

A Kid's Tale Theme Night

Service Manual



Created by : Tim Smet and Lu Ge

Our Theme Night Team:

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Yoon kyun	Executive chef	yoonyung.shinritz@ritz.edu
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Yulia	Entertainment Manager	yulia.ant@ritz.edu

Our service Team :

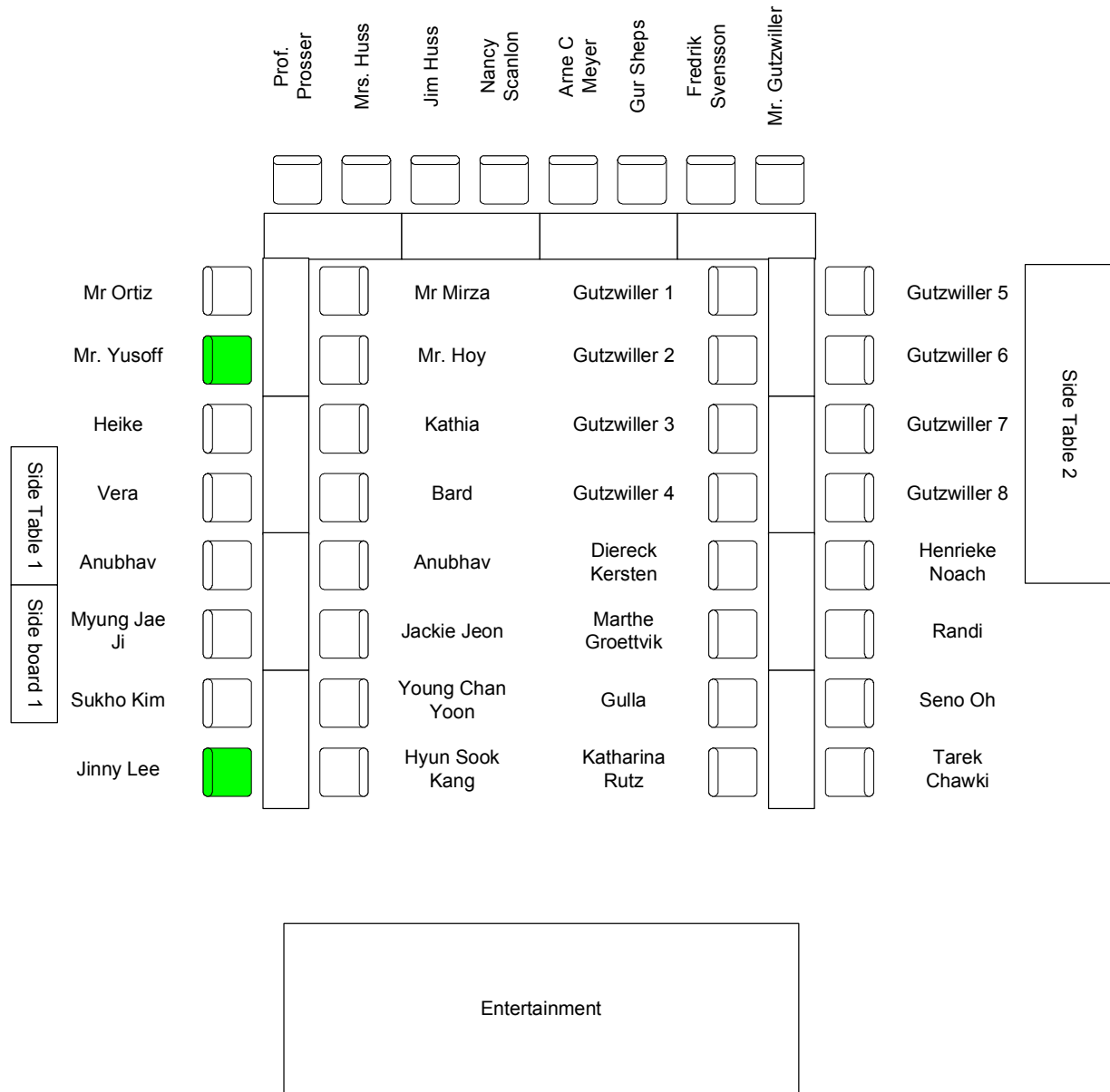
Name	Email address
Ms. Lu Ge (Head Waiter)	Lu.ge@ritz.edu
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These students will make sure that we are able to organize this event. Without their voluntary help on our theme night this would not have been possible.

On the evening of the event they are resuested to wear the standard fine dining outfit (White shirts, Black trousers or skirts, black socks and black shoes). They are also kindly asked to wear no excessive make-up or jewellery, to be cleanly shaven and not to wear smelling perfume.

Room layout :

In order for all guests to have a maximum of comfort so that everyone has nice conversation and is able to easily look at the entertainment provided we opted to use the U shape room layout. The following figure shows you the complete room set-up.



Green = Vegetarian

Table Set-up:



As shown, paper napkins will be provided by the theme night group.

