



**15TH ANNUAL FLORIDA  
HTMP COMPETITION**



**MARCH 5 - 6, 2018  
ROSEN PLAZA HOTEL  
ORLANDO**





# 15TH ANNUAL FLORIDA HTMP COMPETITION

## INTRODUCTION

The Florida Restaurant & Lodging Association Educational Foundation (FRLAEF) invites you to participate in the 15th Annual Florida HTMP Competitions to be held March 5-6, 2018 at the Rosen Plaza in Orlando, Florida.

## ELIGIBILITY REQUIREMENTS

Only schools teaching a Full HTMP Program are eligible. A Full HTMP Program is a school using both Year 1 and Year 2 Curriculum. The school must be using these curriculums at the beginning of the 2017-2018 school year.

Teams must consist of **secondary HTMP** students from the same school and should have two (2) to four (4) students on the team. All students must be currently enrolled in an HTMP high school program.

Participating teams, teachers and mentors are responsible for understanding and following all of the procedures and guidelines contained in this document. Please carefully read the Official Rules and Guidelines outlined in this document to avoid receiving penalties during the competition.

## EVENTS

This exciting 2-day competition will provide HTMP students a unique opportunity to demonstrate their hospitality knowledge by competing in:

1. Hotel Operations Competition
  - a. Night Audit/Hotel Accounting
  - b. Two Case Studies:
    - i. Food & Beverage
    - ii. Guest Service
2. Hospitality Project

A demonstration of the knowledge, skills and abilities required in planning an event to include two BEOs (Banquet Event Order) containing two different menus and set up options.
3. Knowledge Bowl

A "Jeopardy Style" question and answer event.

## **PROCEDURE**

1. All students are expected to conduct themselves in a professional manner at all times.
2. Each team will designate one team member to serve as team captain throughout the competition. Teams will designate the team captain on the school entry form.
3. Throughout the competition, each team member will be required to dress in proper attire.
  - a. Case Study Attire - Appropriate business attire to consist of sports jacket, dress shirt/blouse, dress pants/skirt and dress shoes. Another example of appropriate business attire is polo shirts and khaki/dress pants.
  - b. Knowledge Bowl Attire - Appropriate business attire to consist of sports jacket, dress shirt/blouse, dress pants/skirt and dress shoes. Another example of appropriate business attire is polo shirts and khaki/dress pants.
  - c. Night Audit Attire – Casual attire is acceptable. An example of appropriate casual attire is jeans, t-shirts, and gym shoes.
  - d. Hospitality Project Preparation Attire - Casual attire is acceptable. An example of appropriate casual attire is jeans, t-shirts, and gym shoes.
  - e. Hospitality Project Presentation Attire - Appropriate business attire to consist of sports jacket, dress shirt/blouse, dress pants/skirt and dress shoes. Another example of appropriate business attire is polo shirts and khaki/dress pants.
4. Teams must compete in all three phases of the competition. Teams will not be permitted to compete in just one or two sections.
5. At no time will teams be allowed to use an HTMP textbook or any other assistance tool during the event.
6. Teams must report to the pre-determined station for each phase of the competition. A complete schedule of check-in times will be released prior to the competition.
7. One instructor will act as the team's administrative liaison. The instructor shall not participate in the competition and shall not communicate with team members during the actual competition. The instructor will not be allowed in the competition rooms while the competitions are taking place.
8. Participating teams, teachers and mentors are responsible for understanding and following all of the procedures and guidelines contained in this document.
9. Teams will not be permitted to use their cell phones during the event.

## **SCORING**

Students will compete in 3 main events during the Competition. Each event carries a different point value, as outlined below. A breakdown of individual event scoring is included in the event descriptions contained in this document.

1. Hotel Operations Competition = 150 Maximum Points
  - a. Night Audit/Hotel Accounting = 50 Maximum Points
  - b. Food & Beverage Case Study = 50 Maximum Points
  - c. Guest Service Case Study = 50 Maximum Points

2. Hospitality Project = 100 Maximum Points

3. Knowledge Bowl = 100 Maximum Points

The highest cumulative event winners for all phases of the competition will determine the overall winner.

