



## OHIO FCCLA LODGING SKILL EVENT

# Creative Banquet Table Design

### DESCRIPTION OF EVENT:

*Participant(s) will prepare a reception table and sample dining table according to a Banquet Event Order (BEO).*

**This skill event supports and integrates the following Hospitality and Tourism/Lodging and Travel Services Career Field Standards.**

### OHIO DEPARTMENT OF EDUCATION CAREER FIELD STANDARDS

#### Hospitality and Tourism Core Body of Knowledge

- 2.1 Read to acquire meaning from written material.
- 2.2 Interpret nonverbal behaviors.
- 2.3 Apply active listening skills.
- 2.4 Use verbal skills.
- 2.7 Communicate with co-workers and supervisors.
- 3.1 Foster positive relationships with customers to enhance company image.
- 3.2 Respond appropriately to customers to foster positive relationships.
- 5.1 Foster self-understanding to recognize the impact of personal feelings on others.
- 5.2 Develop personal traits to foster career advancement.
- 5.3 Demonstrate ethics.
- 5.4 Manage emotional reactions to people and situations.
- 5.5 Identify with others' feelings, needs, and concerns.
- 5.6 Demonstrate respect for cultural diversity in hospitality and tourism.
- 5.8 Use communication skills to foster open, honest communications.
- 5.11 Apply problem-solving techniques to obtain solutions to issues/questions.
- 5.12 Manage stressful situations.
- 5.13 Implement teamwork techniques.
- 5.14 Employ leadership skills.
- 6.2 Employ entrepreneurial discovery strategies to generate feasible ideas for business ventures.
- 7.9 Explain accounting procedures needed to track money flow and to determine financial status.
- 7.11 Discuss the importance of financial resources.
- 8.1 Implement organizational skills to facilitate others' work efforts.
- 9.3 Utilize computer system.
- 9.5 Use computer applications.
- 9.7 Maintain business records.
- 10.2 Explain what motivates customers' decision making.
- 10.10 Generate product/service ideas.
- 10.11 Employ product/service mix strategies.
- 13.1 Adhere to health and safety regulations.
- 13.2 Follow safety procedures.
- 13.3 Apply sanitation procedures.
- 13.4 Develop policies, strategies and procedures needed to protect employee and customer safety.
- 13.11 Control the inventory and quality of supplies, materials and products.
- 13.16 Follow basic facility operation procedures.

- 14.1 Acquire self-development skills.
- 14.2 Utilize critical-thinking skills for determining the best options and/or outcomes.
- 1 Implement time management skills.
- 2 Acquire product/service knowledge.
- 15.8 Sell a good, service or idea to an individual and/or to groups.

## **Lodging & Travel Services Pathway**

- 30.3 Assimilate lodging and travel services terminology into professional communications with others.
- 34.3 Discuss meeting products and services.
- 34.4 Sell lodging products and services to one or to small accounts.
- 36.3 Assess the role of the menu as a marketing and planning tool.
- 36.6 Set up meeting and banquet rooms.
- 41.2 Determine attendee's needs and interests.
- 41.6 Evaluate the role of the resume and/or the banquet event order (BEO)

### **ELIGIBILITY:**

- 1. Participants are an affiliated member of the state and national FCCLA organizations.
- 2. Participants are enrolled in a Lodging Pathway program under the Hospitality and Tourism.
- 3. An entry may include 1 or 2 participants.

### **PURPOSES:**

- 1. To properly prepare a reception table with visual appeal according to a Banquet Event Order (BEO).
- 2. To demonstrate applications in sanitation and safety.
- 3. To exhibit appropriate grooming, attire, and hygiene acceptable for banquet set-up personnel.
- 4. To apply basic bookkeeping skills in working within a provided budget.

