

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

S Ben Porath



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