

SOP – Post Event Manager & Supervisor Duties in Banquets

SOP Number: F&B - 29 (SOP serial number and department code)

Department: Food and Beverage Service – Banquet

Date Issued: DATE THE DOCUMENT WAS CREATED

Time to Train: 45 Min

Banquet Manager / Supervisor checklist for breakaway tasks :

- Clearing of all tables of china, glasses, flatware and ashtrays.
- Straighten legs on all tables.
- Remove all linens.
- Rearrange all chairs around tables neatly.
- Store salt and pepper shakers, sugar bowls, ashtrays, water pitchers and other tabletop items.
- Clear all remaining carts and lock them.
- Remove candles and any melted wax from candelabras and return to storage.
- Pour several pitchers of water into garbage cans to prevent possible fire hazards.
- Take update from the supervisor regarding the status of breakaway activities.

Banquet / Event Supervisor:

- Supervise the banquet / event service staff.
- Turn off the public address system.
- Request Media / Engineering department to collect microphones, cords projectors and other audiovisual equipment and return to storage.
- Search area for valuable items left behind by guest.
- Check cloakroom and restrooms areas and secure any items found and turn them in to the [lost and found](#) the following day.
- Turn off lights and Also request the Engineering department to turn off the HVAC system.
- Lock all the doors and return the keys to the security department.
- Inform maintenance department regarding any maintenance problems which need attention.
- Prepare report to the Banquet manager regarding any guest complaints or serious staff-member relations problem.

Banquet Standard Operating Procedures Guide

Joe Perdue, John M. Stefanelli



Banquet Standard Operating Procedures Guide:

A Meeting Planner's Guide to Catered Events Patti J. Shock, John M. Stefanelli, 2008-10-20 Food and beverage is the largest portion of a meeting budget but most meeting and event planners have no formal background in purchasing and managing this expense This guide helps event meeting and convention planners save money negotiate contracts deal with catering managers and successfully manage the food and beverage aspect of their event Covering everything from styles of service to on premise and off premise considerations to food and beverage contract negotiation this book is a comprehensive and accessible reference for event planners and students

Catering and Convention Service Survival Guide in Hotels and Casinos Lisa Lynn Backus, Patti J. Shock, 2017-05-08 The role of the catering and convention service manager CCSM is diverse and must juggle event components This book imparts authors in depth knowledge of what a CCSM does what emotional and technical skills are required how to relate to planners and execute contracts It covers communication food and beverage information banquet service styles menu planning and event space setup standards Included are best practices of working with nonprofits social wedding association corporate VIP celebrity events and tradeshow The authors also discuss how this industry operates within casino properties Then the revenue upsell opportunities for all stakeholders industry accounting and the paperwork that pulls it all together

Food Safety and Excellence in Hospitality Management Ravi Gaekwad, 2023-11-29 Explore a curated collection of subject specific books tailored for hotel professionals students enrolled in hotel and hospitality courses and readers passionate about food safety hospitality and etiquette Immerse yourself in the intricate world of hotel management with titles covering diverse aspects such as effective service strategies culinary arts and industry ethics Delve into the nuances of food safety protocols ensuring a comprehensive understanding of hygiene standards in the culinary realm The book is an invaluable companion for students navigating the complexities of hospitality education offering insights into management principles customer service excellence and professional conduct Whether you re refining your skills in hotel operations or simply indulging in the art of gracious living this book provides a rich tapestry of knowledge elevating your expertise in the multifaceted domain of hotel management and enhancing your appreciation for the finer points of etiquette and hospitality

Travel Guide of Beijing, China Ni Hao, This book is the volume of Beijing among a series of travel guides Travelling in China Its content is detailed and vivid

Explorer's Guide Baltimore, Annapolis & The Chesapeake Bay: A Great Destination (Explorer's Great Destinations) Allison Blake, 2010-06-14 Previous editions published as The Chesapeake Bay Book

A Club Manager's Guide to Private Parties and Club Functions Joe Perdue, John M. Stefanelli, 1998-04-27 Focusing exclusively on the practices terminology and business demands unique to club catering this book covers all crucial management aspects of private parties and other club functions It provides clear step by step guidelines on room selection and setup meals and beverages staffing member relations financial reports everything the busy professional needs to keep a catering business running smoothly

Resources in Education , 1993

Catering Management Nancy Loman Scanlon, 2012-12-17 An essential up to date guide for catering students and professionals Catering Management Fourth Edition covers all aspects of the business operations sales and marketing to food and beverage service menu planning and design pricing equipment staff training and more The new edition is completely revised with information on sustainable and green catering practices digital menu and proposal design new catering industry software and the expansion of the event market State of the art marketing strategies including social networking web promotion and on demand proposal development are also covered *Catalog of Copyright Entries. Third Series* Library of Congress. Copyright Office, 1964 Includes Part 1 Number 1 Books and Pamphlets Including Serials and Contributions to Periodicals January June **Hospitality Sales and Advertising** James R. Abbey, 1998

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