



Dinner & Dance Fundraiser Training & Etiquette



YOUR APPEARANCE:

- Be sure to bathe and brush your teeth. Please don't stink! This evening is meant to be a pleasant evening for our guests and nothing can ruin that like B.O.
- Dress: Boys should wear black pants and a white button up shirt, tucked in. Girls should wear the same with option of a black skirt. You may roll up the sleeves of your shirt if you wish—no higher than your elbow. Wear dress shoes or nice boots.

Do they need to bring a pad and pen to take orders on?

COMMUNICATION:

- Be sure to greet everyone at the table. Smile and say, *"Welcome. Thank you so much for coming. We really appreciate your support. My name is _____. And I will be your server tonight."*
- Take their orders. Be sure to repeat the order back to them to ensure you got it correctly.

Do they take drink orders and meal orders at the same time?

- Always take the woman's orders first—older women before younger women.
- Check on your table periodically but don't pester them. Let them know how the meal is progressing. Make small talk if you are comfortable. See if they need anything (e.g. napkins).

SERVING:

- Food and drinks are usually served from the left and cleared from the right
- Anticipate your guest's needs. For example: Consider bringing extra napkins. Be a great waiter and anticipate their needs, don't make them ask.
- Never let their drinks run out. Don't necessarily feel the need to ask them for refills, if it gets low, bring another. When the whole table orders water, bringing extra doesn't hurt.
- Serve all food at once or as closely together as possible. Same with clearing the table. Wait until a majority of the guests have finished their plates. If you are unsure whether someone is finished politely say, "May take your plate?"
- After the main course is finished. Clean the table, clearing off everything that no longer will be used (i.e. bread). Clean any crumbs off the table as best you can by raking them into your hand and being careful not to get them on the guests. Make things look as nice as possible before dessert.

- Check drinks and offer to bring coffee for those who might want some with dessert. Bring the coffee before the dessert is served.
- Become a product expert by knowing your menu.

WRAPPING UP:

- Clear dessert dishes and ask one final time if anyone needs a refill.
- Thank everyone again for coming and explain that their donations can be placed ??????????