



*Jimmy Doolittle Center*  
*Event Planning Guide*

**Jimmy Doolittle Center**  
174 Summit Drive  
Minot AFB, North Dakota

**Hours of Operation**  
Monday-Friday  
8:00am-5:00pm

**Available for Appointments Daily**  
1:00pm-4:30pm

**To Schedule an Appointment**  
Call: 701-723-3731  
Email: [5FSS.reserve.minot@us.af.mil](mailto:5FSS.reserve.minot@us.af.mil)





# *Welcome*

Thank you for choosing the Jimmy Doolittle Center to host your special event. Our mission is to create remarkable experiences by offering the finest quality of foods and providing unsurpassed, personalized service, driven by our passion for life's special occasions. As you review this guide, you will find helpful information regarding menu price points, policies and procedures, services and event planning.

Our objective is to make this process easy and to allow you to stay within your budget. This guide provides a list of popular menu items that are value priced for you. Our experienced staff will offer suggestions and recommendations to best fit your needs with references to many of the money-saving packages we offer. Should you prefer to customize the menu or something with listed, we would be happy to try to accommodate your request. To get you started, look forward to these details and services which are included in our menu prices:

- Complete menu building and event planning.
- Experienced staff
- China, glass, and silverware
- Food presentation utilizing chafers, warming elements, and trays.
- House linen to compliment your motif.
- Specialty tables for registration or display
- American and Air Force flags when available
- 20% service charge

Additional details and services can be provided as needed at an extra cost. If any questions should arise, do not hesitate to contact us. We appreciate the opportunity to serve you!



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## *Event Rooms*

The Jimmy Doolittle Center is located immediately west of the Sakakawea Inn. It serves the base populace as a conference center, fully equipped to set up for a variety of special functions, meetings and training seminars.

| <b>Capacity</b>          | <b>Theater</b> | <b>Reception</b> | <b>Classroom</b> | <b>Rounds</b> | <b>U-Shape</b> |
|--------------------------|----------------|------------------|------------------|---------------|----------------|
| <b>Daedalion Room</b>    | 50             | 75               | 30               | 40            | 24             |
| <b>Dining Room</b>       | 80             | 100              | 48               | 72            | 42             |
| <b>Paul Leonard Room</b> | 80             | 100              | 48               | 72            | 42             |
| <b>Whole Club</b>        | 300            | 500              | 150              | 200           |                |

### **VENUE ROOM USAGE FEES**

| <b>Room Name</b>                    | <b>Fee</b> | <b>Approx. Area</b> |
|-------------------------------------|------------|---------------------|
| <b>Ballroom – Dining Room</b>       | \$100      | 1,452 sq. ft.       |
| <b>Ballroom – Gold Room</b>         | \$85       | 1,188 sq. ft.       |
| <b>Ballroom – Paul Leonard Room</b> | \$100      | 1,474 sq. ft.       |
| <b>Whole Ballroom (all 3 above)</b> | \$300      | 4,114 sq. ft.       |
| <b>Daedalion Room</b>               | \$75       | 638 sq. ft.         |
| <b>Ground Zero Lounge</b>           | \$75       | 2,700 sq. ft.       |
| <b>Full Club</b>                    | \$500      | 6,814 sq. ft.       |



# *Getting Started*

Planning an event? Once you have a date in mind, your next step is to contact our catering office at 701-723-3731.

We will work with you to see if the date is available, or if an alternate date can be chosen. The next step is to fill out the Event Information Sheet provided by the JDC and submit it to the Catering Department. Meetings about catering are by **appointment only**. This is so we can give you the best service possible and answer all your questions without interruption. Email and phone calls will be returned at the earliest convenience of the Caterer.

The final arrangements should be made in person and the contract signed **NO LATER THAN** 20 days prior to scheduled event date. This is to make sure we give you the best possible service. The club staff will follow up with you to ensure all arrangements are finalized. Our goal is to finalize details within 15 days of your party.

## **#1 Initial Meeting with Club**

This meeting is by appointment only and allows you to confirm the schedule date, view the facility, book your date, and receive the catering information and forms.

## **#2 Follow-up Event Planning with Caterer**

This meeting is by appointment only to go over all club policies, verify all contractual agreements, and answer any questions regarding the contract, finalize the room layout, set-up, and food requirements.



