



American Academy of Chefs

Our mission is to promote the education of culinarians. Their success is our future.



Process for Developing an American Academy of Chefs Dinner

Updated August 30, 2023

Policies:

The following policy standardizes the process and expectation for hosting an American Academy of Chefs dinner at a local/regional conference. An AAC 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.

Procedure:

- The host of an Academy dinner should donate/contribution of the proceeds from a dinner to the American Academy of Chefs. These funds will be used for operational needs and scholarship administration.
- The ACF national office will assist the dinner host by providing administrative support for the following dinner functions:
 - The host chapter will provide invitations and a guest list to the AAC Administrator for mailing.
 - Promotion of the event through printed materials and the ACF website
- The host of an academy dinner will receive requested printed certificates and the use of the American Academy of Chefs Name and Logos for event materials. The certificates must be ordered through the Academy office a minimum of two (2) weeks before the function. If certificates need to be overnighted, the cost will be the responsibility of the host. The host chapter will pay the Academy a fee of two hundred fifty dollars (\$250) to cover administrative costs.
- The host chapter is permitted and encouraged to obtain sponsors for the dinner. Hosts should avoid contacting current ACF national sponsors and seek new sponsorships in their local area.
- The dress code is formal attire (black tie) for all local, regional or national Academy dinners and may be semiformal for other affairs. The Academy medals should be worn at all Academy Dinners, with the exception of casual events such as picnics, Oktoberfest and similar affairs. 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. When the Academy medal is not worn, a miniature medal can be worn on the left side of the breast at semiformal and casual events.
- No less than two (2) active Fellows of the Academy should serve as hosts at the door.
- 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.
- Each Academy dinner should have a receiving line including the local academy director, regional director, national academy officers and present ACF officers.
- The menu is to be written in clear, understandable language which describes each dish. The menu must be in English.

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- Each dinner should have a minimum of five (5) courses, it is customary to have one (1) classical course. Not including chocolates or mignardises to be served with dessert.
- The trend of the times should be followed in the preparation and usage of fresh and 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.
- The staff must be able to handle the task and all necessary equipment must be available.
- 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 complement and enhance each course being served. It is recommended that a minimum of four (4) wines be served with the courses. Spirits may be served with coffee.
- 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 music as a background is encouraged.
- 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 Academy dinners are open to non-academy members. This will allow future fellows the opportunity to experience the dinner.
- Protocol must apply to local dinners, including the seating of people 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 Fellows. Respect must be shown to all Fellows of the Academy in the reservation of seats and tables.
- The National Academy Chair and Vice Chair should be invited to all dinners as guests of the hosts.
- Absolutely no smoking is permitted in the same area as the dinner, both during the dinner and after.