

CATERING

Catering, an individual event, is designed to encourage participants to work creatively with food in a catering setting, to demonstrate or display skills and knowledge related to food service, and to develop skills in planning and presenting a theme event.

EVENT DIVISIONS

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

ELIGIBILITY

1. Participation is open to any Nevada state affiliated FCCLA chapter member.
2. The Catering project must be developed and completed within a one-year span beginning the day following the previous state conference and ending the day of competition.
3. The Catering project must be planned and prepared by the participant only.

PROCEDURES & TIME

REQUIREMENTS

1. Each participant shall have a five (5) minute set up period before their allotted competition time.
2. Evaluators will have ten (10) minutes to preview the portfolio and display.
3. Participants will have up to ten (10) minutes to orally present their themed catering event to the evaluators with the use of their portfolio and their display.

4. Following the presentation, judges will have up to five (5) minutes to interview the participant.
5. The total time required for the evaluation portion of this event is approximately 30 minutes.

GENERAL INFORMATION

1. Participant will plan and present a display with a theme. (The participant will develop his/her own theme.)
2. The display shall not exceed 3'x 3' (feet) with one cover and centerpiece. The centerpiece may or may not be edible.
3. Participant Portfolio—the portfolio must be **typed**.
4. Display Elements:
 - Allowed: pre-packaged thematic tableware item, balloons, natural items; i.e., stones, sand, pinecones, flowers, etc.
 - Not Allowed: Pre-packaged themed kits that include plates, cups, napkins, tablecloths, etc.
5. Participants must be dressed appropriately and professionally.

NEVADA PEP EVENT CATERING Specifications



Display

A display should be used to illustrate a themed place setting. The display may not exceed 3' X 3'.

<i>Overall Appearance of Display</i>	Display should be organized, professional, and creative
<i>Theme Suitability to the Client's event</i>	Theme should match the needs of the client's guests.
<i>Correct Placement of Dinnerware, Glassware, and Flatware</i>	Refer to Emily Post Table-Setting guidelines www.emilypost.com/entertaining
<i>Oral Presentation</i>	Deliver oral presentation in an organized sequential manner. Speak clearly with appropriate pitch, tempo, and volume. Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of note cards if used.
<i>Neatness of Personal Appearance</i>	Professional clothing and grooming to enhance the presentation

Portfolio

The portfolio is a collection of materials used to document and illustrate the work of the project. Materials must be contained in a binder. A decorative and/or informative cover may be included. All materials, including the divider pages and tabs must fit within the cover. The binder must contain no more than 35 content pages. All pages must be one sided only.

<i>Project Identification Page</i>	One 8 ½" x 11" page, must include type of catering event, participant name, chapter name, and event division. Can include graphics and/or geo paper.
<i>Catering Event Summary</i>	Description of attendees which includes: Age range, number of attendees, food allergies/preferences, menu, budget, date, and time-frame of event.
<i>Event Invitation</i>	All surfaces of the event invitation must be visible. Sample of properly addressed invitation envelope must be included.
<i>Menu</i>	One 8 ½" x 11" page, must include all food and beverage served at event. Paper may be thematic to match event.
<i>Menu Item Photos or Sketches</i>	Maximum of 2 pages, each 8 ½" x 11", presenting the food items and beverages within the display.
<i>Recipes</i>	All recipes of food and beverage must be included.
<i>Financial Plan</i>	Estimated expenditures, total cost, and anticipated profit.

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Point Summary Form ♦ Individual Event



Division Options: Junior Senior Occupational

DIRECTIONS:

1. Make sure all participant information at the bottom of this page is correct. If the participant does not show up to present, please write “No Show” across the form and return with other forms.
2. Catering display must be in the designated area.
3. At the end of competition in the room, double-check all scores and participant information to ensure accuracy. Sort results by highest score to lowest score, record results on green final score sheet, and turn in.