## *General Information*

Our staff will assist you in all aspects of your important event and will guide you through the procedures from start to finish. The general guidelines below will give you a better understanding of how we operate to provide our members with quality, consistent service, and exceptional, creative cuisine.

### **PAYMENTS**

For convenience, all payments for parties will be made through member planet or by credit card. Full payment is due 15 business days prior to scheduled party with no refunds after this point.

Additionally, we ask for your assistance in ensuring the participants know the actual costs of meals and services to cover non-club related services related to your event. Please be sure your guests are aware that you will be charged for the final number, and no-shows will not receive a refund. They will be charged as the meals have been prepared by final numbers ordered. In the same respect, no orders may be added after final payment has been made. The club must be able to plan appropriately.



# *Club Policies*

To implement a successful event, certain club policies are in place to ensure quality, consistent and exceptional service and culinary delights and our clients. Our staff will be happy to answer any questions you have in these policies.

## **OFF-BASE PUBLICITY**

All publicity must be approved through the FSS Marketing Department or Public Affairs. The Jimmy Doolittle Center can provide the best contact information upon request.

## **OUTSIDE FOOD AND BEVERAGE**

Minot AFB directives do not permit any outside food or beverage to be brought into the JDC by the group or guests of any party at any time. Any food brought in will be requested to either be disposed of or taken to another location. For the safety of our guests, all food will be consumed or disposed of in the club.

At no time is anyone allowed to bring alcoholic beverages into the club for consumption. There will be no tolerance for disregard to this rule. Anyone found with outside alcohol will be asked to relinquish the alcohol to the club and asked to leave the premises. If alcohol is brought in as prizes, those prizes will not be given to the winners until they are ready to leave the building for the night.

## **2-PART CONTRACT**

### **PART 1: SPACE AGREEMENT**

We have a 2-part contracting process. The first is a **space agreement** confirming your event space reservation, date of event, expected number of guests and time frame. It also details our club policies and requires the POC signature to confirm all CLUB policies will be abided. **The catering office must have a signed contract on file to hold the room.** Our staff can email a contract to you. Menu selections can be made later and are included on another important document referred to as a **Banquet Event Order, or BEO.** If a reservation is not confirmed with a signature and down payment within 2 weeks, it will be cancelled. This will be needed to secure the room reservation.



## **PART 2: BANQUET EVENT ORDER/FINALIZING YOUR ORDER**

To ensure the correct items and quantities are on hand for your event, please provide your menu selection and final setup requirements 30 days prior to the event.

Arrangements include:

- menu selections
- room set-up
- event timelines
- any additional support requirements

Once the BEO is completed, the customer will be called to the JDC to sign within 15 days of party. If signed contract is not on file, the JDC will not be held liable for any events listed or not listed on the unsigned copy on file. We will review and accommodate any requests or changes if the request is feasible. Changes that do not have approval from the JDC will not be implemented. We cannot guarantee accommodations for changes outside of 7 business days.

### **OFF-SITE CATERING**

Any request for off-site catering will include an additional 25% service fee to the total food costs.

### **SERVING TIME**

We pride ourselves in meeting the serving time listed on your contract. For seated functions, your guests must be seated 10 minutes prior to actual serving time. If for any reason you need to delay the serving time, advise the staff as soon as possible to ensure quality, taste, and eye-appeal of your meal. The club is not liable and price reduction will not be given due to quality of food for events that do not start based on the times supplied on the contract whether it is early or late.

### **MEETINGS AND SEMINARS**

Members and organizers wishing to use rooms for private meetings and seminars need to contact the staff for details concerning available times and any applicable charges. Included in this document are room usage fees and guidelines to help you plan and stay within your meeting budget.

### **PROPERTY, LIABILITY, AND DAMAGES**

Neither the club, nor the Air Force is liable for any loss or damage to, merchandise, equipment, or articles left in the facility prior to, during, or following any event. The





host/sponsor will be held responsible for any losses or damage to the building, equipment, house decorations, or fixtures belonging to the club/base caused by the host/sponsor or guests. Damages will be billed to the host/sponsor at market replacement cost plus labor.

### **CANCELLATIONS**

ALL CANCELLATIONS MUST BE MADE IN WRITING AND ACKNOWLEDGED BY THE JDC.

