

## Rules of thumb for catering

Here are a few rules of thumb for estimating quantities when ordering coffee/thee, drinks and nibbles:

- For coffee/tea served when welcoming people to an event you should reckon on 1.5 cups of coffee or tea per person. If the time set aside for coffee and tea is very short, estimate one cup per person. For a 20-minute coffee or tea break you should estimate one cup per person.
- During the first hour of a reception or event, you can estimate an average consumption of three drinks. In the following hours the average consumption is two drinks per person.
- During a reception or event each person consumes an average of around five snacks per hour. If a meal is being served afterwards, you can just serve some nibbles and keep the snacks to a minimum.
- During a meal around one glass of wine is consumed per course (estimate a glass and a half for the main course).