For example:

<u>Team A Scores</u>	<u>Team B Scores</u>	<u>Team C Scores</u>
Hotel Operations = 90 (2 <sup>nd</sup> )	Hotel Operations = 80 (3 <sup>rd</sup> )	Hotel Operations = 105 (1 <sup>st</sup> )
Hospitality Project = 70 (3 <sup>rd</sup> )	Hospitality Project = 95 (1 <sup>st</sup> )	Hospitality Project = 85 (2 <sup>nd</sup> )
Knowledge Bowl = 100 (1 <sup>st</sup> )	Knowledge Bowl = 98 (2 <sup>nd</sup> )	Knowledge Bowl = 96 (3 <sup>rd</sup> )
<b>Total = 260</b>	<b>Total = 273</b>	<b>Total = 286</b>

Overall 1<sup>st</sup> Place = Team C

Overall 2<sup>nd</sup> Place = Team B

Overall 3<sup>rd</sup> Place = Team A

### **DISQUALIFICATION\*\***

All participating team members must arrive for each competition on time, or they will be disqualified.

Teams arriving more than 5 minutes late to the pre-determined check-in station for each phase of the competition may be disqualified. All team members must be present for the duration of each phase of the competition.

Under no circumstances will drug or alcohol use be permitted. If it is found that any member of the team is under the influence of drugs or alcohol or in violation of local drug and alcohol laws, during any part of the competition the entire team will immediately be disqualified. Any inappropriate behavior will be reported to the school principal.

Any team receiving any coaching and/or assistance during the competitions will be disqualified.

During the Hospitality Project, teams that use a pre-existing presentation (i.e. any presentation that was not created on-site from a blank Microsoft PowerPoint presentation), will be disqualified.

\*\*FRLAEF reserves the right to waive disqualification.

## **PRIZES**

For the Hotel Operations, Hospitality Project and Knowledge Bowl Competitions first, second and third place winners will receive medals. Various post-secondary institutions may award scholarships.

For the Overall competition first, second and third place winners will receive medals **and scholarships from the FRLAEF**. Various post-secondary institutions may award scholarships.

# THE HOTEL OPERATIONS COMPETITION

## PURPOSE

Teams will demonstrate their knowledge and skills in hotel operations, critical thinking, problem solving, teamwork, and communication skills. The competition allows teams to analyze three case studies within selected departments of a hotel, require them to conduct a room inspection, and to complete a paper-based night audit.

The Competition is broken down into three (3) components:

1. Night Audit/Hotel Accounting = 50 Maximum Points
2. Food & Beverage Case Study = 50 Maximum Points
3. Guest Service Case Study = 50 Maximum Points

**Total Maximum Points = 150**

## NIGHT AUDIT/HOTEL ACCOUNTING

Teams will demonstrate their knowledge in performing a paper-based night audit. Skills tested will include accurately performing calculations and posting front desk accounting information. The deliverables for the project are a completed Guest Ledger, completed Guest Folio for each guest, and completed calculations for occupancy percentage, average daily rate (ADR), revenue per available room (RevPAR), and the yield statistic.

TIME ALLOTMENT:  
45 minutes

## MATERIALS PROVIDED:

1. Guest Ledger Template (Exhibit A)
2. Guest Folio Template for Each Guest (Exhibit B)
3. Scientific calculator
4. Scratch paper
5. Pencils

## PROCEDURES:

Teams will be given a scenario (Exhibit C) that includes background information on room rates and check-in and check-out dates for a hotel property. Three guest scenarios will be given with a series of associated transactions that must be posted to the ledger.

## SCORING (EXHIBIT D):

- Correct calculation of occupancy percentage = 6 points
  - Correct calculation of ADR = 6 points
  - Correct calculation of RevPAR = 6 points
  - Correct calculation of yield statistic = 6 points
  - Correct calculation of each of the postings required (shaded in red)  
12 postings total at 2 points each = Maximum of 24 points
  - Neatness/Legibility of the Guest Ledger and Guest Folios = Maximum of 2 points
- Total Maximum Points for Night Audit/Hotel Accounting = 50**







**EXHIBIT C  
SAMPLE SCENARIO**

**Black Hills Spa and Resort  
Scenario**

**Read** the instructions and work through the information provided, filling in forms based on the transactions stated below. When you have completed the exercise, you will have performed a simulated night audit.

**Be aware** that each property may have a specific procedure for handling transactions, but this exercise follows the basic process of the night auditor's duties for posting room charges to guest folios and the guest ledger.

