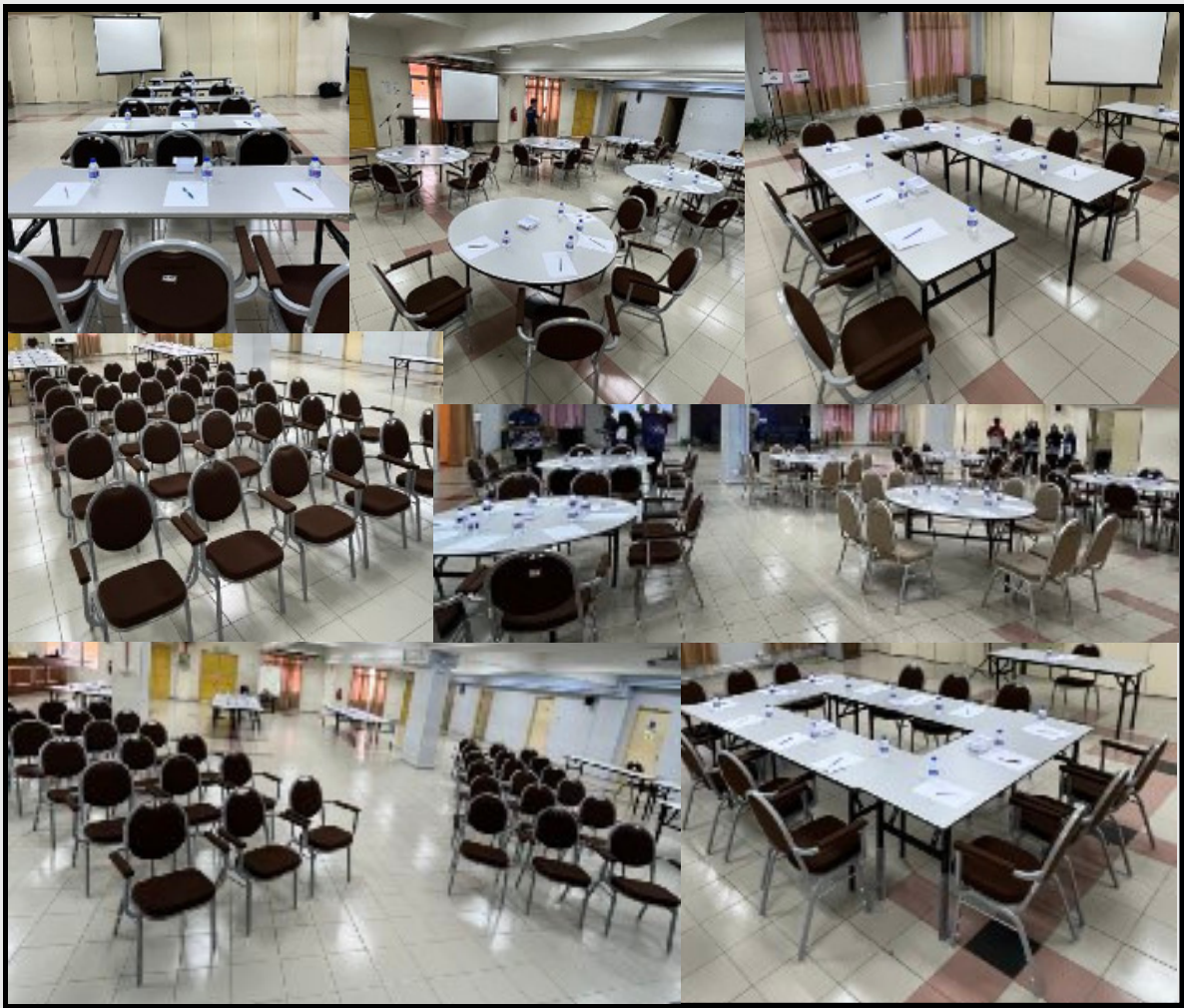


# TABLE SET UP

## MEETING & BANQUET



**MOHD HYRUL ABU KARIM  
DIANA MOHD YUSOF**

HOTEL OPERATION PROGRAMME,  
SELAYANG COMMUNITY COLLEGE

**IMBAS  
KOD QR**   
**TEROKAI KANDUNGAN  
AUGMENTED REALITY  
(AR) INTERAKTIF**





**KOLEJ KOMUNITI SELAYANG  
KEMENTERIAN PENDIDIKAN TINGGI**

**HAK CIPTA TERPELIHARA  
EDISI 2025**

Hak cipta © 2025 Kolej Komuniti Selayang. Hak cipta terpelihara. Tiada bahagian daripada penerbitan ini boleh diterbitkan semula, diedarkan, atau dihantar dalam sebarang bentuk atau dengan sebarang cara, termasuk fotokopi, atau kaedah elektronik atau mekanisme lain tanpa kebenaran bertulis daripada penerbit.

EDISI PERTAMA : 2025

©2025 KOLEJ KOMUNITI SELAYANG

Perpustakaan Negara Malaysia

**TABLE SET UP**

eISBN: 978-629-99975-3-5

Diterbitkan oleh:

Kolej Komuniti Selayang

Persiaran Pegawai

KM 16 Jalan Ipoh

68100 Batu Caves

Selangor Darul Ehsan

Laman web: <https://kkselayang.mypolycc.edu.my/>

Tel: 603-61368200

E-mel: [hyrul@kkselayang.edu.my](mailto:hyrul@kkselayang.edu.my)



Cataloguing-in-Publication Data

Perpustakaan Negara Malaysia

A catalogue record for this book is available  
from the National Library of Malaysia

