



# Baton Rouge General

## POST-EVENT REPORT

### **CEO Leadership Christmas Party**

Date: December 9, 2022

Location: BRQ Restaurant

10423 Jefferson Hwy Baton Rouge, LA 70809

Guest Count: 75

Catering: Bacon & Fig Events, LCI, & BRQ Restaurant

Contact Name: Jeanne McCollister

Email: [jea931@brgeneral.org](mailto:jea931@brgeneral.org)

## Introduction

The CEO Leadership Christmas party was held on December 9th, from 6-9 p.m., at BRQ Restaurant. BRQ had an outdoor space that included a covered area and a pavilion, chairs and tables for plenty of sitting and eating, and white, decorative lights. To avoid lines at the bar, there were servers butlering red, white, and Christmas martinis as guests arrived. If you were hungry, we provided appetizers, charcuterie boards, and a buffet style menu (See [Figure 1](#) for menu offering). The violinist, Joel, started the evening off followed by DJ Lee who played more upbeat music for the rest of it, and was even prepared to play an extra hour just in case. To remember the night, a company called Modern Debutante designed a photo wall and a decor combo that included balloon arches for the guests to take pictures (See [Figure 2](#)).

## Event Objective

The first and main objective of the CEO Leadership Christmas Party was not only to commemorate the season, but to celebrate BRG's Leaders. Another objective was to have a chance for everyone to feel appreciated by the CEO. This event allows BRG to strengthen its corporate culture which allows the company to be perceived as a more attractive workplace for future prospects.

## Expenses

In order to achieve our objective, our total expenses amounted to \$10,584.76. This included food, drinks, and entertainment (DJ, lighting, florals, décor, photo booth). BRQ combined was \$4,809.14, for food, drinks, services, bartenders, and \$2,500.00 for an open bar from

6p-9p. Refer to [Figure 1](#) for the Proposal of Service, which gets into more depth on the quantity and price. On to Entertainment, together, the DJ, with eight lights, as well as the violinist cost \$950.00. The cost of Modern Deb was \$1,200.00 which consisted of all of the decorations including a photo wall and decor combo. The white poinsettias amounted to \$400. Lastly Rockville Pro Sound & Lighting cost \$725.62 (See [Figure 3](#) for the expense breakdown).

## Vendors

The Vendors include BRQ, Ashton Pro DJs: DJ Lee, Joel Martinez the violinist, Modern Debutante, Rockville Pro Sound & Lighting, and Floral. BRQ managed the foods, drinks, services, bartenders, and an open bar for three hours. The musical entertainment for the evening was Ashton Pro DJs: DJ Lee and Joel Martinez, the pop violinist. Modern Debutante included a shiny, red metallic wall, balloon arch with red balloons, white poinsettias, holly balloons with gold/silver starburst, and gold and silver starburst descending different lengths from ceiling to create snowflake effect and tie in all items throughout the patio. Rockville Pro Sound & Lighting provided rechargeable LED Up-Lights. Lastly, the floral aspect of the event consisted of 20 qty of the white poinsettias.

## Guest List

The 100 guests that were invited consisted of Directors, Vice-Presidents, Board of Directors, and Med Exec as well as their plus one. On the Proposal of Service we had 75 guarantees to account for ([Figure 1](#)).

## Appendices:

### Figure 1:

#### *Proposal of Service*



**Bacon & Fig Events | LCI | BRQ Restaurant**

**10550 Airline Highway**

**Baton Rouge, LA 70816**

**Phone: 225-366-6594**

baconandfigevents.com | lci.edu | brqrestaurant.com

#### **Proposal of Service**

<b>Prepared For:</b>	Jeanne McCollister Baton Rouge General	<b>Event Date:</b>	12/9/2022 - Friday
<b>Address:</b>		<b>Phone:</b>	Cell: 225.360.585 Work: 225.237.1606
<b>Email:</b>	jea931@brgeneral.org	<b>Event Title:</b>	Baton Rouge General Christmas Party
<b>Invoice #:</b>	5653	<b>Guest Count:</b>	75 Guaranteed
<b>Service Style:</b>	Buffet	<b>Occasion:</b>	Christmas Party
<b>Salesperson:</b>	Gigi Papizan gigi@baconandfigevents.com		
<b>Venue:</b>	BRQ Backyard 10423 Jefferson Hwy Baton Rouge, LA 70809	<b>Last Change:</b>	11/30/2022
<b>Timeline:</b>	6:00 PM Event Start 9:00 PM Event End		