A signed contract must be received within 15 days of initial booking to hold reservation. All personal and holiday parties in the month of December are required to pay a reservation/Cancellation fee equal to the room fee within 10 calendar days of initial booking. December function cancellation fees are non-refundable after one (1) October of the current year.

#### **30 Days or More Before the Event**

No cancellation fee.

#### **20 Days Before the Event**

Cancellation fee of 25% of the contract.

#### **15 Days Before the Event**

Cancellation fee of 50% of the contract.

#### **14 Days or Less Before the Event**

Cancellation fee of 100% of the contract.

### **EXPECTED GUEST COUNT**

We realize that many of our functions are booked far in advance, and the event POC may not have an accurate picture of the number of attendees at the time of booking. 10 business days before the function we require the event POC to contact the club with a revised number of expected attendees. That number will allow the club to order the food, schedule the staff and finalize the room assignment. If the club is not contacted within this time frame, the estimate number will become the final guaranteed count. The club will prepare the original estimated number and bill the event POC for that amount.



### **FINAL/GUARANTEE GUEST COUNT**

A guarantee of attendance is due by 12pm, 3 business days prior to any function. This policy is applicable to any function regardless of expected attendance. 3 business days prior to your event; the number of guests to be served must be called or emailed to the JDC staff. This allows the club to prepare sufficient food for the guaranteed number of attendees. We will work with the host/sponsor on any changes required. The number of meals must be ordered 72 hours before the function. If the meal count changes after the 72-hour deadline, the Club reserves the right to substitute meals, depending on availability of the menu item, but will try to accommodate all guests with the same meal. If there are substituted additional meals, the contract will be updated at the cost of the contract meal or the substituted meal price, whichever is the highest.

### **MULTIPLE ENTRÉE REQUEST**

Multiple entrée selections are permitted with the proper notice. A group may choose up to 3 entrees with a guarantee of each item 3 days prior to the event. All meals will be charged upon the highest entrée price.

### **MENU DESIGN**

Our Team will be at your service to create custom design menus for your event. All arrangements should be finalized at least 14 days in advance of your scheduled event date. Please note, all menu substitutions are subject to review by the JDC Team and additional charges may apply.

### **BREAKS**

All break menus are designed and priced for 30 minutes of service and/or replenishing. Please ask if you are interested in extending your break, as pricing may increase.

### **BUFFETS**

All buffet menus are designed and priced for a maximum of 90 minutes of service. Buffets open longer than 90 minutes are subject to a \$3 per person/per hour surcharge for extensions.

### **CHEF STATIONS**

When selecting a chef-attended station, there is a minimum of 1 Chef for every 100 guests, per station. The fee to support this is \$35 per chef.



## **DECORATIONS**

All decorations are the responsibility of the host/sponsor. Decorations will not be stored overnight and –if left behind– will become the property of the JDC, unless special circumstances apply.

To preserve the beauty of the club for all members and their guests, no nailing, tacking, or taping to the walls, ceiling, or another part of the club without approval of club management. The host/sponsor is financially responsible for any damages to the facility resulting from misuse of the decorations.

All decorations must be fire resistant and meet the codes of the base fire department. Our staff will assist you in setting your decorations in accordance with the fire codes. Please coordinate the time you plan to decorate your tables with the JDC staff to ensure there is no conflict with other functions. If the guest desires to come in several hours prior to the event, all details must be approved through the JDC office to be sure of staffing and set up is availability.



## *Helpful Information*

**Buffet:** Bring on the buffets! Whether it is breakfast, lunch, dinner or dessert, our buffets can be customized to suit the theme of your party or to please the pickiest of palates. Guests have the power of choice at our self-service buffet lines.

**Seated/Plated Meal Service:** Breakfast, lunch, or dinner, our service is an elegant way to cater any gala or event. Guests can expect entrée service along with fresh baked rolls and beverage service.

### **DETERMINING QUANTITIES**

While our staff will be ready to assist you in planning your special event, here is some information that will help you gauge the beverage and food quantities appropriate to meet the needs of your function.

#### **HORS D'OEUVRES QUANTITY SUGGESTIONS**

##### **Light Hors d'oeuvres**

Usually served in early afternoon or prior to dinner.

Plan 4 to 6 pieces per person plus dips, spreads, fruit, or vegetable trays.

##### **Medium Hors d'oeuvres**

Usually served mid to late afternoon and is considered a hearty snack served between lunch and a late dinner.