The Menu

The service will be pre-plated for all courses. The sequence of service for each course will be given to each member of the service staff at the day of the event itself in order to provide for some flexibility in the service.

- Starter : **A walk in the forest** : This is a starter plate containing asparagus with ham rolls (without ham rolls for vegetarian courses) on top of Russian salad, a boiled egg with half a tomato representing a mushroom and a toast in the shape of a tree.
- Soup : **I don't wanna go to school, mama** is a vegetarian bouillon with pasta letters inside.
- Main course : **Grow, Baby, Grow** Ostrich steak (for vegetarian cereal steak) with French fries and glazed carrots and buttered broccoli, topped with beurre Maître d'hotel..
- Desert : **I dream of ice cream 2** scoops of ice cream (one vanilla and one strawberry with whipped cream and decorations (cigars)



The Beverages

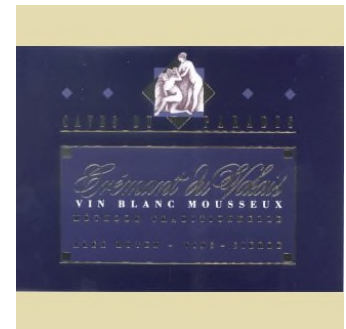
Aperitif

Crémant du VS brut Chardonnay AOC

Origin : Sierre, Valais

Grape Variety : Chardonnay

Served both pure and with Creme de Cassis (Kirr Royal)



White wine

Johannisberg Paradis AOC

Origin : Sierre, Valais

Grape Variety : Sylvaner

Served during the starter and the soup.



Red wine

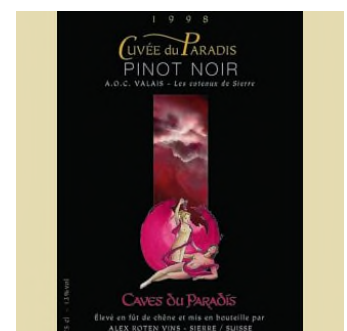
Cuvée du Paradis AOC

Origin : Sierre, Valais

Grape Variety : Pinot Noir

Ripened in oak casks for a couple of months after the fermentation of the pinot noir wine. Only good vintages are found in this type of wine other years they are just sold as pinot noir wine.

Served with the main course.



Coffee/tea and digestive

Coffee and tea will be served after the dessert. Together with the digestive: Baileys a whisky cream.

Non- Alcoholic beverages :

Orange juice : served with aperitif and during the dinner

Coke: served only during the dinner

Water : served to everyone

Schedule for the event

<i>TIME</i>	<i>ACTIVITY</i>
18:40	Aperitif served at the bar and in the entrance area. Taking the coats up to the first floor.
19:00	Seating of guests at their tables
19:05	Serve bread, water, white wine and non-alcoholic beverage (if no wine is taken)
19:15	First entertainment
19:20	Serve starter
19:40	Clear starter
19:45	Second entertainment
19:55	Serve soup
20:10	Clear soup
20:15	Third entertainment
20:25	Serve main course
20:45	Clear main course and crumb tables
21:50	Forth entertainment
21:00	Serve dessert
21:15	Clear dessert and order of coffee and digestive
21:20	Offer coffee and digestive
21:35	Last entertainment and vote for best costume. Short vote of thanks to our service group.

Schedule before the event

Again here personal check lists and schedules will be provided to the service staff on the day of the event in order to allow for some flexibility in the scheduling. A tentative schedule however is made up hereunder.

Before 1400 hrs the theme night group will fold the napkins and start setting up and aligning the tables and rooming the floor and chairs.

1400 – 1415 hrs : provide service staff with short break after their class and issue the personal schedules.

1415 – 1450 hrs : different tasks as described in personal notes such as :

- Polish cutlery
- Polish glasses
- Prepare B&B plates and check for spots
- Set linen on the tables and align the chairs

1450 – 1500 hrs : break if finished on time

1500 – 1615 hrs : different tasks as in the personal schedule in order to set up the table and bar and side boards

- Set up the tables in the appropriate order Build the house from the bottom
- Set up of the bar (prepare sugar and milk plates, champagne glasses, digestive glasses etc.)
- Set up of the side boards

1615 – 1630 hrs : break for service staff full check of everything by theme night staff.

16 30 – 1745hrs : full explanation of the service for the theme night and trial runs to the kitchen etc.

1745 – 1820hrs : dinner break for service staff

1820 – 1845hrs : prepare for the aperitif and welcome some early birds.

1845 till end of service see service part of the manual

after the service till the end clean up everything and reset everything to the original positions (see personal sheets for details)

Some final statements

Remember everything Mr. Ortiz learned you and you will all be fine.

In case of doubt about something ask before you act. If there is no time to ask use common sense and verify later.

We are in a learning environment and everyone makes mistakes.

We, the theme night group, would like to thank the service staff for all the effort you will put into our event. Thanks