

Banquet's Organizational Chart

Objectives :-

1. To be get familiar with the organizational structure of banquet.
2. To understand the names & categories of all the positions.
3. To understand and remember the names and duties of the positions.
4. To understand the chart for life long learning.



Following are the principal members of banquets:

- **Banquet Manager** is the overall in charge of meeting banquet sales targets, developing banquet business, customer contact, banquet administration and supervising all arrangements.
- **Banquet Sales coordinator** prepares sales kits, fact sheets layouts and proposed menus, visits potential guests to solicit business, conducts FAM tours of facility
- **Banquet Supervisor** coordinates the resources for functions including table layouts staff scheduling and banquet setup
- **Waiters and casual staff** make the actual arrangement including carrying the furniture, setting table appointments and providing the service and clearance during and after the function.

School of Hospitality

Course Code : BSCH3002

Course Name: Food and Beverage Service Management

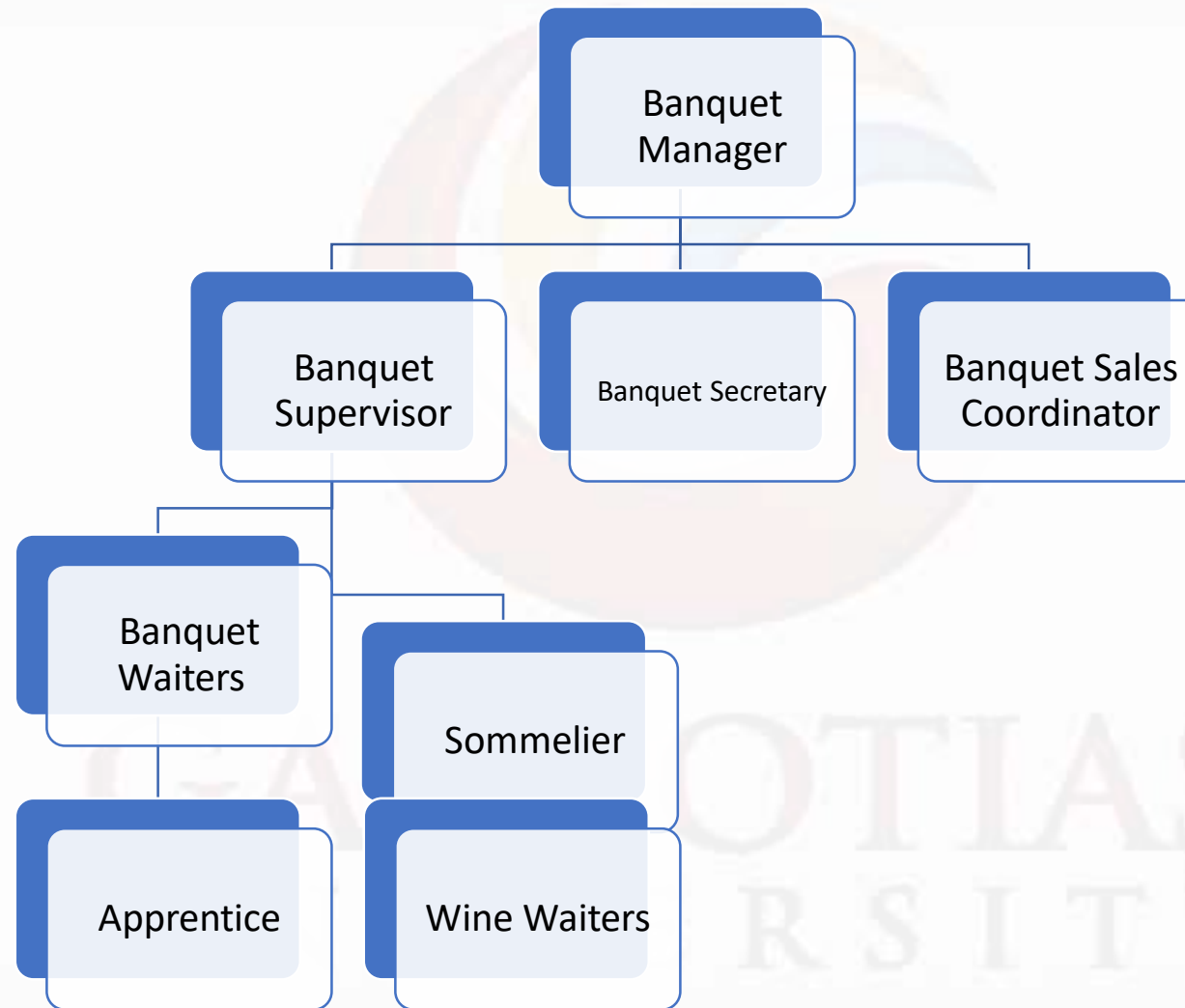
- **Barman and sommelier** run the mobile bar to provide alcoholic and non alcoholic beverages with wine service.
- **Porters** There are generally two or three porters on the permanent banqueting staff. They are essential staff as there is a great deal of heavy work to be carried out
- **Banquet secretary** handles all correspondence and filing take bookings on phone and assist in FAM tours.
- **Sub-Contractors** are outsourced experts to prepare a variety of services like photography, music, sweets etc.

GALGOTIAS
UNIVERSITY

School of Hospitality

Course Code : BSCH3002

Course Name: Food and Beverage Service Management



References :-

1. **Food and Beverage Service-** 2nd Edition in Oxford Higher Education by [R. Singaravelavan](#).
2. **Food and Beverage Service-** A Training Manual by [Sudhir Andrews](#).
3. **Food and Beverage Service-** 9th edition by [Dennis Lilicrap](#).
4. www.ihmnotessite.net
5. www.slideshare.net

GALGOTIAS
UNIVERSITY

School of Hospitality

Course Code : BSCH3002

Course Name: Food and Beverage Service Management



**Thank
You**

Name of the Faculty: Rohit Jaswal

Program Name: Bsc. HM/ BHM