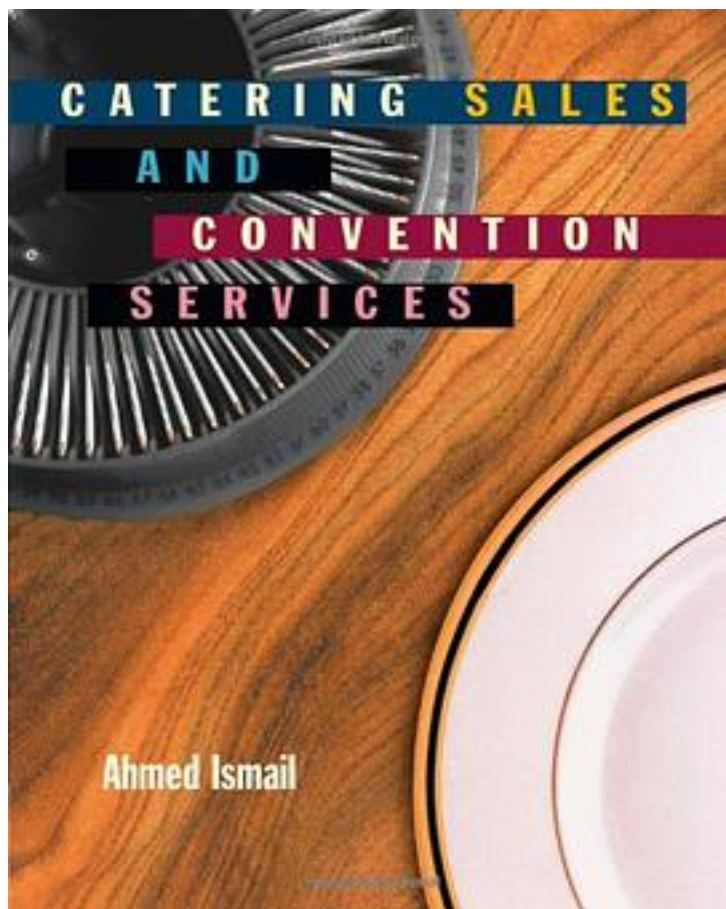# Catering and Convention Services

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Catering and Convention Services is a new introductory text designed for students interested in a catering and convention planning career. It covers hotel event planning, menu planning, customer service, local catering, group catering, functional space requirements, set-up standards, plate presentation, cost analysis, internal and external

communication guidelines, and effective forecasting. Students will also learn intuitive listening skills, staff and time managing skills and organizational skills. Features: -in-depth explanations and hands-on examples cover the day-to-day functions and activities involved in catering and convention planning -end-of-chapter questions and discussion exercises reinforce the information in the text -charts and graphs have been incorporated to more clearly illustrate the theories of catering and convention services

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