

Event Date, Name of Event, & Location: _____

Trainee Name: _____

Trainer Name: _____

EVENT TEAM MEMBER TRAINING CHECKLIST		
Trainer Initial	Task	Trainee Initial
	Arrived on time	
	Check in with ES & Clocked in <ul style="list-style-type: none"> Learn where to put personal belongings and where employee restrooms are 	
	Uniform Check <ul style="list-style-type: none"> Arrived in proper uniform Uniform is clean and shirt is pressed Wearing correct pants and shoes, including black socks 	
	Review of the following with trainee: <ul style="list-style-type: none"> BEO – explained what this is and how it is used Floor Plan Timeline 	
	Guest Experience <ul style="list-style-type: none"> Etiquette and policies when working events and interaction with guests Rules of guest acknowledgement: eye and verbal Language Anticipating needs Be present: body language, actions, attentiveness Host behind the host: what does this mean (be friendly but not familiar) 	
	How to Unload Equipment (When Applicable) <ul style="list-style-type: none"> Unload in the specified area per ES All items grouped together and brought to proper area by function Hot with hot, cold with cold Ensure all labels on bins are facing forward so everyone can read 	
	How to Properly Set a Table <ul style="list-style-type: none"> Polishing and placement of glassware/flatware Folding napkins 	
	How to Setup a Breakdown Station <ul style="list-style-type: none"> Components needed Trash/Compost/Broken Glass 	
	Proper Way/Time to Check Restrooms: What to look for when checking all restrooms <ul style="list-style-type: none"> Items to restock and location of items to restoke 	
	Passing Hors D'ourves <ul style="list-style-type: none"> Clarification of passed item Carrying the tray/napkin Approaching the guests – The 10-5-2 Rule 	
	Room Flip Post-Ceremony (When Applicable) <ul style="list-style-type: none"> Procedures to follow How the room should be left before going to next task 	

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	Kitchen Etiquette <ul style="list-style-type: none"> • Proper communication with BOH and Chef • Helping to keep things clean, neat, and organized 0 	
	Dishtank Etiquette <ul style="list-style-type: none"> • Proper scraping and placement of dirty dishes • Where to place dirty glassware <ul style="list-style-type: none"> ○ Different racks to use 	
	Carrying Large Oval Trays (When Applicable) <ul style="list-style-type: none"> • How to lift/carry • Servin from oval trays 	
	Two Handed Serve (When Applicable) <ul style="list-style-type: none"> • BOH etiquette • Following the line • Serving the guest 	
	Tableside Wine Service ((When Applicable, must be 19 to serve wine!) <ul style="list-style-type: none"> • Who to serve first • How to serve/present 	
	Bussing <ul style="list-style-type: none"> • When to clear • How to clear • How to load a tray when clearing • Refilling waters 	
	Breakdown Station <ul style="list-style-type: none"> • Scrapping plates • Separating broken glass/compost/trash • Etiquette at dishtank 	
	Leftover Procedures <ul style="list-style-type: none"> • What is packaged for the client • What is packaged/labeled for donations • What to compost 	
	Loading Vans (when applicable) <ul style="list-style-type: none"> • Largest items first • Stacking of bins • Trash/food loaded last 	
	Venue Clean Up – Leave It Better Than You Found It <ul style="list-style-type: none"> • What you are responsible for as an Event Server • Sweeping and Mopping Procedures • Trash removal process – where is located/how to take out 	
	Additional Notes:	
	TRAINER: Turn in this this checklist at end of shift with all paperwork	