

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: FUNCTION ORGANIZATION {CONVEN. & BANQUETS

Code No.: HMG 23 1

Program: HOTEL & RESTAURANT MANAGEMENT

Semester: III

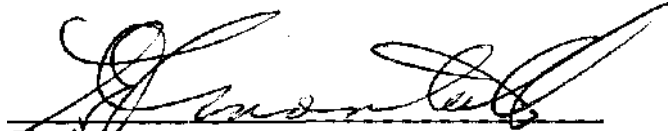
Date: SEPTEMBER, 1986

Author: G.W. DAHL

New:

Revision:

APPROVED:



chairperson

Date

FUNCTION ORGANIZATION

HMG 231

Course Name

Course Number

COORSE LEHGTH: 15 hours

OBJECTIVES:

Having completed the course, the student will be able to:

- a) Identify the organizational needs of a catering department.
- b) Identify the hardware required by a catering service.
- c) Properly set-up for various types of functions.
- d) Properly staff for a catering function in at least 3 types of service
- e) Successfully promote and maintain a catering service.

TOPICS TO BE COVERED:

A) Office Set-Up:

- 1) Function Sheets
- 2) Reservations and Deposits
- 3) Contracts

B) Sales Tools:

- 1) Room Specifications
- 2) Menu Selections
- 3) Equipment Inventory

C) Function Organization:

- 1) Weekly Schedules
- 2} Departmental Responsibilities
- 3) Service Staff Scheduling
- 4) Delegation of Responsibilities

D) **Room Arrangements:**

- 1) Identify the type of function to coordinate the proper room set-up whether for food service or meeting purpose.
- 2) Use of various themes.

<

fc

- 3 -

E) **Accountability:**

- 1) Kitchen
- 2) Guests
- 3) Accounting Department

F) **Follow-Up:**

- 1) Piles and Records
- 2) Repeat Business
- 3) Letters and Cards

EVALUATION:

Term Test	-	20%
Final Test	-	20%
Banquet Project	-	30%
Gallery Management	-	30%

Passing Mark: 60%

All assignments are due on **date specified**. Late hand-ins will not be marked. Only in those cases of sickness or other major circumstances will marking be considered.

Instructor available in Room E371 for further information or clarification of assignments and grading. Please check time for availability.