eISBN 978-629-99975-3-5

## **TABLE SET UP**

**MOHD HYRUL BIN ABU KARIM  
DIANA BINTI MOHD YUSOF**

**Kolej Komuniti Selayang  
(online)**

# EDITORIAL

Editor-in-Chief

**MOHD HYRUL ABU KARIM**

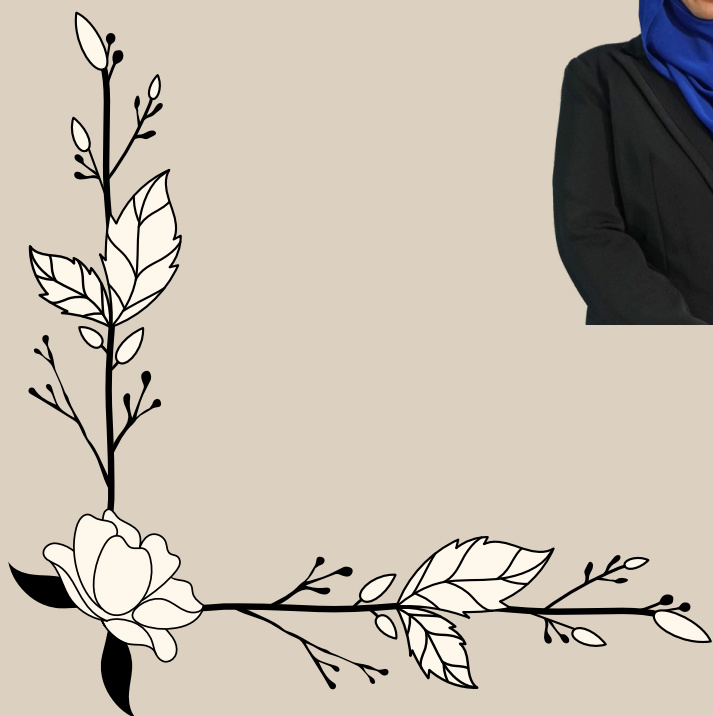


Managing Editor

**DIANA MOHD YUSOF**



HOTEL OPERATION PROGRAMME,  
SELYANG COMMUNITY COLLEGE  
MINISTRY OF HIGHER EDUCATION



# CONTENTS

<b>INTRODUCTION</b>	<b>01</b>
<b>TYPE OF TABLE SET UP</b>	<b>02</b>
<b>MEETING TABLE SET UP</b>	<b>03</b>
<b>BANQUET TABLE SET UP</b>	<b>16</b>
<b>PLACEMENT STANDARDS</b>	<b>27</b>
<b>TYPES OF LINENS</b>	<b>29</b>
<b>CUTLERIES AND GLASSWARE</b>	<b>31</b>
<b>DECORATIONS</b>	<b>32</b>
<b>CONCLUSION</b>	<b>34</b>
<b>REFERENCES</b>	<b>35</b>

# EDITOR'S MESSAGE

This eBook is specially crafted as a practical guide for students and professionals in the hospitality industry who are eager to master the fundamentals of table setup for meetings and banquet services. With the growing demand for well-trained staff in hotels, event venues, and catering services, understanding the art of proper table arrangement is crucial for delivering exceptional guest experiences. The content in this book is designed to be accessible and straightforward, making it suitable for those new to the field as well as those seeking to refresh their knowledge.

"Table Setup for Meeting and Banquet Service" covers essential principles and techniques required to execute professional table arrangements across various event types. Readers will learn about the different table settings, placement standards, types of linens, cutlery, glassware, and décor, including how these elements change based on the occasion—whether it's a formal business meeting or a grand banquet event. Practical tips, illustrated examples, and checklists are included to help users apply best practices on-site, ensuring both functionality and elegance in every setup. This eBook serves as a valuable reference and training tool in the dynamic world of hospitality service.



**"In the banquet world,  
every detail matters and  
every guest is your stage  
— start small, serve big,  
and success will follow with  
every smile you create."**



# INTRODUCTION

The hospitality industry thrives on precision, presentation, and the ability to create memorable guest experiences. One of the most critical yet often overlooked aspects of service delivery is the art of table setup especially in meetings and banquet settings. Proper table arrangement is not just about aesthetics; it reflects professionalism, attention to detail, and respect for the guests' comfort and expectations.

This eBook is designed to equip hospitality students and service staff with the essential knowledge and practical skills required to perform efficient and elegant table setups for various formal and semi-formal events. Whether it's a corporate meeting, wedding banquet, or gala dinner, the right setup can elevate the entire event atmosphere. By mastering the standards and techniques presented in this guide, readers will gain confidence in delivering high-quality service that aligns with industry best practices.



# TYPE OF TABLE SET UP

## MEETING TABLE SETUPS

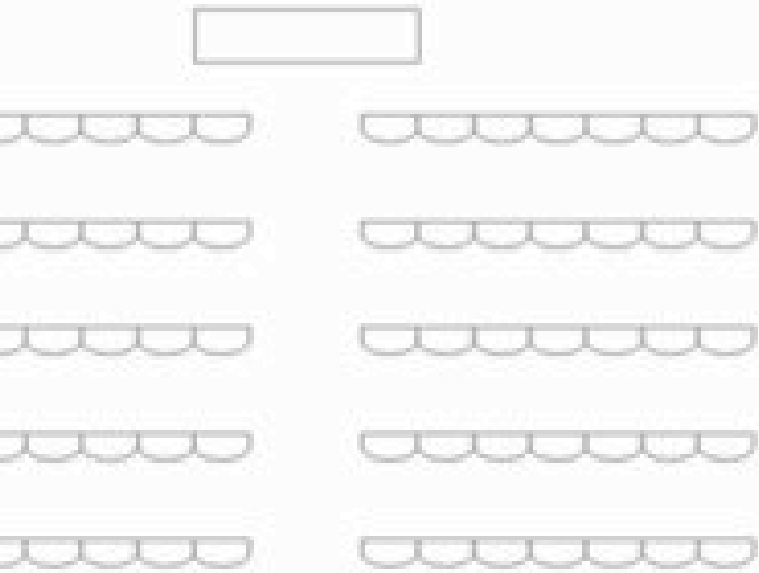
1. Boardroom Style
2. U-Shape Style
3. Classroom Style
4. Theatre Style
5. Hollow Square Style
6. Cabaret Style



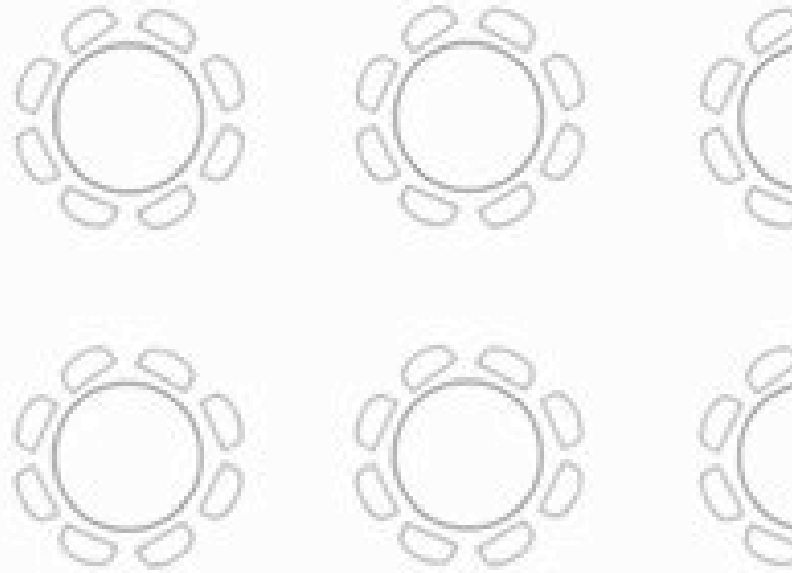
## BANQUET TABLE SETUPS

1. Round Table Setup
2. Buffet Style Setup
3. Banquet Style (Long Table)
4. Cocktail or Standing Reception
5. T-Shape or E-Shape Setup

