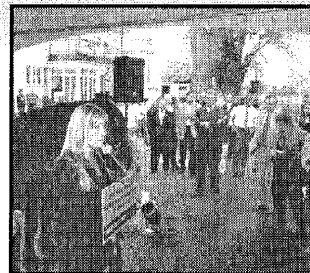
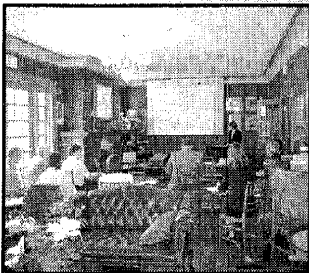


THE PASFIELD HOUSE

RECEPTION AND MEETING FACILITY

Hospitality in a Grandeur Way



Whether it's helping organize a celebrity press conference, raising funds for a worthwhile cause or executing a theme for a gala soiree, The Pasfield House uses its resources to make sure every single task is accomplished. Hospitality and exceptional service are a way of life. Specializing in business meetings or entertaining; rehearsal dinners or anniversary parties; or just a gathering of friends, Tony Leone, the proprietor, personally sees to each event...making sure they're memorable and that the guests leave with just the impression that the host wishes to convey. The Pasfield House offers the following insights on Corporate Party Planning.

525 SOUTH PASFIELD, SPRINGFIELD, IL 62704 • CALL TODAY 217-525-3663

How to do corporate party planning

There are typically three types of business-related gatherings: those which entertain clients; those for the purpose of motivating organizations; and ones that simply recognize hardworking staff. Once you determine which type of event you wish to hold, ask yourself what type of atmosphere you want to achieve. Some business events are festive, others can be competitive, inspirational, or team building. When entertaining clients or public officials, keep it light and don't make them sit through a presentation unless it is disclosed up front.

Placing your event outside the office where you work gives the gathering a more special presence, be it business or casual. A great atmosphere keeps your guests occupied when conversations run dry. If you are in one large sterile room, event styling has to take over. Outdoor informal events can be very nice if the weather and mosquitoes cooperate, but make sure you've got a backup. A jazz trio, string quartet or a solo artist like a pianist or an acoustical guitarist adds so much without breaking the bank, plus you get a public address system to use for making your "thank everyone for coming" speech. Ask yourself, what aspect of the party do you want people to remember?

The first key decision to consider is your budget, not only for food and beverages but for services. Your gathering doesn't have to be expensive, just make sure the atmosphere you wish to establish is carried through for the entire event. Size does count - be realistic with your attendance estimates. Make each event memorable; something your guests will remember and be pleased that they took their time to attend.

The caterer may or may not provide all service related to food and beverage items. Many caterers provide the plateware, glassware, linens, etc. at an additional fee or alternatively, you may rent them at a local party rental store. Either way, they usually add a significant amount to the cost of an event. Other services to budget for are the hall rental itself, floral arrangements, other decorations, musicians, and party favors, as well as electronic equipment which may be needed.

Most caterers or event facilities have their own liquor licenses to sell alcohol by the drink. When you're allowed to provide your own liquor for an event, even paying retail prices, you will save a bundle over paying the per-drink price. At the Pasfield House you can bring in alcoholic beverages and that cuts your costs as much as 3/4. The more difficult question is "what should I buy?". Size up your audience: are they beer, wine or cocktail drinkers? If a full bar is in order, you need wine and at least two kinds of beer, one being a light brand. Your selection of spirits or hard liquors can vary dramatically. Unless you feel you have to be prepared to make a variety of cocktails, I suggest having a vodka, scotch, whiskey, gin, and a rum on hand. Let each of the brands' quality suit the tastes of your guests. Don't forget the mixers and include soft drinks tea,

coffee, and other beverages for those non-alcoholic drinkers. Liquor costs can be dramatically reduced if you incorporate what you are offering to the theme of your party. Examples would be a wine or martini bar or a Cinco De Mayo party serving only Margaritas, Sangria and Corona beer. One cardinal rule however, is being sure you don't run out of refreshments. You should always overestimate the beverage quantity since they are not perishable.

The food served is often a central focus to a great party, something that carries off your theme. Plan menus that suit your guests' tastes. Think about your guests, are they well-traveled foodies or meat and potato people? Will vegetarians be present, friends with religious restrictions, or is anyone allergic to shellfish, or spicy foods? A buffet reception that offers a wide variety avoids these headaches, especially when you are not that familiar with your entire guest list. Cocktail receptions, as opposed to sit-down dinners, allow mingling instead of being stuck at a table with the same people for most of the evening. That's why receptions are popular with the legislative crowd; it allows everyone to network more readily.

Another great hint, be sure your food is recognizable. If your guests have to ask you what you are serving, you should be explaining your menu up front. Guests gravitate to the bar, so to avoid congestion make sure your food service does not sit next to the bar. At the Pasfield House, we provide the wait staff and bartenders to assure that everything runs smoothly, with plates and glassware whisked away in an unobtrusive manner. Remember the host should not be picking up dishes or straightening up - socialize. Let the staff be the staff.

You might want to let the caterers help customize your menu after you pick a few items to complement your theme. That way, the caterer may include some inexpensive items that help fit the presentation, giving your food the appearance of abundance without dramatically increasing the budget. This is one way clients benefit from the relationships the Pasfield House has built with local vendors.

With so many things to consider, give yourself a minimum of five weeks for planning an event for a business group -- even more if there are out of town guests. Three weeks time is plenty for friends and family. But before anything happens, get your guest list together. The guest list usually is the inspiration of all parties. Start planning your party today!

Tony Leone has always been the "Go To Guy" that makes political events special. His newest venue for coordinating all types of activities is The Pasfield House, a newly restored Georgian styled mansion just west of the capitol complex which is frequently used for legislative gatherings.
