lunch
- Bistro Salad Box Lunch
- WOULD YOU LIKE LUNCHES PRE- BAGGED OR DECONSTRUCTED?*

4. LUNCH BUFFET OPTIONS

- Room Temperature Lunch
- Executive Room Temperature Buffet Lunch

Notes:

5. THEMED LUNCHES

- Sandwich Luncheon
- Meeting Well
- Superfood Market Salad

Notes:

- Little Italy
- Asian
- Mexican
- Indian
- Nuevo Latino
- Cuban
- Thai

Dietary Notes:



- Apple Break
- Power Break

2. LUNCH MENU OPTIONS

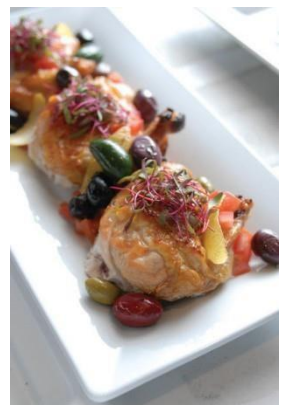


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6. CUSTOM BUFFET

- Two Main Courses
- Three Main Courses

Selection Notes:



7. PLATED LUNCH OPTIONS

Would you like the salad and Rolls PRESET? YES, NO

- Two Course Meal
- Three Course Meal

Please provide, any seating charts, or name cards with allergens

All Menu Count Options are due three days prior

DIETARY NOTES:

Please provide a timeline of your event:

8. AMBIANT PLATED LUNCH OPTIONS

- Two Course Meal
- Three Course Meal

Selection Notes:

9. TAKE A BREAK – PM OPTIONS

- Sweet Tooth
- Ice Cream Sundae Bar
- Spa Break
- The Green Monster
- Afternoon in Paris

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- The New Englander
 - Afternoon Tea
 - A'LA CARTE SNACK ITEMS
- Please List:



- 10. BEVERAGES** Bottled Water
- Assorted Soda/Juices
- ALL Day Beverage Service **Notes:**

- 11. CUSTOM BUFFETS**
 - Two Main Course Selections
 - Three Main Course Selections **Selection**

PLEASE LIST:

- 12. PASSED HORSD'OEUVRES – PLEASE LIST**
 - Selection of Four for One Hour
 - Selection of Six for One Hour
 - Selection of Six for Two Hours **Selection**

Notes:

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13. RECEPTION STATION OPTIONS

- Table Top Bites
- Cheese Tasting Table
- Artisan Board
- Crostini Table
- Selection of Dried and Cured Meats with Marinated Olives
- Country Pate, Cornichons, Whole Grain Mustard
- Toasted Pita Station with assorted dips
- Tapas Bar
- Mediterranean Station
- Japanese Station
- Dim Sum
- Ceviche and Sushi Bar
- Slider Bar
- Caribbean Station
- Taco Station
- Dinner on the Charles
- Chinese Station
- Pasta Station
- Salmon Carving Station
- Turkey Carving Station
- Beef Carving Station
- Island Creek Oysters and Shrimp
- Deluxe Raw Bar



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Station Enhancements Please

List:

14. DESSERT RECEPTION

Dessert Station

Shortcake Station

Mini Mason Jar Mousse Station

Selection Notes:

15. PLATED DINNER OPTIONS

Would you like the salad and Rolls PRESET? YES, NO

Three Course

Four Course

Please provide, any seating charts, or name cards with allergens

All Menu Count Options are due three days prior

DIETARY NOTE:

Please provide a timeline of your event:



✓ 16. BAR PACKAGES

Wine Service with Dinner

Premium House

Soft Drinks – Choose a time frame

Beer and Wine- Choose a time frame

Premium Bar- Choose a time frame

Platinum Bar- Choose a time frame

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House Linens

Black , White, Sandalwood

Any Florals Needed?

Cocktail Tables, Lunch/Dinner Tables (60 in rounds)