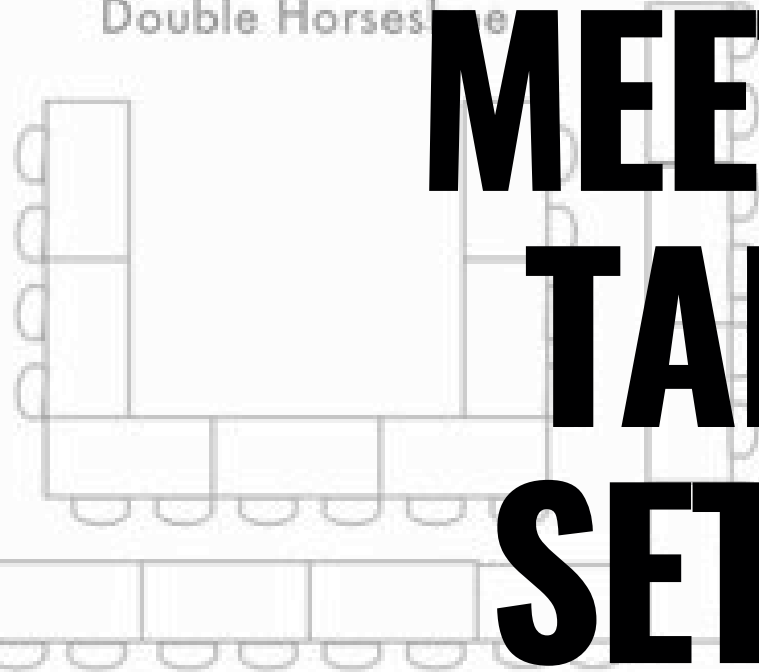
Theater (Chairs)



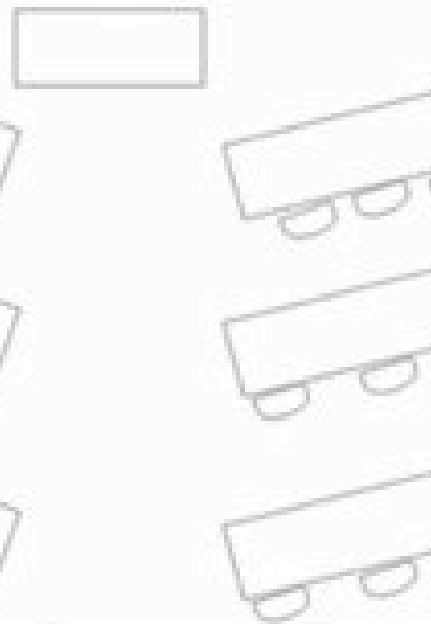
Round Tables



Double Horseshoe

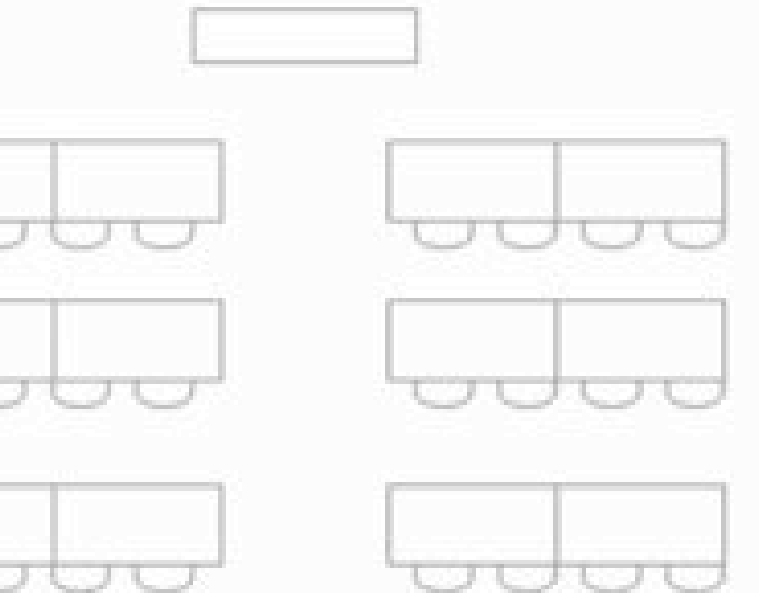


"V" Shape

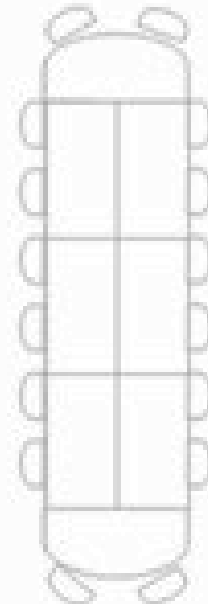


# MEETING TABLE SET UP

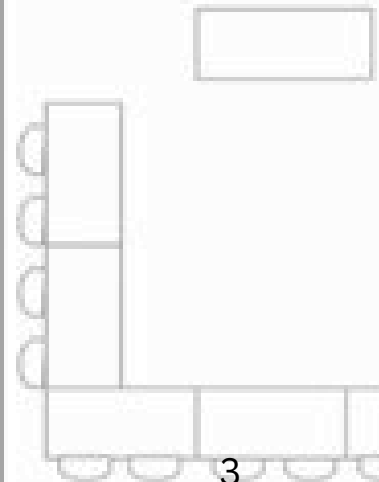
Classroom



Conference Style



Horseshoe



# BOARDROOM STYLE



Imbas QR dibawah untuk video:



Sumber video: YouTube- Design Decor Ideas



# BOARDROOM STYLE

## Type of Event:

- Board of Directors Meetings
- Corporate Presentations
- Strategy Sessions
- Interviews or Panel Discussions
- Small Group Negotiations