**Your tasks** are to:

1. Conduct a typical night audit on **Guest Folios** for the nights of 2/7, 2/8, and 2/9 for a resort hotel property.
2. Complete the night auditor's entries into the **Guest Ledger** for the night of 2/9.
3. Complete the separate **Hotel Accounting Calculations** activity.

***Audit Instructions***

**Post** the transactions to the guests' folios as they occur.

1. If a guest checks in, create a folio for that guest's charges.
2. Use the following room rate chart to establish guest charges by type of room.

<b>ROOM TYPE</b>	<b>RATE</b>
Standard	\$169.00
Deluxe	\$199.00
Pool	\$219.00
Spa Suite	\$329.00

After **posting** all transactions for the day, post the room rate and add **room sales tax** (using 7% as the tax rate) for those guests who are still in the house.

1. **Balance** the folios.
2. **Complete** the Guest Ledger.
  - a. Bring each guest's balance forward.
  - b. Enter the various charges and credits.
  - c. Carry the balance forward for each guest folio.
3. **Total** all significant columns of the guest ledger on the House Total line.
4. **Balance** and check the Guest Ledger for accuracy.

### **BACKGROUND INFORMATION**

Three guests have arrived or are due to arrive at the Black Hills Spa and Resort on or after February 7, 2012.

#### **PREPARE GUEST FOLIOS FOR:**

##### **Guest #1 – Dr. Benton**

Dr. Benton checked into a spa suite #102 on February 7. She has booked three spa visits during her 3-night stay. Her expenses will be billed to the credit card provided during check-in. Dr. Benton requested an early check in so she could unpack before her first spa visit in the afternoon and a late check out on the day of her departure.

##### **Guest #2 – Mr. and Mrs. Guzman**

Mr. and Mrs. Guzman visit the Black Hills Spa every year and always request the same room. They have booked deluxe room #203 for 2 nights. They are checking in on February 8 and wish to settle the bill, in cash, at the end of their stay. The couple has paid an advance cash deposit of \$400 for room nights and other expenses. They are aware all other expenses will be billed to their room and must be settled before departure.

The night auditor has been tasked with checking folio postings for a notation showing cash received.

##### **Guest #3 – The Spalding Family**

Mr. and Mrs. Spalding and their two children have booked a pool room and are due to arrive on February 7. They have been assigned room #210 and have a guaranteed reservation for 3 nights. The Spaldings secured their booking using a “Gold Visa.” The family plans to charge all expenses back to their room.

The **City Ledger Control Folio** has a balance of \$95,000

The **<Advance Deposit Control Account>** has a credit balance of \$5,500. (< > brackets indicate subtraction)

### **TRANSACTIONS**

Dr. Benton has in-room dining deliver breakfast on 2/8 and 2/9. The bill for 2/8 was \$18.57, and for 2/9 it was \$14.35.

The Spaldings rent four mountain bikes for one hour at \$40.00 per hour, per bike, on 2/8 from the resort’s recreational vendor.

Spotless Cleaners delivers laundry for Dr. Benton on 2/8. The total is \$104.

Dr. Benton’s three spa treatments were booked for 2/7, 2/8, and 2/9. The cost for each was \$209.00.

Mr. and Mrs. Guzman ordered in-room dining on 2/8, including wine. The bill was \$189.40.

On 2/7, Mr. Spalding made a gift shop purchase of \$44.79.

A restaurant check was posted to the Guzman's room on 2/9 for \$105.60. The amount was posted to the folio and shown in the notes section as "Pd Cash."

The Spaldings ate breakfast on 2/8 and 2/9. They charged \$84.20 to the room on 2/8 and \$67.30 on 2/9.

Mr. Spalding purchased bottled water from the pool bar on 2/9. The amount was \$18.97.

The Guzmans had a room charge of \$36.57 for the lobby bar and lounge on 2/9.

Dr. Benton ate dinner in the Café Vegan on 2/7 and charged \$34.55 to her suite.

### **HOTEL ACCOUNTING CALCULATIONS**

The Hide Tide Beach Resort is a beautiful oceanfront hotel in Florida that is popular with locals as well as seasonal vacation guests. The Resort features standard, pool view, ocean view, and suites accommodations for a total of 390 guestrooms. On Friday, March 30, the High Tide Beach Resort sold 278 of its rooms for a total rooms revenue of \$37,862. Assume the rack rate for each of the guestrooms is \$159.

