

Organising and Planning a School Function

CC

Statement Code no: 14

Student:

Class:

At Junior Certificate level the student can:

Work as part of a team in order to plan, prepare and present all aspects of a simple school function

Date Commenced: / /

Date Awarded: / /

Learning Targets - This has been demonstrated by your ability to:

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| 1 Identify an occasion which would require refreshments etc. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2 Choose which would be more appropriate for the occasion – a buffet, a sit down meal, light refreshments etc. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3 Identify the various tasks involved in planning a function, e.g. posters, budgeting, preparing food, etc. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 4 Plan carefully the foods to be used for the function | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 5 Follow the basic steps for handling food in a hygienic way to prepare the food for the function | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6 Prepare and send or give out invitations for the function | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 7 Plan how the function room should be laid out for comfort and ease of access | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8 Decorate the function room using posters, banners, wall hangings etc. to mark the particular occasion | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 9 Present the food in an attractive manner, e.g. using simple garnishes, folded napkins etc. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 10 List the duties for the day, choose one and carry it out properly e.g. host/hostess, greeting, thanking people etc. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 11 Plan and carry out a clean-up operation, leaving the rooms, dishes etc. that you used as they were found | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Refer also to: Civic Social and Political Education, English, Art, Home Economics