



Youth Employability Skill Training Co-operative Educational Society Ltd.
AN AUTONOMOUS VOCATIONAL TRAINING INSTITUTION
(NATIONAL YOUTH PROGRAMME)

COURSE NAME : DIPLOMA IN RESTAURANT AND EVENT MANAGEMENT

DURATION : 6 Months

SUBJECTS:

<u>SL. NO</u>	<u>SUBJECTS</u>	<u>TOTAL MARKS</u>
1	EVENT PLANNING AND MANAGEMENT	50
2	RESTAURANT AND EVENT MANAGEMENT	50
3	PRACTICAL	100

SYLLABUS:

EVENT PLANNING AND MANAGEMENT

Course outcome

- Helps to gain a comprehensive understanding of event management, its key components
- Brings out the importance of event planning and execution,
- Briefs the different stages of event management,
- It helps to develop the essential skills required for successful event management.

Unit I Planning an Event or Meeting

- A. Determining objectives
- B. Planning the program
- C. Creating a suitable environment

Unit II Preliminary Planning

- A. Budgeting and financial management
- B. Site selection
- C. Promotion, marketing, and advertising

Unit - III. Addressing Basic Needs

- A. Housing
- B. Transportation
- C. Food and beverages
- D. Communication technology

Unit – IV. Working with People

- A. The Convention and Visitors Bureau
- B. Working with the convention services manager
- C. Negotiations

Unit – V. Decors and theme

- A. Meaning
- B. Types of décor
- C. Types of theme

Reference Books

1. The Event planning Toolkit – Linda Joyce Jones
2. The Non – Obvious to Event Planning – Andrea Driessen

RESTAURANT AND EVENT MANAGEMENT

Course outcome

- Identify various food service entities and their operational differences
- Demonstrate proper customer service in a hospitality setting or mock demonstration– from casual food service to formal food service
- Identify which managerial style fits your personality and how you will use this style in your career
- Identify various types of menus served in restaurants

UNIT – 1 Food & Beverage Service Equipment

Types & Usage of Equipments- Furniture, Chinaware, Silverware & Glassware, Linen, Disposables - Special Equipment - Care & maintenance

UNIT - 2 Food & Beverage Service Personnel

Food & Beverage Service Organization Structure - Job Descriptions .Attributes of Food & Beverage personnel.Basic Etiquettes.Inter departmental relationship

UNIT – 3 Menu knowledge

Introduction-Types –Ala Carte & Table d’hôte -Menu Planning, considerations and constraints, Menu Terms.Classical French Menu.Classical Foods & its Accompaniments with Cover.

Unit – 4 Planning an Event or Meeting Determining

Objectives - Planning the program-Creating a suitable environment

Unit – 5 - Preliminary Planning

Budgeting and financial management -Site selection - Promotion, marketing, and advertising

STANDARD OPERATIONAL PROCEDURE

1. Restaurant Etiquettes
2. Restaurant Hygiène practices
3. Mis-En-Place & Mis- En–Scene
4. Identification of Equipment’s
5. Laying & Relaying of Table cloth
6. Rules for laying a table & waiting at a table.
7. Carrying a Salver / Tray
8. Service of Water
9. Manipulation of Service spoon and fork for platter service
10. Carrying Plates, Glasses & other Equipment’s
11. Clearing an Ashtray
12. Setting of Table d’hôte & A La Carte covers.
13. Breakfast Table Lay – out & Service (Indian, American, English, Continental)
14. Crumbing, Clearing, Presenting the bill
15. Side board Organization

Reference Books

1. The Event planning Toolkit – Linda Joyce Jones
2. Food & Beverage Service Training Manual – Sudhir Andrews, Tata McGraw Hill
3. Food & Beverage Service – Vijay Dharwan

PRACTICAL - RESTAURANT AND EVENT MANAGEMENT

EXPERIMENTS:

1. Restaurant Etiquettes
2. Restaurant Hygiène practices
3. Mis-En-Place & Mis- En–Scene
4. Identification of Equipments
5. Laying & Relaying of Table cloth
6. Rules for laying a table & waiting at a table.
7. Carrying a Salver / Tray
8. Service of Water
9. Manipulation of Service spoon and fork for platter service
10. Carrying Plates, Glasses & other Equipments
11. Clearing an Ashtray
12. Setting of Table d'hôte & A La Carte covers.
13. Side board Organization
14. Recognize ethical issues in events planning/meeting management practices.
15. Use the Internet to acquire reliable information and data for and about event planning.
15. Demonstrate effective interpersonal communication skills.
16. Communicate clearly, coherently and convincingly, both orally and in writing
17. Create and present a fully-developed proposal for an event or meeting