

HRM STAFF APPRECIATION DINNER

Event Planner

PURPOSE

Why must we do this event?

- ① Event management project
- ① Show appreciation to the staff we have had during our studies at PCI.

STAKEHOLDERS

Who will be the stakeholders for this event?

- ◎ Us – the student. Part of our grade
- ◎ HRM Staff – We want it to be nice and enjoyable for them.
- ◎ Dr. Kate – Her teaching credentials are on the line.

WHEN

When will the event be held?

- ◎ Thursday, June 3rd
- ◎ 6:00PM in the evening

WHERE

Where will the event be held?

- ⊙ Professional Culinary Institute
- ⊙ Banquet Room or Fish Bowl
- ⊙ Kitchen: Chef Pete's old kitchen

What is the event we are creating?

- ⊙ Dinner for HRM Staff
- ⊙ Appreciation

S.W.O.T.

Strengths:

Location: PCI
Volunteer Availability
On-site Comm. Kitchen
On-site Event Coordinator
Staff

Opportunities:

Availability of Culinary Students
Wine Donation
Free Music
Resume Enhancer

Weaknesses:

Time

Threats:

Funding
Attendee Availability

STAFF

- ⊙ Proctor: Dr. Kate
- ⊙ Event Leader: Bruce (the vote was rigged)
- ⊙ FnB Director: Jen
- ⊙ Chef: Matt
- ⊙ Operations Committee:
 - Staci, Sara, Sam, Matt
- ⊙ Invite/Program/Display Committee (Media):
 - Wayne, Jen, Staci
- ⊙ Director of Evaluation: Dr. Kate

EVENT LEADER RESPONSIBILITIES

- ① Oversee entire event
- ① Submit proforma/budget for approval
- ① Create timeline and stay on schedule
- ① Conduct timely meetings
- ① Make final decisions
- ① Assist rest of staff as required



EVENT LEADER STATUS UPDATES

- ⊙ Event Planning Timeline complete
- ⊙ Committee assignments complete
- ⊙ Proforma submitted
- ⊙ Continuous status update meetings



FNB DIRECTOR RESPONSIBILITIES

- ① Create Menu
- ① Create Wine Pairing
- ① Hire Kitchen Staff (at hourly rate = \$0.00)
- ① Create and Place Food Order
- ① Oversee Kitchen and Food Production

FNB DIRECTOR STATUS UPDATES

- ⊙ Menu Created
- ⊙ Food Order Submitted
- ⊙ Menus Written Up and Distributed
- ⊙ Volunteers Gathered




CHEF RESPONSIBILITIES

- ① Assist FnB Director
- ① Pre-Event Food Preparation
- ① Event Food Production
- ① Manage Volunteer Cooks/Sous Chefs



CHEF STATUS UPDATES



OPERATIONS RESPONSIBILITIES

- ⊙ Room Setup and Decoration (Responsibility: Sam)
- ⊙ Music (Responsibility: Sara)
- ⊙ Event Service – includes host or hostess, and all food and drink service. (Responsibility: Staci)



OPERATIONS STATUS UPDATES

- ⊙ Live music – Confirmed
- ⊙ Room Setup – Complete
- ⊙ Event Day Check List - Complete

INVITE / PROGRAM / DISPLAY RESPONSIBILITIES

- ① Invitations – includes create and send out invitations, track RSVP list. (Responsibility: Staci)
- ① Program – includes central theme development, program (written and spoken), display (Responsibility: Wayne)

INVITE / PROGRAM / DISPLAY STATUS UPDATES

- ① eVites have been sent. – Will need reminder with note to answer question
- ① Theme and colors set
- ① Program idea in place – need to finish development
- ① Create Menu - Program

ATTENDEE LIST

- ⊙ Dr. Kate Sullivan (kate@email.sjsu.edu)
- ⊙ Lale Yurtseven (lyurtseven@pcichef.com)
- ⊙ Jeff Glatstein (icancook@yahoo.com)
- ⊙ Dr. Tsu-Hong Yen (yentsuhong@gmail.com)
- ⊙ Steve Cohen (slc91@yahoo.com)
- ⊙ Chef Pete Maguire (petermac44@yahoo.com)
- ⊙ Chef George Hadres (ghadres@pcichef.com)
- ⊙ Chef Jeremy MacVeigh (jmacveigh@pcichef.com)
- ⊙ Chef Tomm Johnson (tjohnson@pcichef.com)
- ⊙ Peter Christensen (christensenconsultants@gmail.com)
- ⊙ Gary Prell (gprell@pcichef.com)

