**ATTACHMENT 1**

Exact count for special dietary restriction needs for plated dinner will be confirmed closer to event date.

**Provide Catering Services as specified for the below events on March 1, 2016 at the Portland Art Museum**

**Buffet Lunch (11am-1pm)**

**200 guests**

* Buffet Lunch to include:
	+ Hot Chicken Entrée (gluten free)
	+ Hot vegetarian entrée
* Roasted Vegetable side (gluten free)
* Potato side (gluten free)
* Mixed green salad
* Bread and butter
* NO DESSERT SERVICE
* Coffee station
* Iced tea carafes on all tables
* Water carafes on all tables

**Grad Expo**

**Flow Reception (1pm-4pm)**

**400 guests**

* 6 cheeseboards, each serving 70 guests and to include cheeses, berries, and crackers
* 5 crudité platters (gluten free), each serving 70 guests and to include blanched, smoked, marinated and raw vegetables, and dipping sauces
* 400 house made cookies
* 25 gallons of munch
* 4 water stations

**Oregon Stater Dinner**

**Reception and Dinner**

**350 guests**

**Reception (6:30pm-7:30pm)**

* 6 passed hors d’oeuvres (3 per person)
	+ 2 vegetarian (1 of which is gluten free)
	+ 2 meat (1 of which is gluten free)
	+ 2 seafood (both gluten free)
* Hosted Beverage to include:
	+ NW microbrew beer
	+ Wine
		- Totts
		- Eola Hills Pinot Gris
		- Houge Cellars Chardonnay
		- Eola Hills Pinot Noir
		- Charles Smith Syrah
		- Assorted sodas
		- Sparking water
		- Water station

**Plated Dinner (7:30pm)**

* Plated Salad (gluten free)
	+ Arugula based salad with cheese and poached pear
* Assorted bread basket with whipped butter (1 per table, 45 tables)
* Plated Duel Plate Entrée – **plated on a rectangle plate**
	+ Steak
	+ Crab Cake
	+ Mashed Potato’s
	+ Roasted Seasonal Vegetables
* Plated Vegetarian Entrée (gluten free) – **plated in a rimmed bowl**
	+ Entrée to include roasted vegetables and protein
* Plated Dessert Trio, plated on a white tray, to include:
	+ Something chocolate
	+ Something citrus
	+ Something with fruit
* Coffee Service
* Water Service
* Hosted Table-side Beverage to include:
	+ NW microbrew beer
	+ Wine
		- Totts
		- Eola Hills Pinot Gris
		- Houge Cellars Chardonnay
		- Eola Hills Pinot Noir
		- Charles Smith Syrah
		- Assorted sodas
		- Sparking water
		- Water station

**Other Criteria**

* Proposal must be broken out by event for budgetary purposes
* Quote must provide breakdown by line item of QTY estimated (based on Guest count provided) price per unit/Person and total line item cost.
* Caterer must include all service staff (event managers, chefs, servers, and bartenders) required to service the event(s). labor should be broken out by event
* Proposal must include all service charges and gratuities
* Caterer must provide all china and service ware (china, glass, silver) for service and pricing must be reflected on proposal.
* Caterer must own their own china and service ware (no outside rentals).
* Caterer should provide the following linens: black table cloths and napkins for lunch, black table cloths for buffet for expo, black table cloths for bar, and black and white napkins for dinner (table linens for dinner provided by production company)
* Caterer must have experience serving high-end donor audiences at the Portland Art Museum, specifically Oregon State University clients, and be on the Art Museums approved caterer list and in good standing.
* Caterer must have demonstrated successful service at the Portland Art Museum using the ground floor kitchen and 3rd floor server (no kitchen on the third floor)
* Must be able to meet delivery date and time schedule as outlined.
* Must be able to meet minimum specifications outlined above.
* Provide proof that above requirements are met.