



AMARA Subway Shares Office Meeting Catering Planning Guide for Cobb County Businesses

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Cobb County businesses planning staff meetings, training sessions, company gatherings and recurring workplace lunches have a new resource for estimating attendance, selecting meal formats and determining how far in advance catering should be ordered.

AMARA Subway has published an office meeting catering guide covering headcounts, meal formats, dietary considerations, preparation time, pickup, delivery and recurring catering arrangements. The guide is designed to help workplace organizers plan meals more efficiently while accounting for some of the common details that can affect office catering orders.

One of the guide's primary recommendations involves estimating attendance. AMARA Subway recommends adding approximately 10 percent to a confirmed headcount because attendance can change as a meeting approaches. A small buffer can help businesses prepare for additional attendees, schedule changes or employees who were not included in the original count.

For recurring meetings, organizers can also review attendance from the previous three months to help estimate upcoming orders. Looking at recent attendance patterns may provide a more practical starting point for determining how much food is needed for weekly, monthly or quarterly workplace gatherings.

“Office catering works better when the basic details are settled before the order is placed,” said Alex Laldin, marketing director at AMARA Subway. “Headcount, meal format, dietary requests and timing are much easier to address before the meeting date than at the last minute.”

Order timing depends partly on group size.

According to the guide, standard orders of 10 to 49 box lunches require at least 24 hours’ notice. For orders of 50 to 99 boxes, AMARA Subway recommends providing 48 hours’ notice when possible. Businesses planning orders of 100 or more meals should contact the company to discuss preparation requirements.

Advance planning can be particularly important for larger workplace events because restaurants need sufficient time to coordinate ingredients, staffing, meal preparation, packaging and order completion. Providing accurate information early can also give organizers more time to address dietary requests or changes in attendance before the scheduled meeting.

The resource also explains the differences between individually packaged meals and shared platters. Individual meals can simplify distribution across conference rooms, offices or different areas of a workplace, while platters may work well for informal meetings where employees can serve themselves.

Boxed meals may also help organizers distribute lunches efficiently when employees have limited break periods or when a meeting follows a structured schedule. Shared catering formats, meanwhile, can provide flexibility for meetings where attendees arrive or eat at different times.

Dietary considerations are another part of the planning process. Businesses are encouraged to identify dietary requests before placing an order rather than waiting until the day of the event. Collecting this information alongside the final headcount can help streamline ordering and reduce the need for last-minute adjustments.

Delivery is available for catering orders totaling at least \$250. Businesses arranging delivery are encouraged to provide building-access information, identify the person receiving the food and ensure someone is reachable during the delivery period. Details such as suite numbers, reception procedures, parking instructions or restricted building entrances can help make the delivery process more efficient.

Pickup is available through AMARA Subway's six Cobb County Subway restaurants, which serve communities including Acworth, Kennesaw, Marietta and Powder Springs. Pickup can provide another option for businesses that have an employee available to collect the order before a meeting or workplace event.

Businesses holding weekly or monthly meetings can also contact the company about standing catering arrangements for recurring workplace meals. Recurring arrangements can help organizations establish more consistent ordering procedures when meeting schedules, attendance and meal needs remain relatively predictable.

AMARA Subway is a family-owned operator of six Subway restaurants across West and North Cobb County. The company provides office lunch, group and event catering through its local restaurants, serving businesses and organizations throughout the Cobb County area.

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For more information about AMARA Subway, contact the company here: AMARA Subway Alex Laldin 678-355-6035 Office@AMARASubway.com

AMARA Subway

AMARA Subway is dedicated to serving fresh, delicious meals with friendly service while creating a welcoming experience for every guest.

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