



B & B Catering Service

HIGHEST IN QUALITY AND SATISFACTION

6303 GEORGIA AVE., N. W. - WASHINGTON 11, D. C. - TAYLOR 8640-8645

HWB/hw

January 13, 1957

Mr. J. Willard Marriott
Chairman, Inaugural Ball Supper Committee
Inaugural Committee 1957
Washington 25, D.C.

Re: Catering

Dear Sir:

At our last meeting we discussed final arrangements for the preparation and service of food and beverages to be served at the Inaugural Ball, D.C. Armory, January 21, 1957.

The arrangements are as follows:

- 1) B & B Catering Service will prepare secured rooms and/or areas for the storage of champagne, wafers and napkins which will be supplied by the Supper Committee.
- 2) B & B will supply uniformed personnel for four (4) 72-foot double lined buffets where champagne, wafers and punch (as per your formula) will be distributed.
- 3) B & B will supply one (1) floor service attendant to every 12 boxes (servicing maximum 96 persons) on the ball floor level only. Attendants will be advised, according to your instructions, to distribute champagne and/or punch to each box. Full champagne bottles (previously opened) are to be carried in ice buckets under a linen covering. Punch is to be poured from pitchers at the boxes. Attendants will be informed to ask guests whether champagne or punch is desired and mention that both beverages are being offered with the compliments of the Inaugural Ball Supper Committee. All floor personnel will be instructed to approach boxes from the rear.
- 4) B & B will supply further personnel occupied with the removal of glass from the floor for the duration of the ball.
- 5) B & B will supply janitorial service with respect to the mopping up of spillage.
- 6) B & B will prepare to supply adequate supervision for all personnel groups.
- 7) B & B will prepare 300 gallons of non-alcoholic fruit punch as per your formula and instructions, being: 2 parts lemon juice, 4 parts orange juice, 4 parts pineapple juice, 10 parts raspberry sherbet, 20 parts soda water. - This formula was given to us by Mrs. McQuarrie with the information that it was in preference to the punch given by your office at a previous date.-

Washington

Virginia

Maryland



B & B Catering Service

HIGHEST IN QUALITY AND SATISFACTION

6303 GEORGIA AVE., N. W. - WASHINGTON 11, D. C. - TAYLOR 8640-8645

HWB/hw

January 13, 1957

Mr. J. Williard Marriott
Chairman, Inaugural Ball Supper Committee

- continued -

- 8) B & B will supply punch bowls, ladles, glass cups, icing equipment for champagne, trays for distribution of wafers. Equipment in use for the servicing of boxes will include: ice buckets, punch cup trays, ashtrays, pitchers for punch.
- 9) B & B will set up area for the washing and sanitizing of glassware.
- 10) B & B will clear the entire Armory floor area of all cups, ashtrays, trays and pitchers at the close of the ball.

It is our understanding that the Inaugural Committee will arrange for the setting up of the four (4) buffet lines, each being composed of two (2) 72-foot parallel running lines of tables (see enclosed plan). Rear buffet lines are to have five (5) upright partitions each (also mentioned in plan). All of the above mentioned buffet lines are to be decorated by the Inaugural Committee.

Under separate cover we have listed the names and addresses of all B & B personnel connected with the servicing of the Inaugural Ball Supper at the D.C. Armory. We require a pass for each of the listed individuals so that these persons will have access to the Armory and specifically to the floor areas.

The price for the above mentioned services, rentals and the punch is \$ 6'950.00 (six-thousand-nine-hundred-fifty-dollars-only).

Please endorse acceptance and return enclosed copy to this office at your earliest convenience.

Approved

.....
Inaugural Committee 1957

Respectfully submitted:
B & B CATERING SERVICE

H. William Birgfeld Jr.
H. William Birgfeld Jr.,
President

Copy for your perusal
enclosed.