## Linen:

- Tablecloths, Skirting and Runner

## Cutleries:

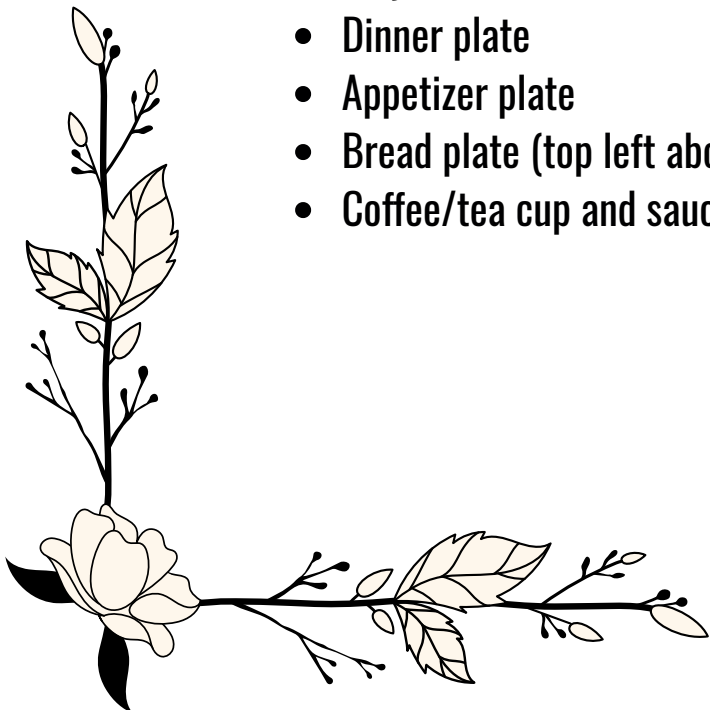
- Dinner knife & fork, Starter knife & fork, Dessert spoon/fork (if applicable) and Butter knife (if bread is served)

## Glassware:

- Essential: Wine glasses, Champagne flutes, Highball glasses, Rock glasses, Water goblets

## Crockery:

- Dinner plate
- Appetizer plate
- Bread plate (top left above forks)
- Coffee/tea cup and saucer

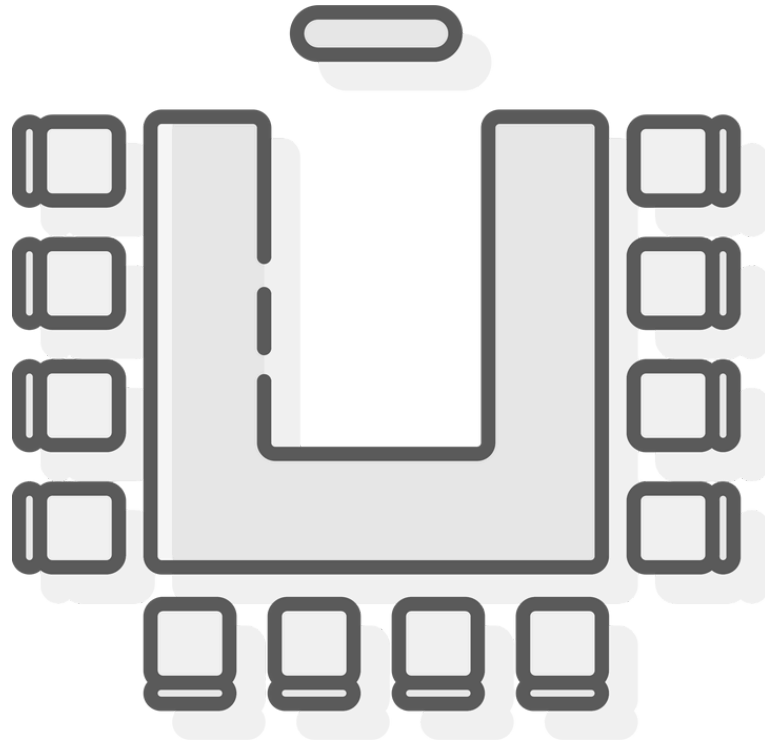


**BOARDROOM  
STYLE**

**AR1**



# U-SHAPE STYLE



Imbas QR dibawah untuk video:



Sumber video: YouTube- Castelo San Vida



# U-SHAPE STYLE

## Type of Event:

- Workshops or Training Sessions
- Seminars or Conferences
- Interactive Presentations
- Small Group Discussions
- Executive Meetings or Briefings

## Linen:

- Tablecloths, Skirting and Overlay

## Cutleries:

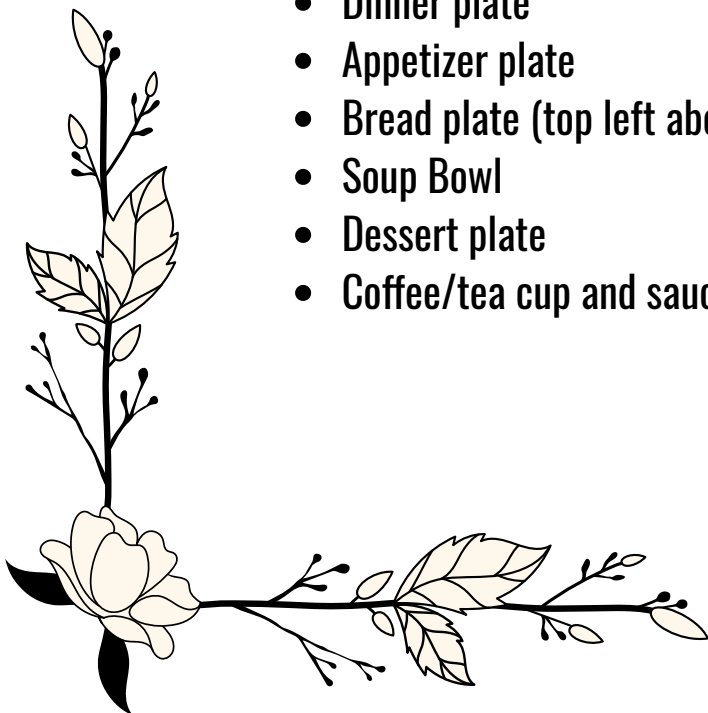
- Dinner knife & fork, Starter knife & fork, Dessert spoon/fork (if applicable) and Butter knife (if bread is served)

## Glassware:

- Essential: Wine glasses, Champagne flutes, Highball glasses, Rock glasses, Water goblets, Coffee Cup

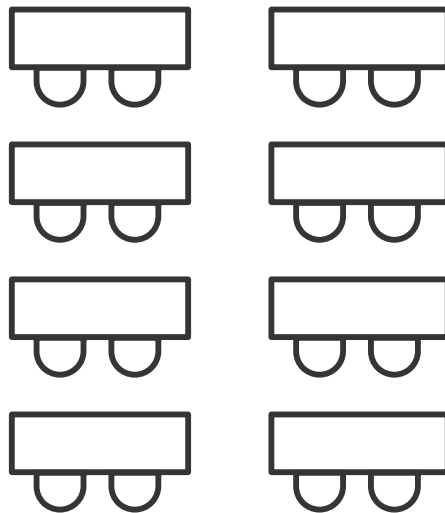
## Crockery:

- Dinner plate
- Appetizer plate
- Bread plate (top left above forks)
- Soup Bowl
- Dessert plate
- Coffee/tea cup and saucer





# CLASSROOM STYLE



Imbas QR dibawah untuk video:



