

American Academy of Chefs®
Policies and Procedures
Process for Developing a Local AAC Dinner

Policies:

The following policy standardizes the process and expectation for hosting an American Academy of Chefs dinner which is not associated with an ACF regional conference or National Convention. The Academy of Chefs dinner is an important event, 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:

- A minimum of \$2,000.00 from any Academy dinner should be donated to the American Academy of Chefs. These funds will be used for operational needs and scholarship administration.
- The host of an Academy dinner will receive large appreciation certificates and the use of the American Academy of Chefs Name and Logos for event materials. The names for the certificates must be provided to the Academy office a minimum of two weeks before the function. If certificates need to be over-nighted, the cost will be the responsibility of the host.
- The host chapter is permitted and encouraged to obtain sponsors for the dinner. Hosts should avoid contacting current ACF regional and national convention sponsors and seek new sponsorships in their local area. All funds raised above the \$2,000.00 will be kept by the host to be used as they see fit, example local scholarships, etc.
- 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.
- No less than two local Fellows of the Academy should be at the door as hosts.
- The reception before the dinner should be planned to express the knowledge and expertise of the host chef including a centerpiece, display of hors d'oeuvres or butler style passed hors d'oeuvres. Only wine, champagne and nonalcoholic beverages are acceptable at any Academy dinner. No hard liquor will be served. However, hard liquor as part of a course is permissible.
- There should be a receiving line including the local academy director, regional director and any national officers present.
- The menu is to be written in clear, understandable language which describes each dish. The menu must be in English. Menu's are to be submitted to the Academy office for archival purposes. 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 the coffee.
- The trend of the times should be followed in the preparation and usage of fresh or quality products.
- The menu or portions should maintain the nutritional balance.

- 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.
- All dignitaries should be introduced before the dinner commences; this includes ACF national officers and Academy officers.
- A maximum of two and one half hours should be allowed speeches given during the meal. The host should attempt to keep presentations to a minimum. The dinner should serve as the entertainment for the evening with a steady flow of courses and wines.
- Wines should be selected to compliment and enhance each course being served. American wines are preferred but not necessary
- The menu should acknowledge the chef, pastry chef (if applicable), general manager and staff of the host establishment. It should also contain some information on the history of the Academy and the local chapter. All menus must state the Academy's national officers, the applicable Regional Directors and the local chapter's Academy Director.
- Soft musical 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 host of the dinner should have a take home trinket as a remembrance of the evening. Examples include a plate, glass or something acceptable to the academy.
- Local and Regional Academy dinners are open to non academy members. This will allow future fellows to experience the dinner.
- Protocol must apply to local, regional and national dinners, including the seating of persons at the dinners. Both the head table (If applicable) and the front tables should be utilized in the seating of honored guests, Academy officers, officers of the American Culinary Federation, VIP's and Hall of Fame members. 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 prior to the affair, the regional Academy Director must be invited. The regional director will ensure that the dinner preparations are following the guidelines set forth in this policy.
- The National Academy of Chef Chair and Vice Chair should be invited to all dinners as guests of the hosts.
- Notification of the event details should be submitted to the Academy office.
- Absolutely no smoking is permitted in the same area as the dinner, both during the dinner and after.