

Ohio FCCLA Lodging Event



Meeting Event Set-up

FOUNDATION QUESTIONS

Regional & State Levels

Judges ask all teams five (5) questions from the following list of twenty and score their responses in the foundation questions portion of the rating sheet. The same five (5) questions do not have to be given to each team. Since responses may vary, judges are to use their professional judgment as to whether the response is close to the supplied answer. Participants receive one point for each correct response (a maximum of 5 total points).

QUESTIONS AND ANSWERS

1. What is a Banquet Event Order (BEO) and how is it used?

Also known as a function sheet, the BEO is a document that details the function as agreed upon by the client and sales & catering representative. It provides all the information needed to prepare for a function. Some components important to the banquets department include the type of function, number of guests, timing of the event, menus, set-up requirements, audiovisual needs and special requirements.

2. What are some general cleaning tasks performed by banquet setup employees? (List 5)

1. Vacuuming function room carpets
2. Sweeping floors in function rooms
3. Mopping floors in function rooms
4. Cleaning hardwood & parquet floors in function rooms
5. Wiping tables
6. Dusting

3. What are some sanitation procedures in banquets?

1. Wash hands
2. Wash tables
3. Keep linens off floor

4. What is the difference between a tablecloth and a table skirt?

The tablecloth is placed atop the table. The table skirt is secured to the edge of the table to hide the legs of the table.

5. What do you do if a tablecloth is ripped or stained?

Follow company procedures, which generally, includes removing it from the table and bringing it to the attention of the laundry attendant.

6. What are some benefits of communicating with other banquet set-up workers?

1. To plan a strategy
2. To eliminate redundancy
3. To build teamwork
4. To work more efficiently

7. How are rectangular and round tables most commonly used in functions?

Rectangular tables – head tables, registration tables, display tables and meeting tables

Round tables – dining tables, cocktail tables and display tables for wedding/anniversary cakes

8. List 5 standard set-up styles.

1. U-shape style
2. Classroom style
3. Theater or auditorium style
4. Round table or banquet style
5. Open square
6. Conference room style

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9. What would you do if you found a frayed wire on the overhead projector?

1. Disconnect it
2. Tag it
3. Remove it
4. Replace it

10. What is the process for setting up an overhead projector?

Place it on a secure surface that is convenient to the speaker. Plug it in and turn it on to make certain it operates properly. Tape down any loose wires.

11. What is the proper way to unplug any electrical equipment?

Make sure it is turned off, and then pull the plug, not the wire.

12. What does "tape down the wires" mean? Why would you do this?

When wires, such as those from audiovisual equipment, are exposed to a traffic pattern banquet set-up employees use duct tape to secure the wires to the floor. This prevents people from tripping over them.

13. What does symmetry mean? Why is symmetry important in banquet room set-up?

Having balanced proportions. In banquet set-up, it means to balance the size, shape and relative position of tables, chairs and equipment throughout the room. A room set up symmetrically provides for orderliness and instant eye appeal.

14. When is table skirting typically used on a table?

Table skirting is typically used on tables where important people are sitting (such as a head table), where something is being display (such as a wedding cake) or where food and/or beverage is served (such as a break table or buffet).

15. List some safety checks to be performed on all electrical equipment.

- | | |
|------------------------------|--|
| 1. Frayed wires? | 4. Wires exposed to a traffic pattern? |
| 2. Proper extension cord? | 5. Working bulbs? |
| 3. Equipment broken/cracked? | 6. Grounded? |

16. What does OSHA stand for? What do they do?

The Occupational Safety & Health Administration is a federal agency that helps keep employees safe by regulating sanitation, safety and first aid in the workplace.

17. Why is it important to plan a strategy before setting up a room?

It saves time and is more efficient to plan the process and the final product. This way, team members all know what each are doing and everyone is visualizing the same outcome. It also eliminates much re-do, which is very costly in time and in payroll.

18. Besides hotels, where else could you use banquet set-up skills?

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|-----------------------|--------------|
| 1. Office | 4. Hospital |
| 2. Cruise ship | 5. Home |
| 3. Convention Centers | 6. (Others?) |

19. What are some basic rules for lifting?

1. Test the item to see if it is too heavy to lift
2. Lift with your legs, not with your back
3. Keep your back straight
4. Communicate whenever lifting with a partner
5. (Others?)

20. Describe your perception of what it takes to be a professional banquet setup employee..

(Answers will vary, but should include characteristics of professional appearance, behaviors, guest oriented, independent and team player, etc.)