Sumber video: YouTube- Kimpton Hotel & Restaurant



**CLASSROOM  
STYLE**

**AR3**



# CLASSROOM STYLE

## Type of Event:

- Training Sessions
- Seminars
- Workshops
- Lectures
- Corporate Presentations

## Linen:

- Tablecloths and Skirting

## Cutleries:

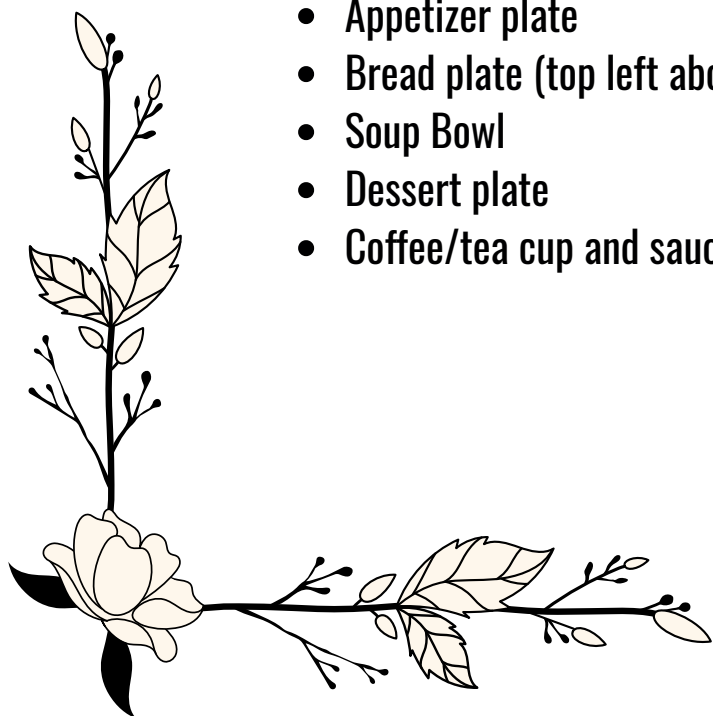
- Dinner knife & fork, Starter knife & fork, Dessert spoon/fork (if applicable) and Butter knife (if bread is served), Teaspoon

## Glassware:

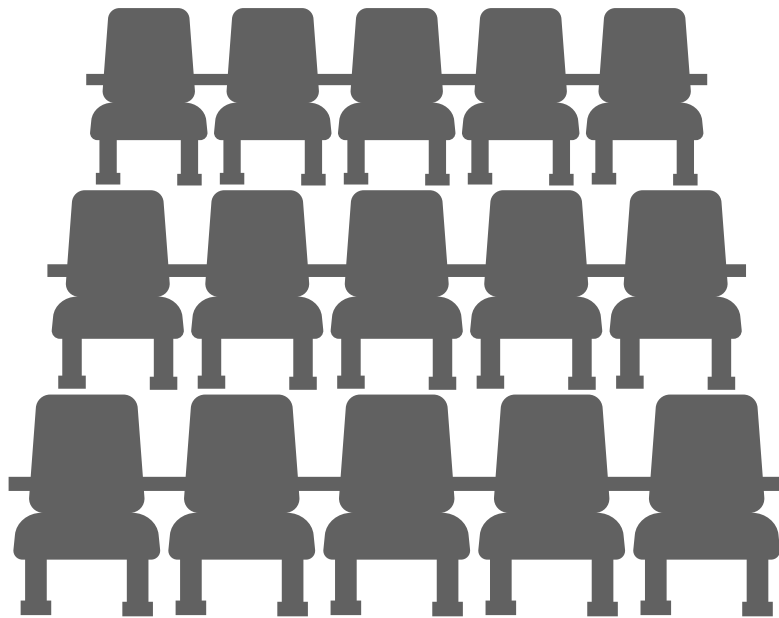
- Essential: Water goblets, Coffee/Tea cup

## Crockery:

- Dinner plate
- Appetizer plate
- Bread plate (top left above forks)
- Soup Bowl
- Dessert plate
- Coffee/tea cup and saucer



# THEATRE STYLE



Imbas QR dibawah untuk video:



Sumber video: YouTube- Perth Convention and Exhibition Centre



# THEATRE STYLE

## Type of Event:

- Large Conferences
- Seminars or Talks
- Product Launches
- Award Ceremonies
- Ceremonial Events

## Linen:

- Not applicable for individual seats, as there are no tables in standard theatre setup

## Cutleries:

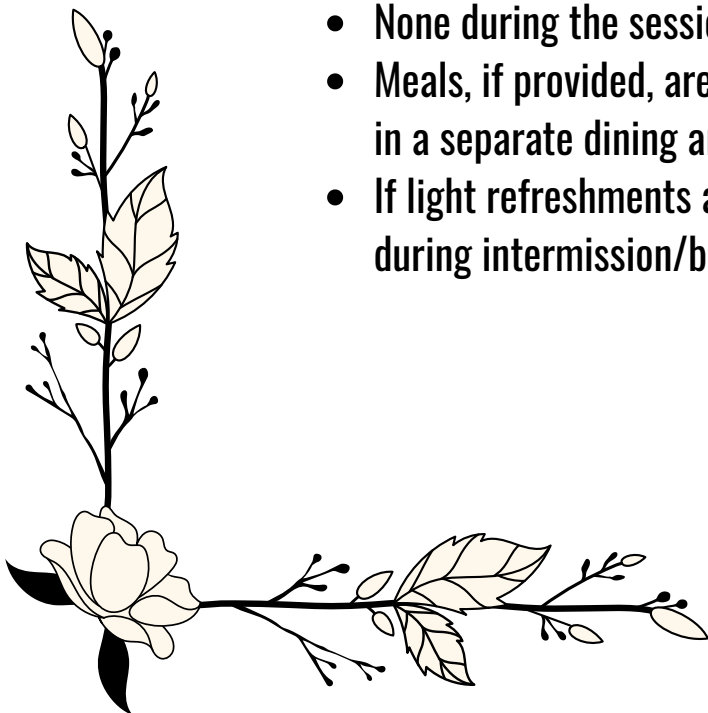
- Not required in standard theatre style, as food is typically not served during sessions