Using the data and information provided, calculate the following formulas:

**Note:** Round numbers up or down to the closest whole number.

Using the data and information provided, calculate the following formulas:

- Occupancy Percentage
- Average Daily Rate (ADR)
- Revenue Per Available Room (RevPAR)
- Yield Statistic

**EXHIBIT D**  
**SAMPLE SCORING SHEET – NIGHT AUDIT/HOTEL ACCOUNTING**

Team: \_\_\_\_\_

Students will work as a team, demonstrating their skills in accurately performing calculations and posting front desk accounting information. Time allocated for this activity is 45 minutes. Students must correctly perform formula functions and post all transactions and balance entries.

**6 POINTS FOR EACH CORRECT FORMULA**

- Correctly calculated occupancy percentage \_\_\_\_\_
- Correctly calculated average daily rate (ADR) \_\_\_\_\_
- Correctly calculated revenue per available room (RevPAR) \_\_\_\_\_
- Correctly calculated yield statistic \_\_\_\_\_

**2 POINTS FOR EACH CORRECT POSTING**

Guest #1

- Balance Carried Forward \_\_\_\_\_
- Room \_\_\_\_\_
- Tax \_\_\_\_\_
- Total Charges \_\_\_\_\_

Guest #2

- Balance Carried Forward \_\_\_\_\_
- Room \_\_\_\_\_
- Tax \_\_\_\_\_
- Total Charges \_\_\_\_\_

Guest #3

- Balance Carried Forward \_\_\_\_\_
- Room \_\_\_\_\_
- Tax \_\_\_\_\_
- Total Charges \_\_\_\_\_

**On a Scale of 0-2** (with 0 being poor, 1 being fair, and 2 being excellent), please rate the team's overall neatness and legibility in preparing the Guest Folios and Guest Ledger:

\_\_\_\_\_

**Total Score:** \_\_\_\_\_ **(50 Points Maximum)**

## **FOOD & BEVERAGE CASE STUDY AND GUEST SERVICES CASE STUDY**

Teams will demonstrate their critical thinking skills in two (2) different case study scenarios: one focused on Food & Beverage and the second focused on Guest Service.

### **TIME ALLOTMENT:**

15 minutes – Review case study and prepare answers to discussion questions

5 minutes – Verbal presentation to the judges

### **MATERIALS PROVIDED:**

1. Scratch paper
2. Pencils

### **PROCEDURES:**

Teams will be given a case study (limited to 1 page in length), that will provide the students with a scenario to include background information and a series of problems occurring within the designated department. They will be given 15 minutes to read the case study and prepare answers to the designated questions. Teams will then be asked to present their findings via a verbal presentation to a panel of judges, who will measure their scores based on 3 specific discussion questions posed at the end of the case study. Presentations for each case study will be limited to 5 minutes.

Teams are not permitted to have any materials with them in the holding room; including HTMP textbooks and workbooks, note cards, or class binders.

### **SCORING FOR EACH CASE STUDY (EXHIBIT E):**

- Solution to 3 Discussion Questions = 15 Points Each for a Maximum of 45 Points
- Presentation Skills = Maximum of 5 Points

**Total Maximum Points for Food & Beverage Case Study = 50**

**Total Maximum Points for Guest Services Case Study = 50**

**EXHIBIT E**  
**SAMPLE SCORING SHEET – CASE STUDY**

*Separate scoring sheets will be tabulated for the Food & Beverage Case Study and Guest Services Case Study*

Team: \_\_\_\_\_

Following the case study scenario, a series of 3 discussion questions will be posed to the students. Students will have 20 minutes to review and prepare a case analysis to answer the discussion questions.

**DISCUSSION QUESTIONS:**

**On a scale of 1-10** (with 10 being outstanding and 1 being poor), please rate the team's response to each of the discussion questions:

- Did the team address all of the issues and provide the correct solution to the problem posed in question #1?

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

- Did the team address all of the issues and provide the correct solution to the problem posed in question #2?

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

- Did the team address all of the issues and provide the correct solution to the problem posed in question #3?

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

**PRESENTATION SKILLS:**

**On a scale of 1-5** (with 5 being outstanding and 1 being poor), please rate the team's presentation.

*Was the team professional? Did the students organize their ideas into an easy to follow solution? Did every student participate equally?*

**Score:** \_\_\_\_\_ (Maximum of 5 Points)

**Total Score:** \_\_\_\_\_ (50 Points Maximum)

# **THE HOSPITALITY PROJECT**

## **PURPOSE**

This project allows students to present a food and beverage proposal for a banquet event. The purpose of this event is to demonstrate proficiency in planning a successful event and the presentation skills necessary to present an event proposal to a client. Teams will demonstrate their knowledge and skills by preparing an event proposal, BEO, menu, and floor plan which they will present to the judges, acting as a prospective client. Students will be judged on accuracy, presentation and organization of ideas.

