

Dear Southern Harvest Guest,

We want you to know that we are truly blessed to have been given the opportunity to serve you and your guests. We want you to know that our main priority is keeping everyone safe and healthy in these uncertain times. Southern Harvest always takes steps to ensure safety, like wearing gloves at all times, regularly sanitizing all high contact surfaces, and handwashing at least every hour. Please see our response to COVID-19 below for more information on how we are making changes to maintaining a healthy event.

Our Response:

By the end of the first week of the Stay-At-Home issued order, Southern Harvest was able to put 60% of our team back to work in the kitchen. We have partnered with several local outfits to provide meals for public school children, elderly and at-risk seniors, and homeless and less fortunate individuals. Our **Love and Nourish** program has raised over \$100k to help feed those in need. Please visit our website at <https://southernharvesthg.com> to learn more about our initiative. By May 1, over 90% of our team was back to work with a 10% pay increase; loving, nourishing, and serving our guests.

Leadership Team:

Southern Harvest has a high-powered leadership team. We have weekly meetings to ensure that our leaders are armed with the latest COVID-19 information and updates direct from the Governor, the CDC, and local health departments. Leaders and staff have been asked to take NC Certifications which deal directly with keeping our staff and guests safe from the virus. We wear masks in the kitchen, during pack-outs, and out in the field while maintaining the 6 feet apart rule. Our leaders correspond and coordinate with venue owners, making sure that all areas of guest safety are covered. All of our catering captains are ServSafe certified adding that extra layer of knowledge on food service and food consumption.

Bar Service:

All drinks will be on the back bar, 6 feet away from guest. Front bar will be empty with only the linens and representative samples of the bar's beverages or a simple menu of offerings in a frame. All glasses and product to be staged on back bar.

For larger events, we will need a wider bar (to accommodate 2 bartenders with some physical distance) and another staff member to make sure the line is not too cramped or crowded- especially at the beginning and end of the party

Appetizer and Dessert Displays: We recommend that we pass appetizers and desserts, on smaller plates of fewer pieces. Generally, it won't increase pricing unless we have multiple appetizer choices and need to have more servers to pass.

If the guest wants a display, we will put a staff member there helping choose for the guest and plating the food.

Buffet Lines: Two options for creating physical space.

First option: Southern harvest creates a small, disposable, paper menu card for each place setting. Guests can either mark down what they want, or simply have it to help make decisions. Guests will go one table at a time to the buffet, order with our team who will prepare plates for each guest. We will have one greeter who takes the order at the buffet and calls it out to the team making the plates. Captain or Wedding Planner calls out tables. Plate is picked up at the end of the buffet line from a table, avoiding hand-to-hand contact.

Second option: Create a line of tables in front of the buffet (4-6 ft of spacing). As guests ask for the food, the plate is passed from server to server and picked up at the end of the line by the guest from a table, avoiding hand-to-hand contact. Again- one table at a time. Captain or Wedding Planner calls each table.

Rentals: We have special planning already set aside with American Party Rentals to help our guests rent what is needed/desired. We will work with any other rental vendor for similar packages.

Staffing:

For the kitchen: **All staff members must go through a daily wellness screen. Temperatures are taken upon the start of each shift. Staff members must answer a series of wellness questions before being allowed to begin a shift.**

For catering: We do not estimate needing a dramatic increase in staffing presence or costs, but some events may require an additional person or two. These staff members will be there to maintain safety protocols and allow your vision of the party to come to life. There will be a separate charge for each staff member required or requested.

China and Table Settings:

As of May 27, 2020, no pre-set tables or water is allowed (except pre-rolled silverware), but we want to make sure your event is everything that you dreamed. Please speak with your contact person about options that (s)he can offer in line with the rental companies.