## Glassware:

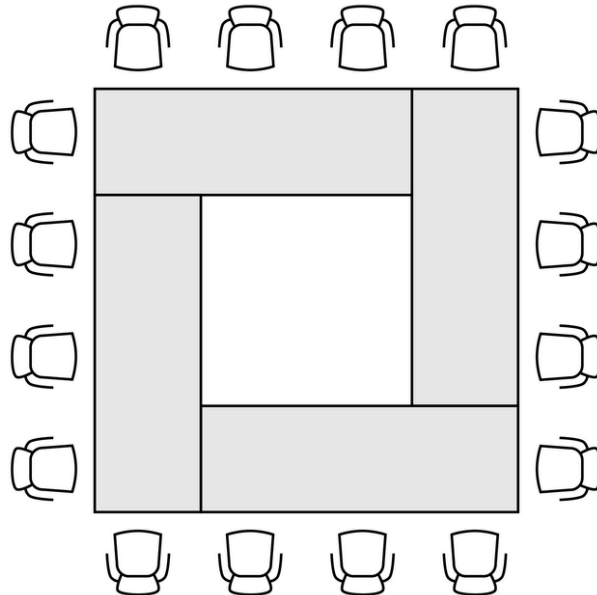
- Minimal or none

## Crockery:

- None during the session itself
- Meals, if provided, are typically served before or after the session in a separate dining area
- If light refreshments are allowed, disposable ware may be used during intermission/break



# HOLLOW SQUARE STYLE



Imbas QR dibawah untuk video:



Sumber video: YouTube- TheCommonsVCU



# HOLLOW SQUARE STYLE

## Type of Event:

- Board Meetings
- Committee or Panel Discussions
- Team Collaboration Sessions
- Strategy Planning Meetings
- Training with Group Interaction

## Linen:

- Tablecloths, skirting and runners

## Cutleries:

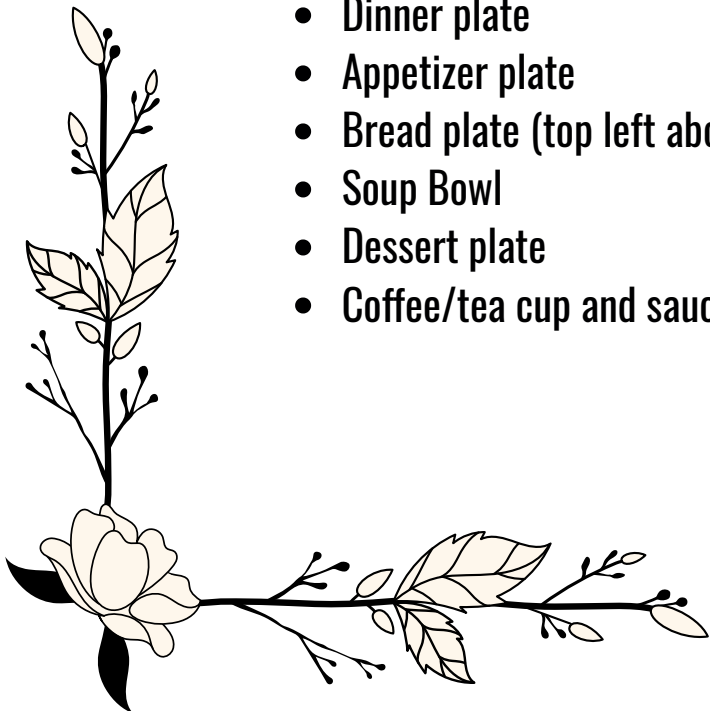
- Dinner knife & fork, Starter knife & fork, Dessert spoon/fork (if applicable) and Butter knife (if bread is served), Teaspoon

## Glassware:

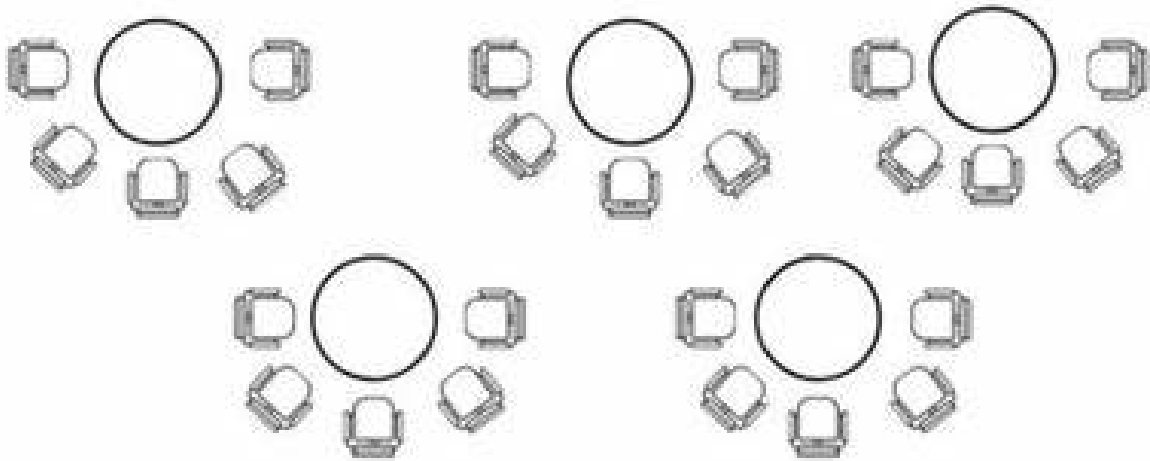
- Essential: Water goblets, Wine Glass, Coffee/Tea cup

## Crockery:

- Dinner plate
- Appetizer plate
- Bread plate (top left above forks)
- Soup Bowl
- Dessert plate
- Coffee/tea cup and saucer



# CABARET STYLE



Imbas QR dibawah untuk video:



Sumber video: YouTube- Le Méridien Piccadilly



# CABARET STYLE

## Type of Event:

- Workshops with meals
- Training sessions
- Award ceremonies
- Gala luncheons or dinners
- Corporate conferences with speaker sessions

## Linen:

- Tablecloths, skirting and runners

## Cutleries:

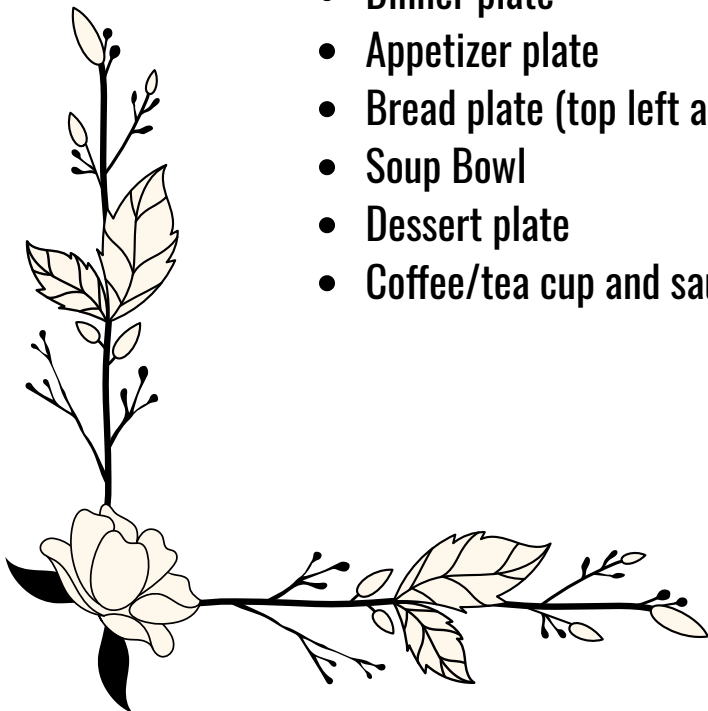
- Dinner knife & fork, Starter knife & fork, Dessert spoon/fork (if applicable) and Butter knife (if bread is served), Teaspoon