## **TIME ALLOTMENT**

### **3 hours – Preparation Time**

15 minutes – Verbal Presentation to the judges

## **MATERIALS PROVIDED**

1. One laptop computer, per team, with complete suite of Microsoft Office Programs and BEO template
2. Sales packet from hotel (will include room specifications, property information, and food and beverage menus)
3. Binder to be used for hard copy of presentation
4. Scrapbook paper, pens, pencils, and markers
5. Two shared printers monitored by FRLAEF staff member
6. LCD projector, screen, and wireless clicker for presentation

## **PROCEDURES**

Teams will be given a scenario (Exhibit G) at the start of the Hospitality Project Competition in which they are asked to serve as an event planner at a hotel property. The teams are preparing their presentation to their clients (the judges) who have already chosen the hotel as the location for their gala. The team will be presenting two meal options to the judges as well as two set up options. All options must be within the client's budget.

The deliverables for this project include the following:

- Two BEOs
  - Each BEO should have a different menu on it for a total of two Event Menus
  - Each BEO should have a different set up option on it for a total of two Set Up Options

## **RULES AND GUIDELINES**

1. Teams will be given the use of computers to prepare their project.
2. Teams will be required to use a laptop while preparing their presentations. Only one laptop per team will be permitted.
3. No Wi-Fi or Internet service of any kind will be permitted during the project.
4. Students must prepare two BEOs. Each BEO should have a different menu option as well as a different set up option.

5. An FRLAEF staff member will be monitoring the printers throughout the preparation time period in order for the students to print hard copies of their presentations. The staff person will have a flash drive to copy the presentation from the team computer to the printer. Students are not permitted to bring their own flash drive.
6. All components of the project must be created on-site. Any team found using a pre-existing presentation will be disqualified.
7. Prior to leaving the room, teams will be required to turn in any hard copy drafts to the designated staff member.
8. The two different BEOs will be presented to the judges. The format of the presentation is the students' choice, but students must use the programs provided to them in Microsoft Office (Power Point, Word, etc.). *The only portion of the project that may be submitted without the use of a computer is a hand-drawn floor plan. The floor plan may be presented either electronically or in a paper-based format to the judges.*
9. Teams will report to a pre-determined location and time for their presentations. The presentation schedule will be released prior to March 5.
10. Following the presentation, the students must submit a print version of their presentation in a notebook that will be left with the judges. The notebook should contain a hard copy of each team's event two BEOS with two different menu options and two set up options. If the students choose to hand-draw the floor plans, the drawings must be submitted in the notebook as well. The hard copies must match what was presented verbally to the judges.

### **TIPS FOR HOW TO PREPARE YOUR STUDENTS**

The FRLAEF selects a real-life hotel venue to host the function described in the sample scenario for the students. FRLAEF uses an actual sales packet from the selected venue to provide the students with room specifications, property information, and food and beverage menus with pricing. Many of these items can be found on individual hotel websites – most often under the “Meetings and Events” tab. A great way to prepare your students is to provide them with the sample scenario, and pull together the sales packet documents from a hotel website. This will give them the best chance to practice for what will happen at the competition.

### **SCORING (EXHIBIT H)**

- Event Proposal = Maximum of 20 points
  - Banquet Event Order = Maximum of 20 points
  - Event Menu = Maximum of 20 points
  - Event Floor Plan = Maximum of 20 points
  - Creativity of Ideas = Maximum of 10 Points
  - Presentation of Ideas/Overall Organization = Maximum of 10 Points
- Total Maximum Points for Hospitality Project = 100**



**EXHIBIT G**  
**SAMPLE SCENARIO: HOSPITALITY PROJECT**

You are an event planner at the Fontainebleau Resort in Miami, Florida and have an important client coming to your property for a site-visit. Kimberly Miles from the American Hotel & Lodging Association (AH&LA) has sent you an email with some basic event information.

Below are the facts provided in Ms. Miles' email.

