



Creative Banquet Table Design Score Sheet

Name(s)

School

INSTRUCTIONS TO EVALUATORS: Refer to the indicators in the left column to evaluate the entry. Circle the correct score then write the appropriate numerical rating in the "score" column. Comments should help participants identify their strengths and areas for improvement. Comments **must** be made on any score not reflecting an excellent score. Record total points on each page and then total points overall. Verify point total and sign.

Descriptor & Indicators	Scoring Guide	Score	Written Comments
THEME: <input type="checkbox"/> Theme instantly clear <input type="checkbox"/> Theme coincides/supports menu <input type="checkbox"/> Colors are consistent with theme <input type="checkbox"/> Props & decor support theme	Number of indicators met x 2 Possible: 8		
RECEPTION TABLE: CLOTHS <input type="checkbox"/> Clean <input type="checkbox"/> Sized correctly <input type="checkbox"/> Wrinkle-free <input type="checkbox"/> Free of rips, tears, spots, stains, etc. <input type="checkbox"/> Even hang on exposed side (rear) <input type="checkbox"/> Hems not exposed	Number of indicators met x 1 Possible: 6		
RECEPTION TABLE: SKIRTING <input type="checkbox"/> Clean <input type="checkbox"/> Sized correctly <input type="checkbox"/> Wrinkle-free <input type="checkbox"/> Free of rips, tears, spots, stains, etc. <input type="checkbox"/> Starts & ends at back of table <input type="checkbox"/> Table legs not visible <input type="checkbox"/> Skirt evenly edges top of table <input type="checkbox"/> Skirt fitted tightly (no sags) <input type="checkbox"/> Clips/pins applied evenly approx. 12" apart and surrounding corners <input type="checkbox"/> Clips/pins applied correctly	Number of indicators met x 1 Possible: 10		
RECEPTION TABLE: SAFETY & SANITATION <input type="checkbox"/> Props & decor don't lend to potential for physical contamination <input type="checkbox"/> Serving containers selected hold food at proper temperatures <input type="checkbox"/> Placement prevents potential for cross contamination <input type="checkbox"/> Placements are secure (from tipping, falling, etc.) <input type="checkbox"/> Placements don't cause hazards	Number of indicators met x 2 Possible: 10		
RECEPTION TABLE: DESIGN & USAGE <input type="checkbox"/> Eye catching focal point <input type="checkbox"/> Uses multiple heights to add depth & interest <input type="checkbox"/> Symmetrical or pleasingly asymmetrical <input type="checkbox"/> Use of color compliments display <input type="checkbox"/> All menu items are represented on the display <input type="checkbox"/> Serving containers enrich foods <input type="checkbox"/> Menu items are identified in a pleasing manner <input type="checkbox"/> Correct serving utensil for each menu item <input type="checkbox"/> All serving utensils shiny and smudge-free <input type="checkbox"/> Plates appropriate to menu & theme <input type="checkbox"/> Plates clean and in good repair <input type="checkbox"/> Eating utensils appropriate to menu <input type="checkbox"/> Eating utensils shiny and smudge-free <input type="checkbox"/> Overall placement encourages guest flow <input type="checkbox"/> Area around table is clean & clutter-free <input type="checkbox"/> Overall table is appealing	Number of indicators met x 1 Possible: 16		
Total Page 1			

<p>PRESENTATION: PROFESSIONAL APPEARANCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Uniform(s) industry appropriate for banquet set-up <input type="checkbox"/> Spotless, pressed uniform(s) <input type="checkbox"/> Clean, polished shoes <input type="checkbox"/> Light or no make-up <input type="checkbox"/> Nails clean and trimmed <input type="checkbox"/> Minimal or no jewelry <input type="checkbox"/> Hair clean, trimmed and controlled/secure from face 	<p>Number of indicators met x 2</p> <p>Possible: 14</p>	
<p>PRESENTATION: SALES PITCH</p> <ul style="list-style-type: none"> <input type="checkbox"/> Self-introduction <input type="checkbox"/> Offers firm handshake to all judges <input type="checkbox"/> Accurately connects theme & display to menu <input type="checkbox"/> Describes guest flow at reception table <input type="checkbox"/> Provides appropriate examples how theme could be expanded beyond the reception table <input type="checkbox"/> Solicits questions <input type="checkbox"/> Provides correct responses to questions <input type="checkbox"/> Provides complete, expanded responses to questions, as appropriate <input type="checkbox"/> Thanks judges 	<p>Number of indicators met x 2</p> <p>Possible: 18</p>	
<p>PRESENTATION: TECHNIQUE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintains appropriate distance <input type="checkbox"/> Gives eye contact to all judges <input type="checkbox"/> Maintains positive body language (smiles, etc.) <input type="checkbox"/> Pitch, volume, and tempo is appropriate <input type="checkbox"/> Speaks clearly <input type="checkbox"/> Uses descriptive verbiage <input type="checkbox"/> Uses correct grammar and pronunciation <input type="checkbox"/> Appears prepared 	<p>Number of indicators met x 1</p> <p>Possible: 8</p>	
<p>EXPEDITURES: Participant provided receipts and completed expenditure form totaling no more than \$25. All items <i>except</i> the following must be financially accounted for:</p> <ul style="list-style-type: none"> ▪ Tablecloths ▪ Serving utensils ▪ Table skirting ▪ Table skirting clips and/or pins ▪ Cloth napkins ▪ Pans, etc. used for hidden heights ▪ Serving containers (i.e. chafers, serving trays, platters, bowls) ▪ Appetizer dishes and/or plates and eating 	<p>0 Points: Expenditure form and/or receipts incomplete or not submitted OR all "extras" are not accounted for OR "extras" total more than \$25.</p> <p>5 Points: Expenditure form and receipts neatly organized and completed. All "extras" are accounted for and do not exceed \$25.</p> <p>Possible: 5</p>	
<p>OVERALL BANQUET TABLE DESIGN</p>	<p>0 Neither table nor presentation meets industry standards</p> <p>1 Only presentation meets industry standards</p> <p>2 Only table meets industry standards</p> <p>3 Table & presentation approach industry standards</p> <p>4 Both table& presentation meets industry standards</p> <p>5 Both table & presentation exceeds industry standards</p>	
TOTAL SCORE PAGE 2		

SCORES:

Page 1: _____ (50)

Page 2: _____ (50)

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TOTAL SCORE	90-100	Gold
	70-89	Silver
	0-69	Bronze

<p>Evaluator's signature: _____</p> <p>Chairperson verification of total score: _____ (please initial)</p>