## Glassware:

- Essential: Water goblets, Wine Glass, Coffee/Tea cup

## Crockery:

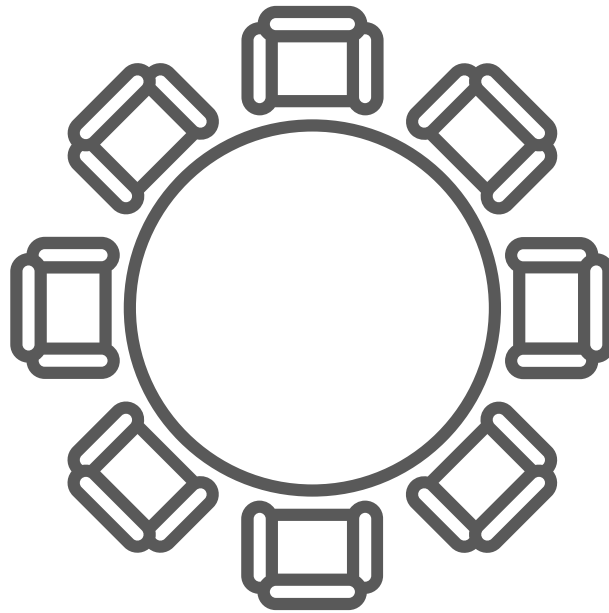
- Dinner plate
- Appetizer plate
- Bread plate (top left above forks)
- Soup Bowl
- Dessert plate
- Coffee/tea cup and saucer





# **BANQUET TABLE SET UP**

# ROUND TABLE SET UP



Imbas QR dibawah untuk video:



Sumber video: YouTube- I Heart Black Business



# ROUND TABLE SET UP

## Type of Event:

- Banquets
- Wedding Receptions
- Corporate Dinners
- Gala Nights
- Formal Luncheons or High-Profile Events

## Linen:

- Tablecloths, skirting and runners

## Cutleries:

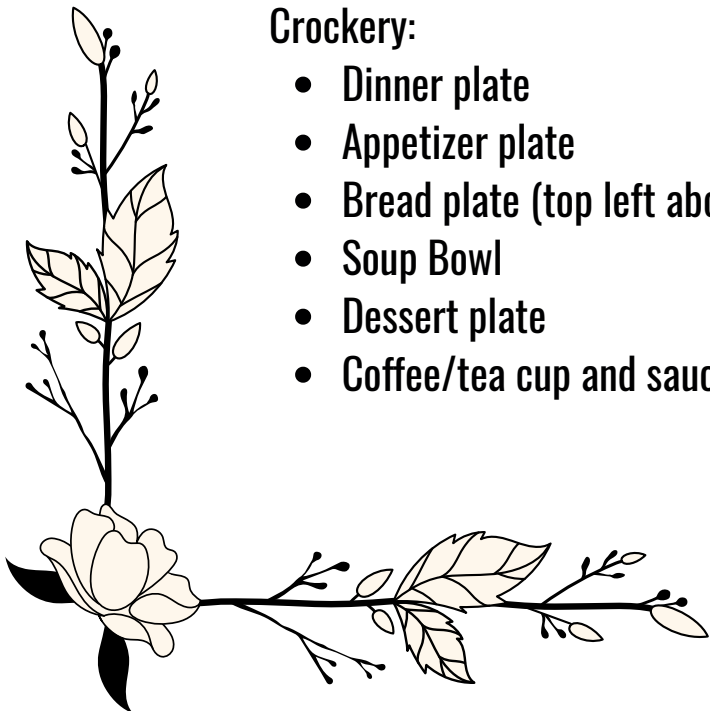
- Dinner knife & fork, Starter knife & fork, Dessert spoon/fork (if applicable) and Butter knife (if bread is served), Teaspoon

## Glassware:

- Essential: Water goblets, Wine Glass, Champagne flute, Coffee/Tea cup

## Crockery:

- Dinner plate
- Appetizer plate
- Bread plate (top left above forks)
- Soup Bowl
- Dessert plate
- Coffee/tea cup and saucer

