

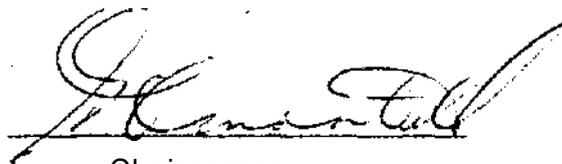
SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: Function Organization (Conven. § Banquets)  
Code Mo.: TMG 231  
Program: Hotel § Restaurant Management  
Semester; III  
Date: September 6, 1984  
Author: G. Dahl

New: Revision: x

APPROVED:



Chairperson

Date: gV'• <?• p - /£

COURSE OUTLINE

September 1984

Course Title: Function Organization

Course Length: 15 hours

Objectives:

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

- (1) Identify the organizational needs of a catering department.
- (2) Identify the hardware required by a catering service.
- (3) Properly set-up for various types of functions.
- (4) Properly staff for a catering function in at least 3 types of service.
- (5} 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
- T) Departmental Responsibilities
- 3) Service Staff Scheduling
- 4) Delegation of Responsibilities

D) Room Arrangements:

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

Accountability:

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

Follow-Up:

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

Evaluation:

- |                        |   |     |
|------------------------|---|-----|
| - Class Participation  | - | 101 |
| - Class Assignments    | - | 301 |
| - Banquet Menu 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.