- The event is a dinner party at your property in honor of Joe McNerney's years of service as AH&LA's President/CEO.
- The event will take place on April 13, 2013 from 6:00-10:00pm.
- 400 attendees are expected.
- The F&B budget is \$40,000.
- The F&B budget expenses must also take into consideration that the Fontainebleau Resort has a 23% service charge and 9% sales tax on all Food & Beverage expenses. These figures must be included in the budget of \$40,000. Because of the amount of F&B expenses, the Fontainebleau will not be charging Ms. Miles any rental charge for use of the convention space.
- In addition to the food selection, Ms. Miles would like information on beer, wine and soda as part of her menu. She would like a cash bar, and will **not** be billed for any of the alcoholic drinks or soda consumed. The only fee she will be responsible in paying for the cash bar is a \$125 fee for one bartender for four hours.
- The AV should include a podium, microphone, projector and screen in order to present Mr. McNerney an award for his years of service. The AV budget for the event is \$10,000 and is in addition to the F&B budget.

Ms. Miles hasn't decided whether or not she wants the event to be held indoors or outdoors. She is also open to recommendations, based on the menu and location, on whether the event will be casual or black-tie.

Ms. Miles will be the primary contact on this account, and would like all billing to flow through her.

***HER CONTACT INFORMATION IS BELOW:***

Kimberly Miles  
Senior Vice-President, Industry Relations  
American Hotel & Lodging Association  
1201 New York Avenue, NW, Suite 600  
Washington, DC 20005

***INCLUDED IN YOUR PACKET YOU WILL FIND:***

1. A sales brochure of the hotel featuring information on the property.
2. A meeting planning brochure which documents the event facilities available, and most importantly the size of each room and its attendee capacity based on the type of floor plan selected.
3. The hotel's banquet menus, which includes menu options and pricing.

**YOUR DELIVERABLES TO MS. MILES INCLUDE THE FOLLOWING:**

1. Two Banquet Event Orders

*Use the template provided to alert your staff of the event details for each of the two event menu options.*

  - a. Each BEO will contain a different Event Menu

*Using the budget provided along with the hotel's information, provide two different menu options.*
  - b. Each BEO will contain a different Event Set Up Plan

*Draw two different diagrams of two different proposed event layouts. The layouts can be different by being in different spaces (indoors, outdoors or different meeting room configurations). The layouts can also be different by having the rooms arranged in different ways (stage on different walls, screens set up differently, etc.)*

**EXHIBIT H**  
**SAMPLE SCORING SHEET – HOSPITALITY PROJECT**

Team: \_\_\_\_\_

**EVENT BEO #1 (MAXIMUM OF 45 POINTS)**

Maximum of 10 Points (10 being excellent, 1 being poor)

- Did the students correctly calculate the total Food & Beverage costs to Ms. Miles for event option #1? (must include food prices, non-alcoholic drink prices, gratuity, tax, and bartender fee)

1    2    3    4    5    6    7    8    9    10

- Did the students recommend an appropriate room for the event based on the number of attendees?

1    2    3    4    5    6    7    8    9    10

- Is the floor plan appropriate for the type of service the students recommended as well as the number of attendees?

1    2    3    4    5    6    7    8    9    10

- Did the students correctly include the AV pieces on the floor plan as well as the correct prices on the BEO?

1    2    3    4    5    6    7    8    9    10

- Did the team include the correct billing and contact information as well as the correct event time and date?

1    2    3    4    5    6    7    8    9    10

**EVENT BEO #2 (MAXIMUM OF 45 POINTS)**

Maximum of 10 Points (10 being excellent, 1 being poor)

- Did the students correctly calculate the total Food & Beverage costs to Ms. Miles for event option #1? (must include food prices, non-alcoholic drink prices, gratuity, tax, and bartender fee)

1    2    3    4    5    6    7    8    9    10

- Did the students recommend an appropriate room for the event based on the number of attendees?

1    2    3    4    5    6    7    8    9    10

- Is the floor plan appropriate for the type of service the students recommended as well as the number of attendees?

1      2      3      4      5      6      7      8      9      10

- Did the students correctly include the AV pieces on the floor plan as well as the correct prices on the BEO?

1      2      3      4      5      6      7      8      9      10

- Did the team include the correct billing and contact information as well as the correct event time and date?

