



Restaurant Events and Catering Operations Management Training Course

6 – 10 December 2026
Accra

Restaurant Events and Catering Operations Management Training Course

Ref: 1599_217910 **Date:** 6 – 10 December 2026 **Location:** Accra **Fees:** 4100 Euro

Overview

Restaurant Events and Catering Operations Management Training Course is a one-week intermediate course for restaurant managers, catering supervisors, event dining coordinators, banquet leaders, and food and beverage teams who leave with an Event Catering Operations Plan and Delivery Control Pack. Participants practice event briefing, menu and capacity planning, staffing, suppliers, logistics, setup, service control, handovers, contingencies, and review. Agile Leaders Training Center develops restaurant event and catering operations capability.

Who Should Attend

- Teams responsible for restaurant event briefs and client requirements
- Supervisors responsible for catering menus, capacity, and costing
- Functions responsible for staffing, suppliers, equipment, and logistics
- Teams responsible for event setup and live service coordination
- Leaders responsible for contingencies and post-event improvement

The course assumes participants coordinate restaurant events, catering commitments, or food and beverage operations, and it leaves culinary production, food-safety certification, and general event marketing outside its scope.

Departments and Industries

The course supports event catering operations across hospitality, dining, leisure, healthcare, and corporate services.

- Restaurants, hotels, resorts, and banquet facilities
- Catering, food and beverage, and event dining teams
- Corporate hospitality and conference services
- Healthcare hospitality and institutional dining
- Leisure venues, visitor attractions, and private clubs

Learning Objectives

By the end of this course, participants will be able to:



- Apply an event brief to catering scope and responsibilities
- Use menu, capacity, and cost planning controls
- Build staffing, supplier, equipment, and logistics plans
- Analyze setup, service flow, and operational handovers
- Diagnose event risks and select contingency responses
- Evaluate event delivery through feedback and cost review

Course Agenda

Day 1: Event Brief and Feasibility

- Restaurant Event Brief Template
- Client Requirement Clarification Checklist
- Event Scope and Responsibility Matrix
- Venue Capacity Assessment Sheet
- Event Feasibility Decision Record

Day 2: Menu and Cost Planning

- Event Menu Design Framework
- Dietary Requirement Capture Form
- Portion and Production Estimate Sheet
- Catering Cost and Margin Worksheet
- Menu Approval and Change Log

Day 3: Resources and Logistics

- Event Staffing Plan
- Supplier and Rental Coordination Tracker
- Equipment and Linen Inventory Checklist
- Delivery Route and Timing Schedule
- Food-Safety Handover Monitoring Record

Day 4: Setup and Service Control

- Event Setup Sequence Plan
- Front- and Back-of-House Coordination Board
- Live Service Control Checklist
- Issue Escalation and Contingency Matrix
- Breakdown and Asset Return Record



Day 5: Event Catering Practice

- Event Brief and Feasibility Exercise
- Menu, Capacity, and Cost Planning Exercise
- Staffing and Logistics Coordination Simulation
- Service Disruption Response Exercise
- Event Catering Operations Plan and Delivery Control Pack Capstone

Practical Exercises

The course uses suggested activities to turn restaurant event and catering plans into coordinated delivery controls.

- Suggested activity: convert a client request into an event scope and feasibility record
- Suggested activity: prepare a menu, capacity, staffing, and cost plan
- Suggested activity: coordinate suppliers, delivery, setup, and service handovers
- Suggested activity: present an Event Catering Operations Plan and Delivery Control Pack

FAQs

Who suits Restaurant Events and Catering Operations Management Training?

Restaurant managers, catering supervisors, event dining coordinators, banquet leaders, and food and beverage teams suit the course when they already coordinate event or catering activities.

How does restaurant event catering management differ from general event planning?

Restaurant event catering management focuses on menus, capacity, staffing, suppliers, equipment, food handovers, setup, service flow, costs, contingencies, and post-event review rather than the wider event-marketing scope.

How should restaurant teams plan catering capacity?

Teams plan capacity by confirming attendance assumptions, venue limits, menu demands, production estimates, staffing coverage, equipment needs, delivery windows, and contingency allowances.

What controls support live catering event service?

Live service control uses a setup sequence, role assignments, coordination board, service checklist, escalation route, food handover record, and breakdown plan.



What belongs in an event catering operations plan?

An operations plan records the event brief, menu, capacity, costs, staffing, suppliers, equipment, logistics, setup, service controls, contingencies, breakdown, and review actions.

Conclusion

Participants take back an Event Catering Operations Plan and Delivery Control Pack. The work product connects event requirements with menus, resources, logistics, service controls, and contingency decisions. It supports clearer ownership, coordinated delivery, cost visibility, and practical improvement across restaurant events and catering commitments.