



PRE-EVENT PREPARATION GUIDELINES

- Make sure that linens are clean and pressed – no rips, fading or burns.
- Confirm with your Captain / Head Waitress that you have the correct number of linens for each event.
- Fold napkins neatly according to the design selected by the Captain / Head Waitress or the event representative.
- Confirm that all utensils needed for each course are included at each place setting.
- Inspect all dishes and glassware for spots or blemishes.
- Make sure all wicker baskets are free of fraying and crumbs.
- Be at your post, in uniform and ready to work at least 15 minutes before any event is scheduled to begin.
- Complete all service setup and ensure the doors can be opened before the event starts.

Hyatt Banquet Server Trainer Guide

**Food and Nutrition Information Center
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