## **Creative Banquet Table Design**

### **RULES:**

- 1. This is event that may include one or two people per entry. Individual and team entries follow the same rules, timing, and scoring.
- 2. If a team who qualifies for state conference and loses a member, the other member may compete at state conference as an individual. They may not replace the teammate. An individual who qualifies for state conference may not add another member for state conference.
- 3. With the exception of a six-foot table, participants bring their own supplies and equipment. Electricity will not be available.
- 4. Supplies and equipment not listed on the "Provided by Participant" portion of the supplies and equipment list *must be purchased* from a retailer, vendor or wholesaler (purchasing from a non-business is not allowed). Receipts and a completed expenditure form (template provided) must total no more than \$25 and be submitted to judges.
- 5. Submit BEO plan with menu choices appropriate for a reception.
- 6. No food will be prepared for this event.
- 7. Multiple participants (potentially all) will set-up their tables at the same time within the 25-minute time limit. Once time has been called, all participants vacate the room. Participants should be wearing set-up attire.
- 8. Participants will have 5 minutes to "sell" their table design via an oral presentation. They may change into appropriate clothing for sales.
- 9. Participants may not use note cards or table diagram. Sales presentation materials (portfolios, folders and/or brochures) may not be used to enhance sales presentation.
- 10. Competition team members are only ones allowed to bring in supplies for set up. No one else is permitted in the competition room.
- 11. Participants must be dressed and groomed to industry standards.
- 12. This event is closed to observers, however displays may remain for viewing after the judging is completed.

#### **TIMING FOR EVENT**

Preparation of Reception & Dining Tables 25 minutes

Oral Sales Presentation 5 minutes

Questions & Answers 5 minutes

**Total Time for event\* 35 minutes**

\*The oral presentation time occurs separately from the preparation time as participants wait to present their display and answer judges' questions.

## **PROCEDURES:**

To successfully complete the Banquet Table Design Skill Event the participant will:

1. Read the event and the rating sheets thoroughly.
2. Determine an overall theme and create a table design that compliments and supports your menu. Submit a BEO to the judges.
3. Determine supplies and equipment from "provided by participant" list to bring for the set-up.
4. Purchase up to \$25 for any supplies and equipment not on "provided by participant" list; collect receipts and complete expenditure form (template provided) to submit to judges.
5. Arrive at least 30 minutes prior to assigned competition time to register and carry supplies and equipment into competition area.
6. Prepare reception table within the allotted amount of time. Judges will be present during the set up to observe safety, sanitation and team work, as applicable.
7. Present reception table in mode of an "oral sales pitch" to the judges for up to 5 minutes.
8. Respond to judges' questions.

## **SUPPLIES AND EQUIPMENT**

### ***Supplied by the participant***

Participants – at their own discretion – may bring any or all of the following supplies and equipment, without including them in their budget. Any supplies and/or equipment that are not on the list are to be itemized on the provided invoice and submitted with receipts to the judges. The budget for the invoice is \$25.00.

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|---|---|
| 1. Standard tablecloths   | 5. Serving utensils                                   |
| 2. Table skirting   | 6. Cloth napkins                                      |
| 3. Table skirting clips and/or pins                                   | 7. Pans, etc. used for hidden heights                 |
| 4. Serving containers (chafers, serving trays, platters, bowls, etc.) | 8. Appetizer dishes and/or plates and eating utensils |

### ***Supplied by the rally site***

One 6-foot table (30" x 72") per entry. \*\*Note that at least half and hopefully all entries set up displays at the same time.

## **Creative Banquet Table Design**

### **Chairperson's Procedures**

1. Secure a team of three judges for the entire event. Provide event packet and score sheet to judges prior to the event.
2. On day of competition, orient judges prior to event.
3. Provide one standard six-foot tables per entry. Align tables throughout the room so that each team has space in which to work on all sides of their table (a minimum of two feet on all sides). Depending upon size of room, at least four teams (and preferably, all teams) should be scheduled to prepare their tables at the same time.
4. No electrical outlets may be used for this event.
5. Allow all participants to bring equipment and supplies into competition area, near their tables, immediately prior to event. Do not allow any unpacking or organizing.
6. When ready, start the participants at the same time. Provide timing updates at least two times during the event. (Ex. "15 minutes remaining")
7. When time is called, all participants immediately exit room.
8. As judges request, chairperson calls an entry's participants into competition area. Participants will give a brief sales presentation on their display, submit invoice and receipts for additional supplies and equipment used, and field questions within allotted timeframe. Participants exit room before next entry's participants present.
9. After meeting with all participants, allow time for judges to collaborate, review displays, and verify expenditures.
10. Table displays remain intact until all entries are evaluated and judges release all of them to be dismantled. Displays may remain intact for public viewing.