

American Academy of Chefs®
Policies and Procedures
Process for Developing the National Academy Dinner

Policies:

The following policy standardizes the process and expectation for hosting an American Academy of Chefs dinner which is associated with an ACF national convention. The Academy of Chefs dinner is the most important event of the Convention and as such, it is only proper for the hosting chapter and establishment to handle the event with the attention and care it deserves.

Procedures:

- The dinner should cost no more than \$112.00 per person inclusive of tax, gratuity, corkage fee, elaborate centerpieces linen and décor etc. This is based on items donated to off-set additional costs. The assistance of the host chef is needed to help with donations from local vendors.
- There will be a maximum of 450 people to be served.
- The dress code is formal (black tie only). The Academy medal or mini medal should be worn at all Academy Dinners. The Academy medal must be worn on its proper red, white and blue ribbon, not on any other type of ribbon. No pins of any kind may be worn on the ribbon.
- The national Academy dinner is restricted to Academy Fellows and one guest only, with the exception of special VIPs, honorees, press or sponsors. The Academy Fellow must accompany his or her guest.
- The reception before the dinner should be planned to express the knowledge and expertise of the host chef including centerpieces, display of hors d'oeuvres, butler-style passed hors d'oeuvres and action stations. Only wine and champagne are acceptable at any Academy dinner. A martini bar during the reception with ice sculpture is permitted. No other liquor will be served. However, other liquor as part of a course is permissible.
- There should be a receiving line, which includes the AAC and ACF national officers.
- The menu is to be written in clear, understandable language, which describes each dish. The menu must be in English. Menus are to be submitted to the Academy Office 120 days in advance. A copy of the menu will then be forwarded to the Academy Chair and the Regional Director where the dinner will be held.
- There should be a minimum of five courses, not including chocolates or Friandises, to be served with dessert. It is recommended that cordials be served with coffee.
- The trend of the times should be followed in the preparation and usage of fresh or quality products.

- The menu is to be gastronomically correct. Much thought must be given to the menu to avoid repetition of food items, preparation, colors and garnishes.
- All dishes are to be executed in a professional manner, as this is no time for experimentation.
- The staff must be able to handle the task, and all necessary equipment must be available.
- There will be a minimum of one server per table.
- There will be eight guests per table.
- All dignitaries should be introduced before the dinner commences; this includes ACF National Officers, past AAC Chairs, and sponsors in attendance.
- A maximum of two hours should be allowed for the meal. Speeches and induction will be done after the cocktail hour and before the dinner begins. The dinner should serve as the entertainment for the evening with a steady flow of courses and wines. Each course should be served in 20 minute intervals.
- Wines should be selected to complement and enhance each course being served. American wines are preferred but not necessary.
- The menu will acknowledge the chef, pastry chef (if applicable), general manager, and staff of the host establishment. This information should be sent to the Academy office within 90 days prior to the event. Printed menus will be provided by the Academy Office.
- Soft music as a background is encouraged. The dinner should not include dancing or loud music, because the focus of the evening is on the food and the ambiance.
- The guests will take home a menu plate donated by Villeroy & Boch.
- Dinner seating will be done from the Academy Office prior to the event. Both the head table (if applicable) and the front tables should be utilized in the seating of ACF board members and guests, AAC officers and guests, HOF inductees, award winners, and other dignitaries and honored guests. Respect must be shown to all Fellows of the Academy in the reservation of seats and tables.
- There is to be a taste-testing dinner 60 days prior to the affair. It will be attended by the AAC Chair and/or Vice-Chair, AAC Consultant, and other relevant attendees as determined by the AAC Chair. The AAC Consultant will ensure that the dinner preparations are following the guidelines set forth in this policy.
- Absolutely no smoking is permitted in the same area as the dinner, both during and after the dinner.
- Recipes will be needed for each sponsor's utilization of each of their products for marketing purposes.