**Function Report Checklist**

**Front of the House**

* Copy of the menu
* Photos :
  + Individual place setting
  + Table setting
  + Entire Room
  + Server attire/uniforms
* Staff Schedule
* Timeline
* Sales and Marketing
  + Copy of Promotional Flyer
  + FB Page for event with the menu, dates, times and ticket sales info
  + Ticket Sales Spreadsheet with guests, # of tickets and revenue

**Back of the house**

* Recipes for each menu item **including sub-recipes**

**3 Requisitions:**

* + Demo Day
  + Practice Day
  + Event Day (costed)

**Timeblocks:**

* + Pastry
  + Culinary
  + Sanitation
  + Beverage
* Costed Requisition for the event
* Express costs as a percentage of sales

**Photos with captions:**

Each menu item

The line set-up

The sanitation stations

The pastry station

The beverage station

**Staff schedule**

**Steward’s list of equipment**

**Repair and Maintenance list**

**Management Team:**

* + Staff evaluations for *each* team member that reports to you
  + (Please use peer evaluations on BB)
  + Work Schedule
  + Individual Reflective Essays – Submitted directly to the professor and **NOT** part of the group assignment.
  + Individual Management team evaluations – submitted directly to the professor via email. Please use peer evaluation

**Format**: Your function report should include an executive statement that summarizes your concept, marketing strategies, management style, training and execution. Each section should have a narrative that explains the methodology you employed for that particular department or area of service.

**Summary** – Create a SWOT analysis of your restaurant and the service you delivered. What were your strengths, weaknesses, opportunities and threats? How did the event go overall? What where the successes? Did it flow smoothly? Did you make them beg for an encore? Will your guests leave with bragging rights? Did the staff perform as expected? Were there any trouble spots and if so how could you as a management team have handled it better?

**Comment cards:** Tally the guest feedback and comments

Explain your thoughts about the guest’s feedback.

How would you use this information to improve service? Please list at least 8 steps.