

## **Staff management**

This list contains the essential points to remember for the service staff present on the day of the event. These points relate to both the equipment that may be needed and the planning of the work flow.

- ✓ Determine the number of waiters according to the number of guests
- ✓ Mark the limits for kitchen access
- ✓ Check the site for electrical outlets
- ✓ Kitchen facilities
- ✓ Style of uniforms
- ✓ Style of service
- ✓ Menu design
- ✓ Style of food (finger, buffet or plate service)
- ✓ Beverage Control
- ✓ Beverage service
- ✓ Make sure to have alcoholic and non-alcoholic drinks
- ✓ Food service
- ✓ Need for equipment
- ✓ Linen and dishes
- ✓ Glassware
- ✓ Payment Methods
- ✓ Outdoor Service
- ✓ Training of personnel
- ✓ Interpersonal skills