Catering and Banquet Management – Summer 2014 Project

*Once in a Lifetime*

Create a detailed proposal/plan for a very special party –

“Sweet Sixteen” Party

Basic Outline :

Upscale Celebration – 225 people

Open Bar

Guests will range from young children to seniors

Budget is flexible – not to exceed $50,000. (so no booking the Rolling Stones!)

Begins at 6:30 pm (after the religious part of the event)

You will have a chance to interview the 2 celebrants – (one of which is actually planning her Bat Mitzvah this fall)

Elements of the Proposal & Plan should contain:

Proposed Location and floor plan layout (diagram)

Local venue preferred

Decorations/props/themes

Party timetable (figure 4 -6 hours for event itself)

Detailed Menu (Food and Beverage) based on interview (religious considerations also!)

Entertainment and music suggestions, ancillary services

Personnel needed and schedule based on service style and menu

Major Equipment list (how many tables, chairs, bars, etc – you do not have to list forks, serving spoons, etc.)

Banquet Event Order (samples attached)

Project Format and Scoring

Please submit in writing or (if via email) in Microsoft word.

Include photographs, etc. where appropriate.

Keep in mind that all plans will be reviewed by the candidates and their parents and a winner will get bonus points.

Please layout in the following sections: (Note – No Prices or Costs Needed)

1. Theme (30 points)

Event Location and Floor diagram

Decorations\*\*\*

Props/lights, etc

Entertainment

Timeline

2. Menu (30 Points)

Food (Descriptive Selling)

Type/Style of Service

3. Equipment and Personnel (25 points)

Service and set up only (no Culinary)

Major Equipment list

Ancillary Services/vendors

4. Banquet Event Order (15 points)

Food (for Service Staff use)

Please use attached form

Special Requirements

Bonus – “Best Event” in each category with receive 10 bonus points.

\*\*\*Resources: - or search “event planning companies”

[www.wizardconnection.com](http://www.wizardconnection.com)

Banquet Event Order Event Day Date:

Organization Name:

Post As:

Event Planner: R Whitehurst Catering Manager: YOU!

Address: 1 Valencia College Lane

Orlando, FL 23819

Phone: 407 -555-1212

On Site Contact: Raleigh Whitehurst

Type here

Time Room Function Event Name Number

Menu

Room Set Up

Type here

Beverage Service

Type here

Type here

Type Here

Audio Visual

Special Requirements

Type here