Plan 5 to 10 pieces per person plus snack foods, chips, and dips.

##### **Heavy Hors d'oeuvres**

Usually a lunch substitute and or a pre-show or light dinner substitute, which usually includes sliced meats and sandwich items.

Plan 10- 15 pieces per person plus dips and fruit/cheese/vegetable trays.

##### **Meat Substitute Hors d'oeuvres**

Served in lieu of meal and always includes hot/cold meat items.

Plan 15 or more pieces per person.



## **BEVERAGE EQUIVALENTS**

|                     |                                |
|---------------------|--------------------------------|
| Bottle of Champagne | 8 Glasses for Toasting         |
| Liter Carafe Wine   | 8 Glasses (4 oz. per Glass)    |
| Liter Liquor        | 32 Drinks                      |
| Gallon Punch        | 30 Servings (40 oz. per Glass) |
| ½ Barrel of Beer    | 165 Glasses (12 oz. Beer)      |
| 1/6 Barrel of Beer  | 53 Glasses (12 oz. per Glass)  |



# *Menus*

## **À LA CARTE ITEMS**

All prices will be updated at time of order.

|   |            |
|---|------------|
| Chilled Juice: Orange, Apple or Cranberry | per Carafe |
| Bottled Water                             | Each       |
| Assorted Canned Soda                      | Each       |
| Carafes of Chilled Milk                   | Each       |
| Fruit Punch/Lemonade                      | per 3 Gal  |
| Iced tea                                  | per 3 Gal  |
| Fresh Brewed Coffee                       | per Carafe |
| Assorted Pastries, Danishes, and Donuts   | per Dozen  |
| Assorted Muffins                          | per Dozen  |
| Assorted Bagels and Cream Cheese          | per Dozen  |
| Assorted Fresh Baked Cookies              | per Dozen  |
| Fresh Baked Brownies                      | per Dozen  |



## **BREAKFAST**

### **CONTINENTAL BREAKFAST**

#### **Basic Continental**

Assorted Demi Pastries / Fresh Fruit /

Coffee and Fruit Infused Water

per person

#### **Healthy Yogurt & Fruit**

Individual Yogurt Cups Served with Honey and Granola /

Seasonal Fruit / Assorted Mini Muffins

/ Coffee and Fruit-Infused Water

per person

#### **JDC Grand Continental**

Assorted Elite Danishes / Fresh Fruit Tray Coffee /

Fruit-Infused Water / Orange Juice

per person



## **BREAKFAST**

### **BUFFET BREAKFAST**

**(50 People Minimum)**

Includes chilled orange juice, fresh coffee, and fruit-infused water.

