

Student Club Event Planning Checklist

x Weeks to a Month Ahead	Date	Person(s) Responsible
Determine purpose and event plan		
Develop budget and marketing strategy		
Determine volunteer needs		
Timeline created		
Request room reservation		
hree Weeks in Advance	Date	Person(s) Responsible
Turn in any contract information	- 12	
Turn in publicity requests		
Process requisition requests for payment		
Request photo shoot needs		
Place catering requests		
ne Week in Advance	Date	Person(s) Responsible
Finalize your agenda or program		
Give and confirm final staff assignments		
Create signage	10	
Check on final payment arrangements		
Day of Event	Date	Person(s) Responsible
Check room to make sure that all equipment and	LAST C-C	rerson'ts/ Kesponsible
arrangements are in place	1	
Post directional signs as needed		
Check on food and entertainer's special needs		
Check that greeters are in place with pens, comment cards, etc.		
Secure any payments due that day		
Check that photography is in place		
Check all decorations are in order		
After Event	Date	Person(s) Responsible
Remind participants to fill out comment cards		
Secure all pens, materials and monies		
Deposit monies as soon as possible		
Check and remove any garbage		
One to Two Weeks After	Date	Person(s) Responsible
Send "Thank You" notes		
Have a meeting to review the event for improvements in the future - debriefing		

Banquet Checklist Template

New Brunswick. Dept. of Health

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The Encyclopedia of Restaurant Forms Douglas Robert Brown, 2004 Accompanying CD ROM contains all the forms over 475 available in the book in pdf format and can be customized and printed New York Magazine ,1981-11-23 New York magazine was born in 1968 after a run as an insert of the New York Herald Tribune and guickly made a place for itself as the trusted resource for readers across the country With award winning writing and photography covering everything from politics and food to theater and fashion the magazine's consistent mission has been to reflect back to its audience the energy and excitement of the city itself while celebrating New York as both a place and an idea The Encyclopedia of Restaurant Training Lora Arduser, Douglas Robert Brown, 2005 Book CD ROM Training is an investment for the future the only foundation on which success can be built Training delivers excellence in product and performance elevating a good restaurant into a great one Training will keep the skills of its employees and management sharp But in no other industry is its absence or presence as obvious as it is in the food service industry It is hard to find good qualified employees and even harder to keep them In addition unemployment levels are low and competition for qualified workers is tough What s the answer Training Constant training and re enforcement keeps employees and management sharp and focused and demonstrates the company cares enough to spend time and subsequently money on them And that s precisely what this encyclopaedic book will do for you be your new training manager The first part of the book will teach you how to develop training programs for food service employees and how to train the trainer The book is full of training tips tactics and how to s that will show you proper presentation and how to keep learners motivated both during and after the training The second part of the book details specific job descriptions and detailed job performance skills for every position in a food service operation from the general manager to dishwasher There are study guides and tests for all positions Some of the positions include General Manager Kitchen Manager Server Dishwasher Line Cook Prep Cook Bus Person Host Hostess Bartender Wine Alcohol Service Kitchen Steward Food Safety Employee Safety Hotel Positions etc Specific instructions are provided for Athletic Director's Desk Reference Donna A. Lopiano, Connee Zotos, 2013-11-19 Athletic using equipment as well Director's Desk Reference With Web Resource is the most authoritative and comprehensive resource available for collegiate athletic administrators Loaded with practical tools this resource guides program administrators in navigating their increasingly complex roles in athletic programs of any size With this reference administrators will confidently handle typical and unexpected situations and address the various policy and system needs required for running a successful athletic program Authors Lopiano and Zotos well known and respected for their contributions to collegiate and scholastic athletics guide readers with more than 75 combined years of experience as athletic program administrators coaches and consultants Complete with a practical web resource Athletic Director's Desk Reference offers extensive advice and tools for today s athletic director covering leadership and organizational planning office and facilities operations staff management student

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