



## 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 Resorts Content Standards Career Specialization competencies:

#### Ohio Department of Education Content Standards

- |     |   |      |  |
|-----|---|------|--|
| 2.5 | Analyze the role of creativity and innovation   | 12.4 | Apply company-selling policies.                              |
| 2.7 | Establish criteria for purchasing products and services   | 29.4 | Sell products and services.                                  |
| 3.1 | Apply active listening skills to obtain and clarify information provided in oral communication. | 31.1 | Describe the importance of the food and beverage department. |
| 3.2 | Listen and speak effectively to contribute to group discussions and meetings.                   | 31.2 | Review the functions of the food and beverage department.    |
| 3.4 | Deliver presentations.  | 31.3 | Assess the role of the menu as a marketing and planning tool |
| 5.1 | Follow safety procedures.   | 31.6 | Cater banquets   |
| 5.2 | Apply sanitation procedures.  |      |  |
| 9.4 | Manage quality project information.   |      |  |

#### Correlated English Language Arts Academic Content Benchmarks

- *Select and use effective speaking strategies for a variety of audiences, situations and purposes.* (Communication: Oral and Visual C, 11-12)
- *Demonstrate an understanding of effective speaking strategies by selecting appropriate language and adjusting presentation techniques.* (Communication: Oral and Visual D, 8-10)
- *Evaluate the content and purpose of a presentation by analyzing the language and delivery choices made by a speaker.* (Communication: Oral and Visual C, 8-10)
- *Give persuasive presentations that structure ideas and arguments in a logical fashion, clarify and defend positions with relevant evidence and anticipate and address the audience's concerns.* (Communication: Oral and Visual D, 11-12)
- *Give presentations using a variety of delivery methods, visual displays and technology.* (Communication: Oral and Visual F, 11-12)

#### Correlated Mathematics Academic Content Benchmarks

- *Locate and interpret mathematical information accurately, and communicate ideas, processes and solutions in a complete and easily understood manner.* (Mathematical Processes H, 8-10)
- *Estimate, compute and solve problems involving real numbers, including ratio, proportion and percent, and explain solutions.* (Number, Number Sense and Operations G, 8-10)
- *Write and solve real world, multi-step problems involving money, elapsed time and temperature, and verify reasonableness of solutions.* (Measurement F, 8-10)
- *Locate and interpret mathematical information accurately, and communicate ideas, processes and solutions in a complete and easily understood manner.* (Mathematical Processes H, 8-10)
- *Apply mathematical knowledge and skills routinely in other content areas and practical situations* (Mathematical Processes B, 8-10)

### 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 1or 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 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 the two six-foot tables, 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. At least 3 weeks prior to the event, participants will receive a Banquet Event Order (BEO) from Ohio FCCLA, complete with a menu for a reception table.
6. No food will be prepared for this event.
7. Multiple participants (potentially all) will design their tables at the same time within the 25-minute time limit. Once time has been called, all participants vacate the room.
8. Participants will have 5 minutes to "sell" their table design via an oral presentation.
9. Participants will be called to present their design to the judges. Participants should take up to 5 minutes to sell their design to the judges. The remainder of the time will be spent responding to judges' questions.
10. Participants may have assistance to bring in supplies, equipment or materials. However, only the participants may unpack, organize items and set up the display – all to be done once the event has started.
11. Participants must be dressed and groomed to industry standards for a banquet set-up employee.
12. This event 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
<b>Total Time for event*</b>	<b>35 minutes</b>

\*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. Once BEO is received from Ohio FCCLA, determine an overall theme and create a table design that compliments and supports the menu.
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.

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

#### ***Supplied d 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 in tact until all entries are evaluated and judges release all of them to be dismantled. Displays may remain in tact for public viewing.