#### **Standard Breakfast Buffet**

Scrambled Eggs / Home Fried Potatoes / Bacon /

Sausage Patties / Fruit

per person

#### **Casserole Breakfast Buffet**

Egg Bake / Hearty Ham, Bacon and Sausage Egg Bake /

French Toast Casserole with Powdered Sugar and

Maple Syrup / Fruit

per person

#### **Bomber Classic**

Scrambled Eggs / Home Fried Potatoes / Bacon / Sausage /

Choice of Fresh, Hot Biscuits and Gravy OR

French Toast with Syrup / Choice of Fresh Fruit or

Assorted Danishes

per person

#### **Breakfast Enhancements**

Oatmeal

to menu price

Yogurt and Granola

to menu price

Whole Fruit

to menu price

Assorted Bagels and Cream Cheese

to menu price

Assorted Pastries

to menu price





## **DINNER**

### **Option #1**

Includes Dinner Rolls and Butter, Water and Tea

Select 1 Salad, 2 Meats, 1 Vegetable, 1 Starch, and Assorted Cookies

#### **Salads**

Fresh Greens Salad

Cole Slaw

Caesar Salad

#### **Starch**

Steamed Rice or Rice Pilaf

Garlic Mashed Potatoes

Potatoes Au Gratin

#### **Meats**

Rotisserie Baked Chicken

Roasted Turkey

BBQ Shredded Pork

Sliced Roast Beef

#### **Vegetables**

Chef's Vegetable Medley

Corn

Broccoli

Green Beans



## **DINNER**

### **Option #2**

Select 1 Salad, 2 Meats, 2 Vegetables, 1 Starch, and Dessert

#### **Salads**

Fresh Garden Salad

Oriental Salad

Pasta Salad

Caesar Salad

#### **Meats**

Roasted Turkey and Gravy

Glazed Baked Ham

Pork Tenderloin Medallion

Marinated Grilled Chicken Breast

Sliced Roast Beef

#### **Desserts**

Choice of Assorted Cookies or Brownies

#### **Starch**

Rustic Mashed Potatoes

Roasted Red Potatoes

Macaroni and Cheese

Rice Pilaf

#### **Vegetables**

Green Bean Almondine

Italian Style Vegetables

Steamed Broccoli

Corn

Baked Beans



## **DINNER**

### **Option #3**

Choice of Rolls or Jalapeno Cornbread

Select 1 Salad, 2 Meats, 2 Vegetables, 1 Starch, and Dessert

#### **Salads**

Fresh Garden Salad

Oriental Salad

Vic's Cucumber Salad

Caesar Salad

#### **Starch**

Rustic Mashed Potatoes

Roasted Red Potatoes

Macaroni and Cheese

Rice Pilaf

Lemon Brown Rice w/ Garlic

#### **Meats**

Huli Huli Chicken

Chicken Cordon Bleu w/ gravy

Chicken Kiev

Marinated Grilled Chicken Breast

Kahlua Pork w/ cabbage

Ziti w/ Spinach & Gorgonzola Gratin

#### **Vegetables**

Green Bean Almondine

Steamed Broccoli

Italian Style Vegetables

Glazed Carrots

Baked Beans

#### **Desserts**

Choice of Assorted Cheesecake or Layered Cakes



## **DINNER**

### **Option #4**

Choice of Rolls or Jalapeno Cornbread

Select 1 Salad, 2 Meats, 2 Vegetables, 1 Starch, and Dessert

#### **Salads**

Fresh Garden Salad

Macaroni Salad

Caesar Salad

Pasta Salad

Fresh Fruit Salad

#### **Starch**

Lemon Brown Rice w/ Garlic

Fried Rice

Mac and Cheese

Baby Bakers

Potatoes Au Gratin

#### **Meats and Pasta**

Parmesan Chicken

Stuffed Chicken Breast

Meaty Lasagna

Vegetable Lasagna

Kahlua Pork and Cabbage

Sliced Roast Beef

#### **Vegetables**

Steamed Broccoli

Buttered Corn

Sautéed Vegetable Medley

Ranch Style Baked Beans

Green Beans Almondine

Apple Glazed Carrots

#### **Desserts**

Choice of Assorted Cheesecake or Assorted Layer Cakes and Pies



# *Reception Platters*

## **HORS D'OEUVRES**

### **Large Fruit Tray**

Price is Seasonal, Serves 50

### **Small Fruit Tray**

Price is Seasonal, Serves 25

### **Large Vegetable Tray**

Serves 50

### **Small Vegetable Tray**

Serves 25

### **Chilled Jumbo Shrimp Cocktail with Cocktail Sauce**

Priced per Pound

### **Cheese and Cracker Tray**

Serves 50



# *Beverage Policies*

## **GROUND ZERO BAR**

Bar service is an event specific charge. The POC can choose between a cash bar (where it is pay as you go) and a hosted open bar (hosts pays for all). Bartender fees are \$50.00 per hour per bartender.

- For events of less than 50 people, there is no minimum at the bar
- For events of more than 50 people, there must be at least \$200 in bar sales, or the host will be responsible for \$200.00 on the bar, plus bartender fees
- If a satellite bar is requested, there will be a fee of \$150.00 to set it up, plus the bartender fees

## **AS A REMINDER**

**No alcohol is permitted at any time to be brought in from outside the JDC.** Any alcohol brought in will become the property of the JDC and will not be returned. That person will also be asked to leave the building.

**Exception: If alcohol is part of a gift to be given away, it must be held by the host till departure of the JDC and cannot be opened on premises.**

No one under the age of 21 will be permitted at any time to drink alcoholic beverages. We reserve the right to refuse service.

DESIGNATED DRIVERS will be provided complimentary soft drinks or juice throughout the evening.

Jimmy Doolittle Staff are DRAM SHOP certified and are entitled to utilize their professional view of whether a guest should continue to be served.

All pricing and items are subject to availability and can change at any time.

Thank you for choosing the JDC to take care of you.

-The JDC Staff