

# Princeton Alumni Class Event Catering & Drink Guide

*A Princeton-specific, printable guide for alumni class officers and hosts.*

---

## QUICK CHEAT SHEET (Most-Used Scenarios)

### Cocktail Reception (Beer & Wine Only)

**2–3 hours | Light appetizers | Standing**

- Drinks: **1 per person per hour**
- Wine: **1 bottle per 2 guests (3 hrs)**
- Beer: **1–2 per beer drinker**
- NA drinks: **1 per person per hour**

**Examples - 25 guests** → 12–14 wine | 24–30 beer | 24–30 NA - **50 guests** → 24–28 wine | 48–60 beer | 50–60 NA - **100 guests** → 48–55 wine | 96–120 beer | 100–120 NA

---

### Picnic / Casual Class Gathering

**Subs, salads, sides | Outdoor-friendly**

- Sandwiches: **1 per person** (or ½ large sub)
  - Salads/sides: **3–4 oz per person (each)**
  - Chips: **1–1.5 oz per person**
  - Dessert: **1–1.5 pieces per person**
  - Drinks: **1.5 per person** (increase in heat)
- 

### Meeting / Coffee Break

**60–90 minutes**

- Pastries/snacks: **1–1.25 per person**
- Coffee: **1–1.5 cups per person**
- Water: **1 bottle per person**

---

## Pizza Party

### Rule of thumb

- 3 slices per person (mixed crowd, other food/snacks optional)
- 8 slices per large pizza
- For 50 people  $\times$  3 slices = 150 slices.  $150 \div 8 \approx 18.75$

### Recommended Split (20 pizzas total)

- **Cheese – 7 pizzas (35%)**
- **Pepperoni – 6 pizzas (30%)**
- Veggie – 4 pizzas (20%)
- Specialty / Meat Combo – 3 pizzas (15%)
- **\*For GF guests, order 1-2 extra pizzas with GF crust**

## Appetizers

### Good “Value for the Money” Appetizer Options

*(Filling, crowd-pleasing, travel well)*

#### Always Win

- Hummus + pita + veggies
- Caprese skewers
- Chicken skewers or satay
- Meatballs (BBQ or marinara)
- Mini sandwiches or sliders
- Flatbread slices / sheet-pan pizza
- Deviled eggs

Depending on size of platters, could do 6-12 platters

---

## Dietary Split

A safe, modern rule of thumb:

Appetizer Mix

- **35–40% vegetarian**
- **15–20% gluten-free** (some overlap with veg)
- **60–65% meat-friendly**

Even meat-eaters eat veg apps—don't under-order them.

### Easy GF/Veg Wins

- Deviled eggs
- Cheese boards (label crackers separately)
- Caprese
- Roasted veggie skewers
- Corn tortilla chips + guac/salsa

---

## FOOD ORDERING GUIDELINES

### Appetizer Receptions (No Meal)

Event Length	Appetizers per Person
1–2 hours	4–6 pieces
2–3 hours	6–8 pieces
3–4 hours	8–10 pieces

**Princeton Alumni Tip:** - Favor **hearty items** (mini sandwiches, flatbreads, skewers) over delicate passed bites. - Always include **clearly labeled vegetarian options** (they go fast).

---

### Buffets & Heavier Events

- Protein: **6–8 oz per person**
  - Sides: **2 sides at 4–6 oz each**
  - Salad: **1 cup per person**
  - Bread: **1 roll per person**
-

## Ordering Quantities for Appetizers

- **5–6 bites per person per hour**
- If food is the *main meal*: aim high
- If it's a *pre-dinner or cocktail event*: aim low

### Platter Counts (standard catering platters = 20–25 pieces)

Guests	Total Pieces	Approx Platters
20	120–140	5–6 platters
40	240–280	10–12 platters
60	360–420	15–18 platters
80	480–560	20–23 platters

---

## DRINK ORDERING GUIDELINES

### Non-Alcoholic (All Events)

- **1–1.5 drinks per person per hour**
- At least **50% water** (still + sparkling)

Suggested mix: - 50% water - 25% soda - 25% lemonade / iced tea / juice

---

### Alcohol (Beer & Wine Only)

- **1 drink per person per hour**
- Typical alumni split:
  - 60% wine
  - 30% beer
  - 10% non-alcoholic only

## *Wine*

- **1 bottle = 5 glasses**
- Default split: **50% red / 50% white**
- Warm weather or daytime: **60–65% white**

## *Beer*

- Plan beer for **50–60% of guests**
  - Mix:
    - 60% regular
    - 25% light
    - 15% non-alcoholic
- 

## **General Alcohol Guidelines**

- 1 drink per person per hour
- Assume 70–75% of guests drink alcohol

## **Bottle Equivalents**

- Wine bottle = 5 glasses
  - Sparkling = 4 glasses
  - Beer = 1 bottle/can per drink
- 

## **Alcohol Quantities by Crowd Size (3-hour event)**

### **20 People**

- Wine: 6 bottles
- Sparkling: 3 bottles
- Beer: 12 bottles/cans

### **40 People**

- Wine: 12 bottles
- Sparkling: 6 bottles
- Beer: 24 bottles/cans

## 60 People

- Wine: 18 bottles
- Sparkling: 9 bottles
- Beer: 36 bottles/cans

## 80 People

- Wine: 24 bottles
- Sparkling: 12 bottles
- Beer: 48 bottles/cans

---

## ICE & SUPPLIES

- Ice: **1–1.5 lbs per person** (2 lbs if outdoors)
- Cups: **2 per person**
- Plates: **1.5 per person**
- Napkins: **3–4 per person**

---

## COMMON ADJUSTMENTS (ALUMNI-SPECIFIC)

**Increase quantities if:** - Outdoor or summer event - No seated meal - Reunions weekend or high-attendance gathering

**Decrease slightly if:** - Event is under 90 minutes - Heavy food is served - Morning or weekday professional meeting

---

## FINAL PRINCETON HOSTING RULE

When in doubt, add: 1. Water 2. Vegetarian food 3. Ice

These run out first—and leftovers are easiest to manage.

---

*Designed for Princeton alumni class events: receptions, picnics, regional gatherings, and home hosting.*

