

# **Lodging Management Program 2010 Island Competition**

## ***Banquet Event Project***

This project involves many facets and you will need to review the entire project before you begin. Your project is to plan a banquet, fund raiser event for the 2010 Guam Community College Culinary Arts 7<sup>th</sup> Anniversary Celebration that includes the following.

Banquet Event Order including the following

- Menu Suggestions -
- Decorations –
- Miscellaneous Information -
- Menu Selected -
- Type of Service –
- Table Mise en Place (design) –
- Banquet Room Layout – Floor Plan

Guest Invitation to the Event

Costing of Event Sheet

Scoring will be in four areas:

- BEO
- Invitation
- Floor Plan
- Menu

You will have for each area an instruction sheet and or worksheet that will help you in providing the information with which to finalize this project. The Materials that you will need to complete the project will be provided to you.

Good Luck!

## **THE ORDER**

*Based on the following information, fill out the Banquet Event Order form.*

Dear Banquet Manager, Guam Community College,

This letter is to confirm the arrangements for our Guam Community College Culinary Arts 5<sup>th</sup> Anniversary fundraiser and dinner banquet to be held on Saturday, May 9, 2009 in the Guam Community College Multi Purpose Room.

The banquet will begin at 6:00 pm with the food service to begin at 6:45.

We will be holding a silent auction and will need tables (approximately 6) to display the items to be auctioned. The auction will begin as guests arrive with the winners to be announced at 8:00 pm.

We will be having an on going power point photo demonstration (we will provide the computer and multi media) throughout the evening of our students “in action” and will need a screen. We will also need a small podium/stage to display awards.

We are expecting 160 and guests and would like to have no more than 8 people seated at round tables. And, no more than 8 people seated at Round tables. We would like the tables to be decorated in color schemes with center pieces that reflect the theme and colors of the Guam Community College.

Our budget allows for us to spend \$30.00 to \$35.00 per person for the banquet. Including the cost of invitations, food, room rental and all other costs.

I look forward to meeting with you as soon as possible to go over your plan for our event. You may call me at 671-735-5629 if you have any questions about the event or need additional information.

Thank you,

Barry L. Mead, CFBE, CHE  
Assistant Professor  
Guam Community College