

comfortable organizing occasional small dinners or luncheons, and giving only one or two larger receptions a year.

Before deciding on the type of reception you are going to give, you must consider:

- the number of people you intend to invite;
- your budget;
- the possibilities of the house, for example, the dimensions of the dining room table and other arrangements that might be made for larger groups;
- the time and effort you are prepared and able to give (for example, do you have servants or will you have to do everything yourself?);
- your guests' expectations (what will please them?).

Then plan the activities around the foregoing.

The following is a list of the most popular types of activities that you will be likely to give or to which you will be invited during your posting. It is far from exhaustive, but it will help you select activities suited to most of the occasions that come to mind.

TYPE OF RECEPTION	HOUR	REQUIREMENTS
LUNCHEON	12:30	- Aperitifs are served before lunch. - The menu should include at least three dishes. - It is usual to serve only one wine. - A table plan should be drawn up and places assigned for groups of six or more. - It is not necessary to serve liqueurs after the coffee.
DINNER	8:00 pm	- Aperitifs and drinks are served before dinner.
RECEPTIONS (to honour a special guest or mark a particular event)	6:00 pm- 8:00 pm	- Drinks, hors-d'oeuvres and appetizers are set out on buffet tables or offered to guests on trays
COCKTAILS	8:00 pm	- Punch may be served, but a complete assortment of drinks should also be provided. - No assignment of places is required.
AFTERNOON RECEPTION	4:00 pm	- Tea, coffee, fruit juices, punch, appetizers and pastries are served by the host/hostess in the living room. - No assignment of places is required. - Small tables are provided beside armchairs or other chairs, on which guests can place their cups.