

# Totally Cooked™

Event Management & Catering

July 2020

## To Our Valued Clients & Partners

As we emerge from this COVID-19 pandemic, Totally Cooked Event Management & Catering remains committed to providing an enjoyable event and catering experience with the same consistent and reliable service you have come to expect over the last 25 years.

Due to the ever-changing regulations being implemented by the State of Ohio, the Summit County Health Department and our clients, venue and vendor partners, we are doing our best to navigate the safety needs for you, your guests and our dedicated event staff.

Some of the State and Local regulations will require the need to review the following as you plan your event:

- **Social Distancing Requirements – Minimum of Six Feet Between Event Staff and Guests**

Social distancing requirements will affect guest table spacing and seating arrangements which may result in the need for additional linens, food service tables, tents, bars, as well as additional event staff and bartenders to serve your guests more efficiently.

- **Food Service Requirements**

Communal food service is prohibited in banquet and reception halls. To reduce the amount of time and physical contact between patrons and event staff, food service will be restricted to individually plated and served. In the event of a buffet, your food will need to be served to your guests by our event staff. To provide a safer environment for you and your guests all of our Totally Cooked event staff and delivery drivers will be wearing face masks.

- **Menu Planning**

The pandemic has impacted all aspect of our lives including food production and supply chains. Although we will make **every effort** to meet the needs of our clients, the availability of certain food items may be limited and/or pricing may need to be adjusted.

Our Totally Cooked Event Team will be reviewing each event with our clients, venues and rental partners to ensure we are meeting COVID-19 State and Local regulations. Please be assured, if changes are required to be made we will communicate these needs to you and review suggested remedies that keep everyone safe and compliant as well as how they may affect your current proposal or estimate.

We are confident that Totally Cooked can help remedy any fear or confusion you may be experiencing associated with this COVID-19 pandemic. Our experienced and knowledgeable Event Management and Customer Service teams are here to help you and your guests enjoy the experience of gathering together safely.

**Thank you for your confidence and support.**

***Your Friends at Totally Cooked Event Management & Catering***