#### **Display**

##### **Display, Charcuterie**

Strawberries, blueberries, blackberries, grapes, yogurt pretzels, hummus with toast points and cucumbers, grilled vegetables, prosciutto wrapped melon, candied pork belly, sausage, salami, brie, blue cheese, goat cheese with pepper jelly, crackers & vegetable cream cheese, olives, brq pickles, nuts, brq chips. (white poinsettias will go on the board)

#### **Passed Appetizers**

##### **Lamb Lollipops**

35 ct, Balsamic Rosemary Glaze

##### **Hot Starter, Bacon Wrapped Shrimp**

Passed Appetizer, with Uncle's Pepper Jelly

##### **Stuffed Mushrooms**

Stuffed with Bacon, Herbal Cream Cheese, Smoked Feta & Spinach, or Sausage



### Buffet Menu

#### Smoked Pulled Chicken Sliders

12ct, Smoked Pulled Chicken Sliders, Pretzel Rolls, Includes BBQ Sauce

#### Carving, Pork Tenderloin

LBS, Smoked Pork Tenderloin, Sliced, Medallion Cut, Glazed with Pepper Jelly

#### Creamed Spinach

Full Pan, Creamed Spinach

#### Pasta Primavera

#### Dessert, Bread Pudding

Full Pan, Served with White Chocolate Sauce

#### Food

Qty	Description	Unit Price	Total
	Display	\$0.00	\$0.00
1	Display, Charcuterie	\$450.00	\$450.00
	Passed Appetizers	\$0.00	\$0.00
35	Lamb Lollipops	\$8.00	\$280.00
50	Hot Starter, Bacon Wrapped Shrimp	\$4.00	\$200.00
35	Stuffed Mushrooms	\$4.00	\$140.00
	Buffet Menu	\$0.00	\$0.00
6	Smoked Pulled Chicken Sliders	\$48.00	\$288.00
30	Carving, Pork Tenderloin	\$17.00	\$510.00
2	Creamed Spinach	\$90.00	\$180.00
2	Pasta Primavera	\$120.00	\$240.00
2	Dessert, Bread Pudding	\$120.00	\$240.00
Food Subtotal			\$2,528.00

#### Beverage

Qty	Description	Unit Price		Total
75	Beverage Package	\$1.50	Each	\$112.50
	2 Dispensers of Water with Fresh Strawberries			
	Butler :			
	SPARKLING			
	ARTE LATINO CAVA BRUT (SPAIN)*			
	WHITE			
	PEJU CALMERE CHARDONNAY (napa)			
	RAMEY, CHARDONNAY RUSSIAN RIVER VALLEY (CALI)			
	RED			
	J. BOUCHON, CABERNET SAUVIGNON (CHILE)			
	LE P'TIT PAYSAN, CABERNET SAUVIGNON (CALI)			
50	Signature Cocktail, Reception	\$5.00	Each	\$250.00
	Tipsy Santa Shots - Butler at 8:45PM			
	Layered Red & White - 1 oz. RumChata (cinnamon and vanilla cream liqueur)			
	1 oz. Grenadine			

					Beverage Subtotal	\$362.50
<b>Miscellaneous</b>						
<b>Qty</b>	<b>Description</b>				<b>Unit Price</b>	<b>Total</b>
1	Set Up and Company Equipment				\$100.00	\$100.00
	Catering Tables, Linens, Catering Equipment, Misc. Services, etc.					
					Miscellaneous Subtotal	\$100.00
<b>Staffing</b>						
<b>Qty</b>	<b>Description</b>				<b>Unit Price</b>	<b>Total</b>
1	Bartender			7 hrs	\$25.00	\$175.00
1	Bartender			7 hrs	\$25.00	\$175.00
1	Cook			7 hrs	\$25.00	\$175.00
1	Server			7 hrs	\$25.00	\$175.00
1	Server			7 hrs	\$25.00	\$175.00
1	Server			7 hrs	\$25.00	\$175.00
					Staffing Subtotal	\$1,050.00
<hr/>						
					<b>Charges:</b>	\$4,040.50
					<b>9.95% EBR City/Parish Tax:</b>	\$287.60
					<b>Post-Tax Subtotal:</b>	\$4,328.10
					<b>Payments:</b>	(\$1,442.74)
					<b>Balance Due:</b>	\$2,885.36
					<b>30% Deposit Amount:</b>	<b>\$1,298.43</b>
<b>Final Balance Due: 12/9/2022</b>						
<b>Payments</b>						
<b>Type</b>	<b>Date</b>	<b>Payment Method</b>	<b>Number</b>	<b>Note</b>		<b>Amount</b>
Deposit	10/14/2022	Credit Card				\$1,442.74
					<b>Payment Total:</b>	\$1,442.74