ROOM CONSULTANT CHECK

Contest Orientation <i>0 or 5 points</i>	0 Catering Display setup exceeds 5 minutes	5 Catering Display set up in 5 minutes or less	
Display Dimensions <i>0 or 4 points</i>	0 Catering Display exceeds 3' x 3'	4 Catering Display 3' x 3' or less	
Portfolio <i>0 or 3 points</i>	0 Portfolio not contained in a binder/notebook and/or materials do not fit within binder	3 Portfolio is contained in a binder/notebook and materials fit within the binder	
Portfolio Pages <i>0 or 3 points</i>	0 Portfolio exceeds the page limit or is missing one or more pieces of required information	3 Portfolio contains no more than 35 single-sided pages including: <ul style="list-style-type: none"> • Cover Page • Menu Page • Summary of Plan Page • Recipe Page • Financial Plan Page 	
Room Consultant Score (15 points possible)			/15
Evaluator Scores <i>0 or 85 points</i>	Evaluator 1: _____ Initials: _____ Evaluator 2: _____ Initials: _____ Evaluator 3: _____ Initials: _____ Score Totals _____	Average Evaluator Score (85 points possible)	/85
FINAL SCORE (Average Evaluator Score plus Room Consultant Score)			/100

Circle Rating Achieved: **Gold:** 90-100 pts.
 Silver: 70-89.9 pts. **VERIFIED:** Room Consultant Initials _____
 Bronze: 1-69.9 pts.

Name			
Chapter:		Division	
Evaluator Signature:		Date:	

Comments:

NEVADA PEP EVENT

CATERING

Skill Area Rubric



	0-1	2-3	4-5	6-7	8-9	10	Points Earned
Overall Appearance of Display <i>0-10 points</i>	Participant does not provide a display	Display is poor and/or does not support or complement the theme	Display is weak, minimally supports and complements the theme	Adequate display marginally supports and complements the theme	Display supports and complements the theme	Polished display supports and complements the theme	
Suitability of the Theme <i>0-10 points</i>	Theme is not suitable for this catering event	Theme is minimally suitable for catering event	Theme is somewhat suitable for catering event	Theme is suitable for event	Theme is very suitable for event	Theme exceptional for event	
Creativity <i>0-10 points</i>	No evidence of creativity	Poor evidence of creativity	Little evidence of creativity or innovation	Portions are creative and innovative	Creative and innovative	Highly creative and innovative	
Suitability of menu to occasion <i>0-10 points</i>	Menu is not suitable for this catering event	Menu is minimally suitable for the occasion	Menu is somewhat suitable for the occasion	Menu is suitable, with 1-2 food items not complementing the occasion	Menu is suitable, with 1 food item not complementing the occasion	Menu is very suitable for this occasion	
Neatness of personal appearance <i>0-10 points</i>	Highly inappropriate appearance and grooming	Non-professional appearance and grooming	Fair appearance and grooming but not polished	Neat appearance and grooming	Professional appearance and grooming	Polished professional appearance and grooming	
Financial Plan <i>0-10 points</i>	No Financial Plan	Incoherent financial plan	Accurate, but not neat, professional, or complete	Accurate, but missing 2 elements of either neatness, professionalism, or completion	Accurate, but missing 1 element of either neatness, professionalism, or completion	Neat, professional, complete financial plan with accurate calculations	
Overall Portfolio <i>0-10 points</i>	Portfolio not provided	Portfolio is messy, lacks organization and has glaring errors	Portfolio is neat, contains more than 4 grammatical or spelling errors and lacks organization	Portfolio is neat, contains 3 or less grammatical or spelling errors, but lacks organization	Portfolio is neat, legible and professional, with correct grammar and spelling	Neat and professional, correct grammar and spelling used; effective organization	
Oral Presentation <i>0-10 points</i>	Participant does not take part in interview	Interview is brief because participant lacks the ability to carry on a conversation or answer questions with detail	Participant answers most questions well but displays signs of self-consciousness or nervousness in his/her non-verbal communication	Participant answers questions and relates to the evaluators well	Participant shows confidence and personality during interview; answers questions well	Participant is confident, poised, personable, relates well to the evaluators, and answers questions clearly and effectively	

Rubric continued on the next page.

	0	1	2	3	4	5	Points Earned
Correct Placement of Dinnerware, Glassware, and Flatware <i>0-5 points</i>	Participant does not correctly display placement of dinnerware, glassware, and flatware	Display of dinnerware, glassware, and flatware is poor, with most pieces incorrectly placed	Display of dinnerware, glassware, and flatware is cohesive and follows the appropriate setting pattern, with 3 or more errors	Display of dinnerware, glassware, and flatware is cohesive and follows the appropriate setting pattern, with 2 errors	Display of dinnerware, glassware, and flatware is cohesive and follows the appropriate setting pattern, with 1 error	Display of dinnerware, glassware, and flatware is polished, with all pieces correctly placed	
TOTAL POINTS							/85

Name			
Chapter:		Division	
Evaluator Signature:		Date:	

Comments: