

HTE 3623 Banquet Evaluation
Banquet Theme/Date:

1000 Points Total

1. Banquet Theme _____ **10 pts**

Researched Feasibility Follow-through
 Originality

2. Banquet Menu _____ **20 pts**

Researched Feasibility (execution and cost) Matches theme

3. Recipes _____ **25 pts**

Researched Feasibility (execution and cost) Punctual
 Properly converted

4. Shopping List _____ **20 pts**

Complete Organized Punctual
 Accurate

5. Recipe Testing _____ **25/25 pts**

Organized Correct sanitation followed for testing
 Complete uniform for testing All group members actively participated
 Recipes properly adjusted Second testing needed (graded at 25 pts)

6. Linen Order _____ **10 pts**

Complete Accurate Punctual

7. Banquet Costing _____ **80 pts**

Complete Accurate Yields Within \$4 per Person

8. Prep List/Time Line of Banquet _____ **50 pts**

Complete Accurate Organized Punctual

8. Pre-Luncheon Prepping _____ **75 pts**

Complete Uniform for Prepping Correct Sanitation Followed for Prepping
 Organized Clear Directions for Staff
 Coordinated team effort

9. Guest Menus _____ **10pts**

Attractive Original Accurate
 Survey on back w/theme and date

10. Centerpieces _____ **20 pts**

Attractive Original Matched or complimented theme
 Worked well w/table setup (not too large or tall)

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11. Table Settings/Dining Room Set Up **30 pts**

- | | |
|---|---|
| <input type="checkbox"/> Correct/spot free utensils | <input type="checkbox"/> Correct spacing of utensils/plates/glasses |
| <input type="checkbox"/> Dining room clean | <input type="checkbox"/> Chairs clean and spaced correctly |
| <input type="checkbox"/> Napkin fold appropriate/consistent | <input type="checkbox"/> Tablecloths pressed/correctly laid |

12. Management of Kitchen **250 pts**

- | | | |
|--|---|---|
| <input type="checkbox"/> Staff Meeting | <input type="checkbox"/> Manager Cognizance | <input type="checkbox"/> Adequate Prep Time |
| <input type="checkbox"/> Hot Food/Hot | <input type="checkbox"/> Cold Food/Cold | <input type="checkbox"/> Sanitation/HACCP |
| <input type="checkbox"/> Plating | <input type="checkbox"/> Uniforms Checked | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Employee evaluations turned in complete and on time | | |

13. Dining Room Management **250 pts**

- | | | |
|--|---|---|
| <input type="checkbox"/> Staff meeting | <input type="checkbox"/> Manager cognizance | <input type="checkbox"/> Adequate time to set up |
| <input type="checkbox"/> Proper service technique | | <input type="checkbox"/> Timely/attentive service |
| <input type="checkbox"/> Proper/prompt removal of plates/wares | | <input type="checkbox"/> Correct table seating |
| <input type="checkbox"/> Uniforms checked(clean/pressed) | | <input type="checkbox"/> Time management |
| <input type="checkbox"/> Employee evaluations turned in complete and on time | | |

14. Post Luncheon Sanitation Inspection **100 pts**

See Sanitation Inspection Document

Overall Comments

Total Points: _____

Luncheon grade does not reflect peer review. Individual grades will be adjusted accordingly when portfolios are submitted.