## Figure 2:

*Modern Debutante Photo wall examples*



## Figure 3:

### *Expense Breakdown*

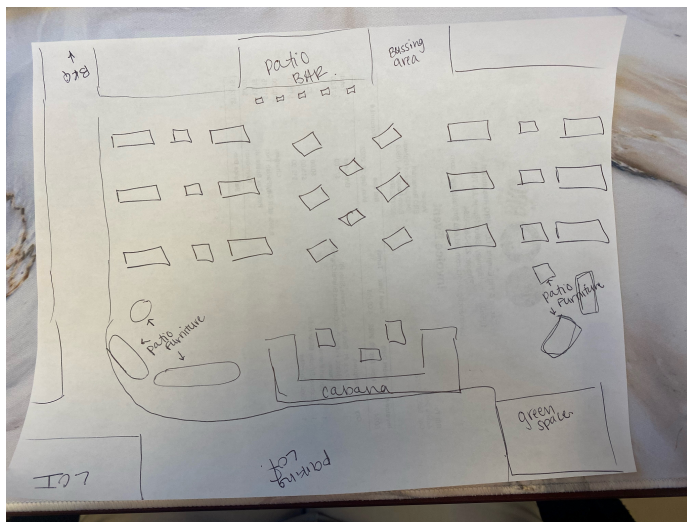
Vendor	Item	Amount
BRQ	Food/Drinks/Servers/Bartenders	\$4,809.14
BRQ	predicted cost for open bar 6-9	\$2,500.00
Modern Deb	Photowall / Décor Combo	\$1,200.00
Ashton Pro DJs	DJ Lee with 8 lights	\$700.00
Rockville Pro Sound & Lighting	Rechargeable LED Up-Lights	\$725.62
Floral	20 qty of the white poinsettias	\$400.00
Joel Martinez	Violinist	\$250.00
	Total Expenses	\$10,584.76

## PICTURES & SKETCHES OF BRQ:

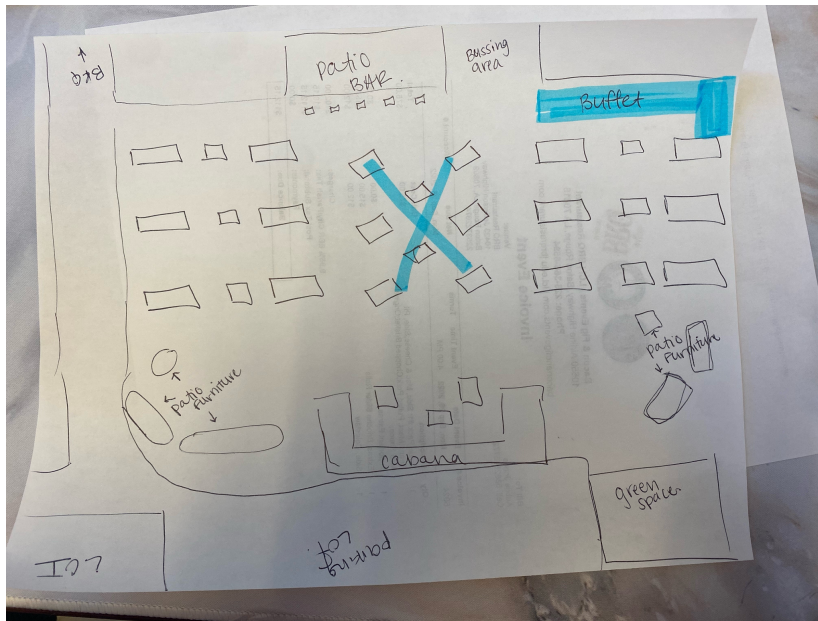
### BRQ Patio:



