

American Culinary Federation, Inc.
Internal Policies and Procedures
Title: Process for Developing an AAC Dinner not held
in conjunction with a regional or national convention
Department: American Academy of Chefs
Created by: Academy Assistant

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. Note the following guidelines:

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 two large framed appreciation certificates, four small framed appreciation certificates and the use of the American Academy of Chefs Name and Logos for event materials. Additional certificates may be purchased for \$10 per large framed and \$5 per small framed certificate. The certificates must be ordered through 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 should 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, for example, local scholarships, etc.
- The dress code is formal (black tie only) for all local, regional or national Academy Dinners and may be semiformal for other affairs. The Academy medal 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 Chef of the Year dinners, semiformal and casual events.
- 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 ACF 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 six 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 for 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. In the case of the ACF National Convention, the Academy Dinner is restricted to Academy Fellows and one guest only (active, retired and honorary), except for special VIPs, press or sponsors. The Academy Fellow must accompany his or her guest.
- 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's 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.