TIME LINE

- ◎ May 20: Staff responsibilities defined (Complete)
- ◎ May 20: Finalize invitee list (Complete)
- ◎ May 21: Menu created (Complete)
- ◎ May 21: Submit proforma (Complete)
- ◎ May 24: Send out invitations (Complete)
- ◎ May 24: Central theme identified (Complete)
- ◎ May 25: Food Order Submitted (Complete)
- ◎ May 25: Committee status updates (Complete)
- ◎ May 27: Submit room setup requirements to Laurie
- ◎ May 28: Committee status updates(Complete)
- ◎ June 1: “Mis en Place” meeting
- ◎ June 3 (After class): Arrival for cooking and room setup
- ◎ June 3 (6PM): Start of event
- ◎ June 3: (9PM): Cleanup after event (everyone)

HRM Appreciation Event Checklist

Table linen Terra Cota, Gold (Staci)
Napkins , Terra Cota (Staci)
Table Skirt (1) PCI
Cover for Projector Stand (1) (PCI)
Table (Skinny) (1) (PCI)
Tables (5' Rounds) (2) (PCI)
Chairs (10) (PCI)
Place cards (Sara)
Glass Bowls Centerpiece (2) (PCI)
Floating Flowers (Sam)
River Rock (PCI)
Candles (PCI)
Mirrored Rounds (Staci)
Stemware (12 each) (PCI)
 Champagne
 Red
 White
 Water
 Dessert
 Coffee
Flatware (15 each) (PCI)
 Salad fork
 Entrée fork
 Entrée knife
 Bread knife
 Dessert fork
 Dessert spoon
 Dinner spoon
Chargers (10) PCI

Flowers (Matt)
Vase (1) (PCI)
Matches/Lighter (Wayne)
Iron/Starch (Sara)
Water Pitchers (Staci)
Glass Steamer (PCI – Wine Room)
Champagne Ice Bucket (PCI – Wine Room)
Serving Trays/Busser Trays (PCI)
Tray Stands (PCI)
Passed hors d'oeuvres plate/trays (PCI)
Waiter's Best Friend (2) (Bruce, Wayne)
Server Hand Towels (6) (Staci)
Projection Screen (PCI)
Projector (PCI)
Projector Stand (PCI)
Stool/Chair for Guitarist (1) (PCI)
Podium (1) (PCI)
Music Stand (1) (PCI)
Champagne (Matt)
Cabernet (Bruce)
Sauv. Blanc (David Glancy, Chef Pete?)
Port/Late Harvest Zin (David Glancy)

Staff Food Restrictions

Lale Yurtseven	No pork. Meat must have no red or pink.
Chef Jeremy MacVeigh	
Peter Christiansen	
Dr. Kate Sullivan	
Chef Peter Maguire	
Chef Tomm Johnson	
Jeff Glatstein	Bleu Cheese (any type)
Steve Cohen	Vegetarian (serve vegetarian entrée)
Chef George Hadres	
Gary Prell	

Staff Final Exam Answers

Please tell us something unique or interesting about yourself that fellow staff members may not know.

Lale Yurtseven	I speak 4 languages and met my spouse on AOL in a chat room.
Chef Jeremy MacVeigh	I once ran the Boston Marathon
Peter Christiansen	I met my spouse while touring as a musician
Dr. Kate Sullivan	I was dance instructor for 15 years and used it to earn my way through school!
Chef Peter Maguire	I speak Spanish quite well.
Chef Tomm Johnson	I am a classically trained violinist
Jeff Glatstein	I am in the process of writing a book on multi-unit restaurant management and that has raised some eyebrows because it has a lot of financials in it.
Steve Cohen	I am a practicing historic preservationist
Chef George Hadres	I tried out for the 1972 Olympic gymnastics team
Gary Prell	I am in the Guinness Book of World Records for catering the largest sit-down dinner in recorded history.

The Menu

Tonight's Fare...

Amuse Bouche

Chef's Pleasure...

HACCP Salad

*Fresh field greens, with tomatoes and red onion, delicately tossed
With a Basil-Vinaigrette and topped with fried goat cheese.*

Maslow's Filet Mignon

Certain to satisfy all 5 of your needs...

*A 6-ounce USDA Choice filet accompanied by Creamy Garlic Mashed Potatoes
And Seasonal Grilled Vegetables, finished with a Cabernet Reduction.*

Herzberg's Polenta Tower

Vegetarian Requested Offering

*Layers of pan-fried polenta with our own two theory factor –
Grilled vegetables and a tomato basil sauce.*

SWAG Dessert

*No guessing here...just a decadent chocolate lava cake
Topped with a Raspberry sauce.*

HRM Class selection of wines to compliment each course.