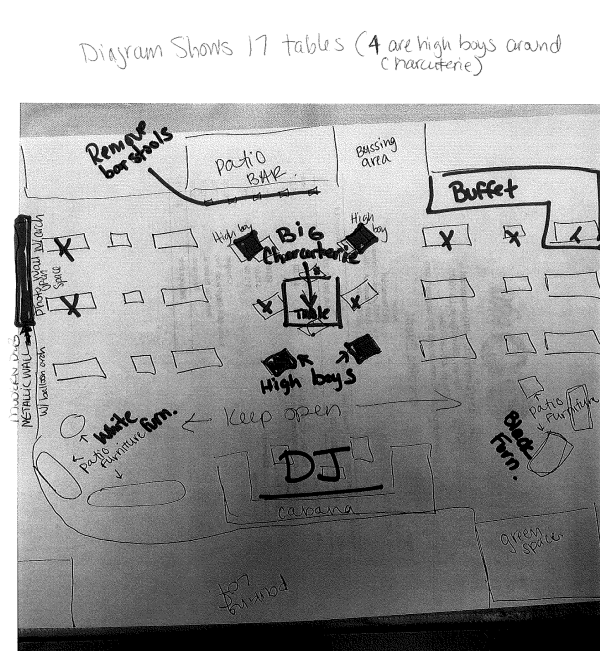
### BRQ Patio Layout:



## Edited BRQ Layout GIGI:



## Edited BRQ Layout Jeanne:







Black furniture to left, DJ under pavilion, White furniture to right, move tables out so more open space per Edgardo/Jeanne request to many tables makes it feel crowded and empty for smaller event, 17 tables, we will be bringing the floral arrangements for bars and tables.

See map for vendor layout / layout of tables and food

THURSDAY, DECEMBER 8	WHAT	WHO
EMAIL REMINDER	Christmas party reminder	Brandon
Reminder on floral (gift shop)		Jeanne

FRIDAY, DECEMBER 9	WHAT	WHO
TBD Pick up flowers	<ul style="list-style-type: none"> <li>Pick up flowers from gift shop bring to BRQ</li> </ul>	Jeanne Audrey
Layout Discussed with Gigi (she has map)	Black furniture to left, DJ under pavilion, White furniture to right, move tables out so more open space per Edgardo/Jeanne request to many tables makes it feel crowded and empty for smaller event, 17 tables, we will be bringing the floral arrangements for bars and tables	Charlie Gigi
3:30pm - Set Up at BRQ	<ul style="list-style-type: none"> <li>Modern Deb – red photo wall / neon light</li> <li>Balloonatics – balloon arch with poinsettias and ceiling balloons</li> <li>DJ – Music and 20 red and green up lighting around the event</li> <li>Pop violinist – will play upon arrival of guests and butlering of the wine/apps from 6-7pm then DJ begins</li> </ul>	Diana Stephanie Lee Joel
6pm-7pm – At entrance greeting guests With butlering Wine	<ul style="list-style-type: none"> <li>Guests are greeted with butlered options of selected wines a great Red blend/ Chardonnay /</li> </ul>	Gigi



	Champagne	
<b>6pm – Charcuterie is already set up</b>	· Mix of veggies, cheese, fruits, meats, etc	BRQ
<b>6pm – Bar is open</b>	Open bar for all guests	BRQ
<b>6:15-7pm - Passed Apps 3 selections</b>	· Lamb lollipops, stuffed mushrooms, shrimp	Gigi
<b>6:30 or 6:45 Buffet Opens</b>	· Carving station with server, lids removed, etc	Gigi
<b>6:00pm-6:45pm – Pop Holiday Violinist</b>	As guests arrive and have drinks, pop violinist plays upbeat fun Christmas songs with music backtrack  He will be set up by the DJ where Lee is stationed until he edges in at 6:45-7pm with fun music from 7-10pm	Joel  Lee
<b>7:00pm DJ Begins</b>	Dj plays	Lee
<b>8:30pm – After dinner drink (Christmas shots)</b>	25 qty (50 are paid for) Specialty rum chatta shots butlered around to guests and if not all used, make rounds again 9pm	Gigi
<b>9:00pm – 2<sup>nd</sup> round (Christmas shots)</b>	If leftover	Gigi
<b>9:00pm ends DJ, Photo wall, etc planned for going until 10</b>	DJ is set to play extra hour if guests stay, and we can keep bar open until last call 9:45pm	Lee Gigi