

KEY TERMS

Audio-visual equipment It refers to the equipment, tools, and materials used in presentations.

Banquet It is a formal meal followed by speeches. However, in the hotel industry it means all kinds of function catering.

Canopy It is a temporary structure erected over the buffet counter during the outdoor catering function. The structure is made of aluminum and fabric of bright colours.

Formal function It is a function with certain procedures followed while seating and serving the guests.

Function catering It refers to service of special functions for specific group(s) of people at an assigned time, the food, beverages and other facilities offered being predetermined.

Function prospectus It is a written document of function date and time, guaranteed number of guests, menu, rate per head, and other facilities required. It is also called as function contract sheet.

Informal function It is a function without a procedures.

Lectern It is a stand upon which a speaker may rest or books. It may be placed on the floor, or table. This is generally used by speakers or singers.

Pipe and drape It refers to portable draping that set up as a divider or as a barrier, often used in the exhibition, around the performance floor, etc.

Podium It is a small raised platform either on a stage or on the floor, with or without a mic.

Risers These are pieces of furniture that are used together to make a stage of required size.

Table plan It is an arrangement of tables and chairs for a function.

Toast It refers to raising a glass and drinking in honor of somebody or something during the function. It includes short speeches.

Toastmaster It refers to the person who announces the proceedings of the formal function and introduces the speakers.

Food and Beverage Services - Terminology

The following terms are frequently used in F&B services –

S. No.	Term & Meaning
1	<p>Back bar</p> <p>A range of shelves displaying glassware and bottles.</p>
2	<p>Banquet</p> <p>A sit-down meal served on the occasion of a formal or informal event such as a wedding party or a conference.</p>
3	<p>Binge Drinking</p> <p>Drinking too much in a single session.</p>
4	<p>Buffet</p> <p>A dining system where the guests serve themselves. Popular with a large number of guests and a small number of workforce.</p>
5	<p>Cocktail</p> <p>Any mixed drink prepared using alcohol.</p>
6	<p>Condiments</p> <p>Spices, sauce or other food preparations used to enhance the flavor or to complement the dish.</p>
7	<p>Crockery</p> <p>Plates, dishes, cups, and other similar items, especially ones made of glass, earthenware, or china clay.</p>
8	<p>Cross-Contamination</p> <p>It is a process of unintentional transfer microorganisms from one substance or object to another, with harmful effect.</p>
9	<p>Croutons</p>

	Crispy cubes of bread
10	<p>Cutlery</p> <p>Knives, forks, and spoons used for eating or serving food.</p>
11	<p>Deli</p> <p>A store that sells pre-cooked fine food.</p>
12	<p>Dram Shop</p> <p>American term for 'Alcohol Bar'.</p>
13	<p>Gueridon Trolley</p> <p>A trolley used in F&B Services business on which the food can be cooked, finished, or presented to the guest at the table.</p>
14	<p>High Ball (Long Drink)</p> <p>Alcoholic beverage mixed with a large volume of soft drink and served in a tall glass with straw.</p>
15	<p>Mocktail</p> <p>A non-alcoholic drink prepared using fruit juices or other soft drinks.</p>
16	<p>Pathogen</p> <p>It is a biological agent that causes disease to its host.</p>
17	<p>Platter</p> <p>A large flat dish or plate for serving food.</p>
18	<p>Pub</p> <p>British name for 'Public House', an establishment licensed to serve alcoholic drinks.</p>

19	Shot Ball (Short Drink) Alcoholic drink consumed in a gulp. It is served in shot glass.
20	Situ On site, locally.
21	Spot Checking Regular surprise checking conducted to review standardized recipes and food products to maintain quality.
22	Station A set of tables allocated to waiters in the F&B Services establishment.
23	Table Cover It is the area on the table for plates, glasses, and cutlery for single person.
24	Tines Parallel or branching spikes of a fork.
25	Toque Cooks cap with multiple folds represents the many different ways a chef knows to prepare a dish.