

American Academy of Chefs®
Policies and Procedures
Process for Developing Regional Academy Dinners

Policies:

The following policy standardizes the process and expectation for hosting an American Academy of Chefs dinner which is association with an ACF regional conference. An AAC dinner is an important event, and as such, it is only proper for the hosting establishment to handle the event with the attention and care it deserves.

Procedure:

- The dinner should serve a maximum of 125 guests. AAC will pay a maximum of \$80 per person, inclusive of food, wine, décor, centerpieces, tax, gratuity, etc.
- The ACF national office will assist the dinner host by providing administrative support for the following dinner functions: development of a promotional flyer, send invitations to AAC members in region, promotion of the event through printed materials, ACF and AAC electronic newsletters and the ACF website, collection of funds and invitation replies from guests, ticketing process at the ACF registration desk, certificates to be handed out at the dinner and disbursement of expenses to host establishment.
- The host establishment is permitted and encouraged to obtain sponsor leads for the dinner and provide sponsor information to the Academy office. AAC will provide the center of the plate and a gift for guests attending the dinner. AAC will also assist the host establishment in attaining additional sponsors for the dinner.
- The dress code is formal (black tie only) for regional Academy dinners. 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 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 and champagne are acceptable at any Academy dinner. A martini bar during the reception with ice sculpture is permitted. No hard liquor will be served. However, hard liquor as part of a course is permissible.
- Center pieces, linens and appointments should be elegant and follow the theme of the dinner.
- 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. Menu's are to be submitted to the Academy office no less than 60 days before the event. A copy of the menu will then be forwarded to the Academy Chair and the Regional Director where the dinner will be held.

- Each dinner should have a minimum of 5 courses. Not including chocolates or Friandises to be served with dessert.
- 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 including speeches given during the meal. 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 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 with in 90 days prior to the event. Printed menus will be provided by the Academy office.
- 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.
- Regional Academy dinners are open to non academy members. This will allow future fellows the opportunity to experience the dinner.
- Dinner seating will be done by the AAC consultant 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.
- The National Academy Chair and Vice Chair will receive 6 complimentary dinner tickets to be used at the discretion of the AAC National Chairman.
- Absolutely no smoking is permitted in the same area as the dinner, both during the dinner and after.