1      2      3      4      5      6      7      8      9      10

**RATE THE PRESENTATION OF IDEAS/OVERALL ORGANIZATION =**

Maximum of 10 Points

1      2      3      4      5      6      7      8      9      10

**Total Score:** \_\_\_\_\_

**EXHIBIT I**

**BANQUET EVENT ORDER TEMPLATE**

**Fontainebleau Resort**

4441 Collins Avenue, Miami Beach, FL 33140

Phone 305-538-2000

www.fontainebleau.com

**Banquet Event Order**

**Date of Function**

Room

Contact Person:

Time

Address:

Function Type

Salesperson

Set For

Guarantee

Group Name

**Requirements**

Service Time	Quantity Ordered	Menu	Unit	Total
--------------	------------------	------	------	-------

--	--	--	--	--

**SET UP**

**SPECIAL INSTRUCTIONS**

--

**PAYMENT INSTRUCTIONS**

Bill To

I have read the above arrangements and the attached Catering Policies and agreed to the terms and conditions. This booking will remain tentative, subject to cancellation, until this Banquet Event Order is signed and received by the hotel.

Client Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Hotel Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# **KNOWLEDGE BOWL COMPETITION**

## **PURPOSE**

Teams will demonstrate their hospitality knowledge by competing in a “Jeopardy Style” question and answer event.

## **RULES AND GUIDELINES**

Knowledge Bowl questions will originate from the HTMP Year One and HTMP Year Two textbooks in their entirety.

Teams are not permitted to have any materials with them in the holding room. This includes HTMP textbooks and workbooks, note cards, or class binders.

Teachers, parents, sponsors, and state executives are welcome to sit in the audience during this phase of the Competition. However, they are not permitted to offer assistance of any kind to the students.

## **PROCEDURES**

1. Team pairings for Round 1 and Round 2 of the Competition will be released prior to March 5, 2018.
2. This is a double elimination competition so each team will compete in at least Round 1 and Round 2.
3. Every team competing in the round will be asked the same questions. For example, all of the teams competing in Round 1 will be asked the exact same question. The teams will be sequestered while not competing. Students are not allowed to discuss the questions when they return to the sequestration room.
4. All rounds will consist of 10 questions. Two teams will compete against each other in each round. The team to receive the first question will be determined by a coin toss.
5. Competing teams will take turns answering questions. Once the question has been read, teams will have 10 seconds to answer the question. Questions will only be answered by the team captain. If someone other than the team captain answers the question, it will be considered incorrect.
6. If the question is answered correctly, the team will be awarded 5 points.
7. If the question is answered incorrectly, the opposing team will have 5 seconds to answer the question correctly. If they answer correctly, they will be awarded 5 points.
8. Teams will receive 5 points for a correct answer; NO points will be deducted for an incorrect answer.
9. If the answer given is not clear to the moderator, s/he will ask the judges to make a final decision.

10. If a team wishes to challenge a decision, the team captain must say “challenge” immediately after the decision. Challenges will not be accepted after the next question is read.
11. In the event of a tie, each team will receive one additional question until the tie is broken.

### **FINAL PLACEMENT**

1. The teams who advance to the FINAL MATCH of the tournament will earn a final placement of 1<sup>st</sup> or 2<sup>nd</sup> place, with 1<sup>st</sup> place going to the team with the higher score in the final elimination match. The tiebreaker rules notated in #11 above will apply to the FINAL MATCH.
2. If necessary, a 3<sup>rd</sup> Place “Bronze Medal” match will be held to determine 3rd place. The losing team of the “Bronze Medal” match will receive 4<sup>th</sup> place in the final rankings. The tiebreaker rules notated in #11 above will apply to the “Bronze Medal” match.
3. The remaining final placements will be determined based on the points earned in the tournament.

### **SCORING**

Points toward the overall cumulative score of the Competition will only be awarded to the top 8 teams. Teams can earn a maximum of 100 points to count towards their cumulative Competition score.

### ***FINAL PLACEMENT:***

1 <sup>st</sup> Place Team	100 Points
2 <sup>nd</sup> Place Team	98 Points
3 <sup>rd</sup> Place Team	96 Points
4 <sup>th</sup> Place Team	94 Points
5 <sup>th</sup> Place Team	92 Points
6 <sup>th</sup> Place Team	90 Points
7 <sup>th</sup> Place Team	88 Points
8 <sup>th</sup> Place Team	86 Points
9 <sup>th</sup> Place Team	84 Points
10 <sup>th</sup> Place Team	82 Points