

# Banquet Etiquette and Organization

Hospitality Management · Answer Key · 20 Questions

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## 1. What is a key characteristic of a banquet regarding the sequence of events?

A) It is spontaneous and unplanned.

**B) It follows a predetermined order.**

C) It is decided by the guests.

D) It is left to the chef's discretion.

## 2. How are meals typically served at a banquet?

A) Guests serve themselves from a buffet.

B) Dishes are served individually plated.

**C) Dishes are served from the kitchen on shared platters and then transferred to individual plates.**

D) Meals are prepared and served directly at the table.

## 3. What is the typical timing for a banquet?

A) Only during lunch.

B) Only during dinner.

**C) During lunch or dinner.**

D) Any time of day.

## 4. What essential information must be included in a written banquet order?

A) Guest's personal preferences only.

B) The menu and a list of attendees.

**C) Date, time, financial details, and client's contact information.**

D) The type of music to be played.

## 5. Who receives the 'Pracovní příkaz - komando' (Work Order)?

A) Only the head chef.

B) Only the host.

**C) The host and all responsible staff involved in the banquet's organization.**

D) Only the accounting department.

## 6. What does a 'Pracovní příkaz - komando' include besides the written order details?

A) Only the menu.

**B) The seating arrangement and specific instructions for service.**

C) The guest list and their dietary restrictions.

D) The budget for decorations.

**7. What percentage of the total cost should food and beverages ideally not exceed?**

- A) 50%
- B) 60%
- C) 75%**
- D) 90%

**8. What is recommended for large and important banquets regarding menu selection?**

- A) A surprise tasting for guests.
- B) Pre-prepared menu sets with various options.
- C) Blind tasting of selected beverages beforehand.**
- D) Ordering from a standard à la carte menu.

**9. What is the recommended number of cleaning staff per guest at a banquet?**

- A) 1 per 20 guests.
- B) 1 per 10 guests.
- C) 1 per 6-10 guests.**
- D) 1 per 30 guests.

**10. How should table linens be prepared?**

- A) They should be of any color.
- B) They should be ironed and free of folds, with a classic color being white.**
- C) They can be slightly stained.
- D) They should be folded unevenly.

**11. Where should the center of table decoration be placed?**

- A) At the edge of the table.
- B) Near the guest of honor's place setting.
- C) In proximity to the most honored seats.**
- D) In the center of the room, away from the table.

**12. What is the typical space allocated per guest at a table?**

- A) 30-50 cm.
- B) 60-80 cm.**
- C) 90-100 cm.
- D) 120-150 cm.

**13. What is the minimum width for a banquet table?**

- A) 60 cm.
- B) 90 cm.
- C) 120 cm.**
- D) 150 cm.

**14. How should cutlery be placed relative to the plate?**

- A) Randomly around the plate.
- B) At a distance of 5-10 cm from the edge.
- C) At a distance of 1-2 cm from the edge.**
- D) Directly on top of the plate.

**15. Where are bread plates typically placed?**

- A) To the right of the main plate.
- B) To the left of the main plate.**
- C) Above the main plate.
- D) Below the main plate.

**16. How many forks can be placed on the left side of the plate at most?**

- A) 1.
- B) 2.
- C) 3.**
- D) 4.

**17. What is the standard placement for glasses for the main course?**

- A) Below the knife.
- B) Above the knife tip.**
- C) To the right of the main plate.
- D) To the left of the main plate.

**18. When are butter knives typically placed on the table?**

- A) Only when serving butter separately.**
- B) Always with every meal.
- C) Never.
- D) Only for dessert.

**19. Where are name cards usually placed?**

- A) On the food.
- B) Above the plate.
- C) Tilted against a glass or napkin.**
- D) On the floor.

**20. What is the recommended number of serving staff for a large banquet?**

- A) 1 server per 5 guests.
- B) 1 server per 10 guests.
- C) 1 server per 12 guests.**
- D) 1 server per 20 guests.