

Brief for Table Décor at the George Business Chamber Gala Evening

24 November 2023, Bramble Hill (*previously Tramonto*)

Table decor for a black-tie gala event requires planning and attention to detail.

Here are our guidelines:

T&C's

- ❖ The cost of decorating is for the sponsor's account.
- ❖ **Booking of at least 1 seat** for the event is required to ensure representation of the sponsor at the event. All tables are entered into a competition for the best decorated table. The winner will be announced at the event. An exciting team prize for 10 people will be awarded.
- ❖ Strictly adhere to the **color scheme and placement settings**. This is a formal black-tie event.
- ❖ Round tables with seating for 10 will be provided.
- ❖ Crockery, cutlery, dinner plates, side plates and glasses will be provided.
- ❖ Placemats/Underplates/Napkins are **NOT provided**.
- ❖ **Please contact the George Business Chamber should you be unsure about anything with respect to items allowed or not!!!**

➤ **Theme and Color Scheme:**

- Legends of George
- Silver, Gold, White and Black

➤ **Table Linen:**

- Black tablecloths will be provided.
- Only high-quality runners, napkins, overlays, mirrors and faerie lights will be allowed as long as it complies with the color scheme.

➤ **Napkin Presentation:**

Fold or drape napkins in a stylish and creative manner. You can use napkin rings, wraps and folds branded or not, strictly within the specified color scheme.

➤ **Place Settings:**

Branded high quality placemats or underplates may be used, as long as it complies with the color scheme.

Decorative elements and/or table favors may be added but should strictly be done in accordance with the prescribed color scheme. Arrange place settings with precision, ensuring proper spacing and alignment for round tables of 10 seats each. Adhere to table setting guidelines for a formal event, hereto attached.

➤ **Additional Lighting:**

Candles, string lights and uplighting may be used to add a touch of elegance. Keep it subtle.

➤ **Centre Piece/s:**

2x Double sided, clear acrylic, A5 sized portrait mode panels will be made available for table branding.

- Flowers and candles are allowed - the center piece may NOT be higher than 25cm and now lower than 50cm for candelabras (caution is advised for open flame items, to preferably enclose in glass)
- Bright colors to be avoided wrt flower arrangements.



ITEMS PROVIDED

- Black tablecloth
- Starter knife and fork
- Main knife and fork
- Dessert spoon and fork
- Side plate
- Butter knife
- Water glass
- White wine glass
- Red wine glass

ITEMS NOT PROVIDED

- Placemat / underplate / charger
- Napkin
- Soup spoon
- Soup bowl