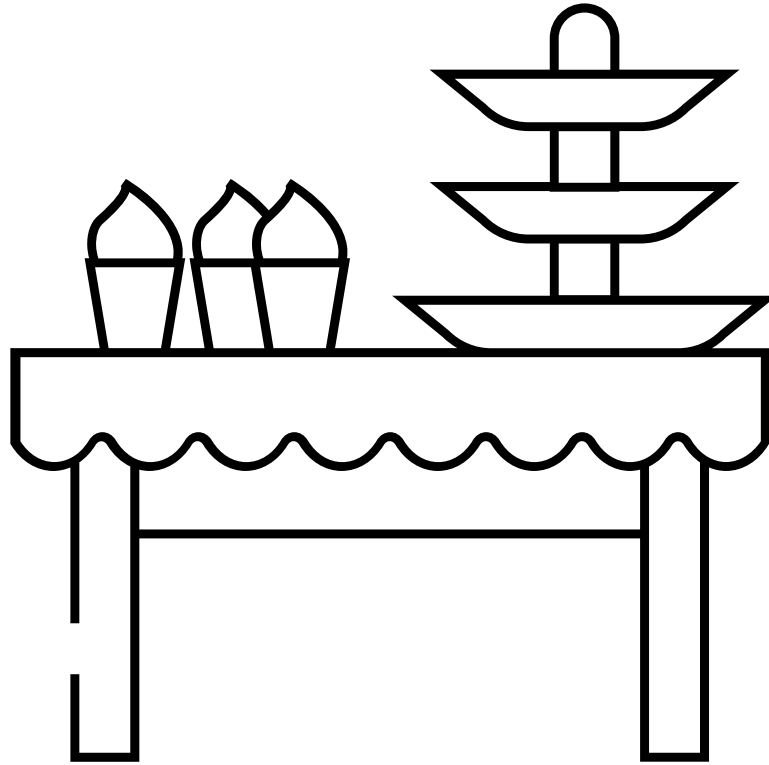


**ROUND TABLE  
SET UP**

**WAR**



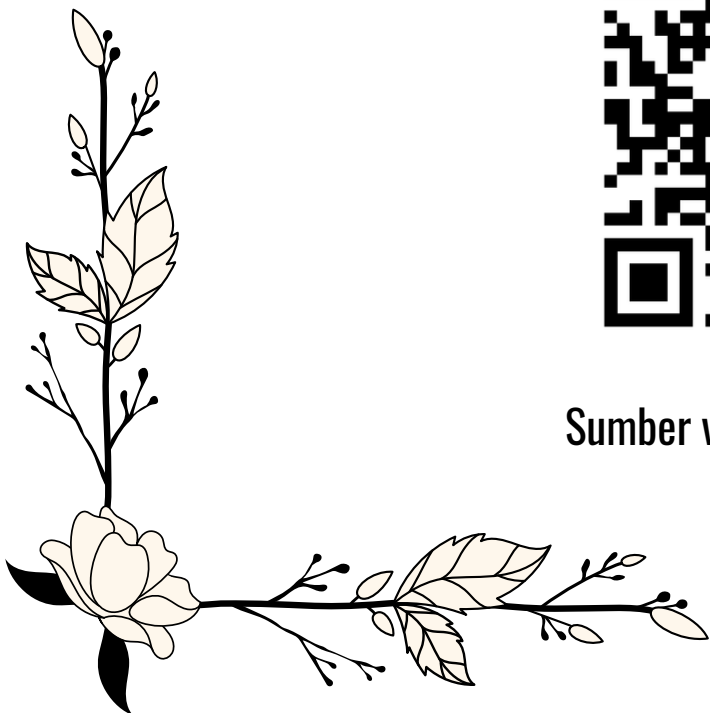
# **BUFFET STYLE SET UP**



Imbas QR dibawah untuk video:



Sumber video: YouTube- HGTV



# **BUFFET STYLE SET UP**

## **Type of Event:**

- **Casual or Semi-Formal Events**
- **Corporate Lunches/Dinners**
- **Wedding Receptions**
- **Family Day or Holiday Gatherings**
- **Large Group Functions**
- **Breakfast/Lunch Services at Conferences**

## **Linen:**

- **Tablecloths, napkin, skirting and runners**

## **Cutleries:**

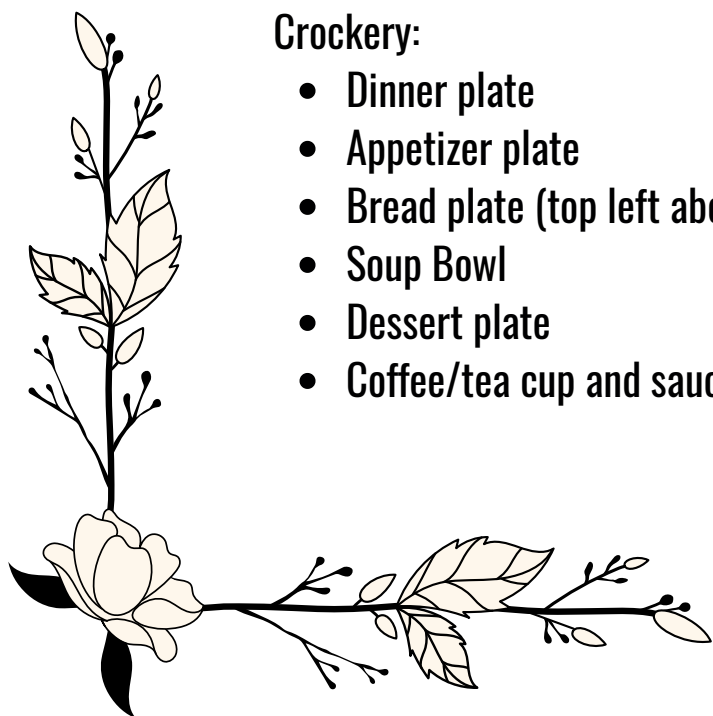
- **Dinner knife & fork, Starter knife & fork, Dessert spoon/fork (if applicable) and Butter knife (if bread is served), Teaspoon**

## **Glassware:**

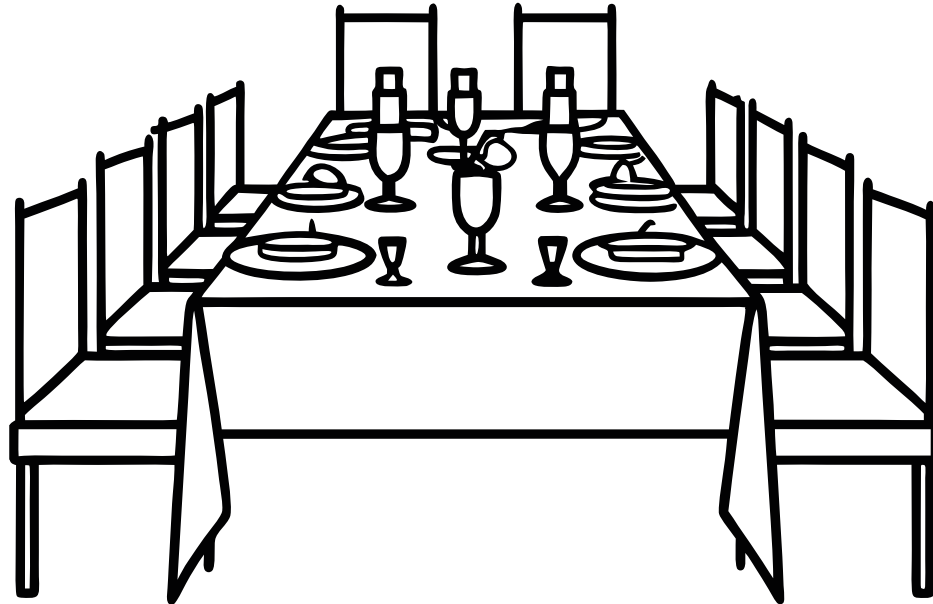
- **Essential: Water goblets, Wine Glass, Champagne flute, Juice Glass, Coffee/Tea cup**

## **Crockery:**

- **Dinner plate**
- **Appetizer plate**
- **Bread plate (top left above forks)**
- **Soup Bowl**
- **Dessert plate**
- **Coffee/tea cup and saucer**



# BANQUET STYLE SET UP (LONG TABLE)



Imbas QR dibawah untuk video:



Sumber video: YouTube- Any Event Linen and Chair Rental



# **BANQUET STYLE SET UP (LONG TABLE)**

## **Type of Event:**

- Formal Banquets
- Wedding Receptions (head tables or guest tables)
- Gala Dinners
- Award Ceremonies
- Corporate Celebrations

## **Linen:**

- Tablecloths, napkin and runners

## **Cutleries:**

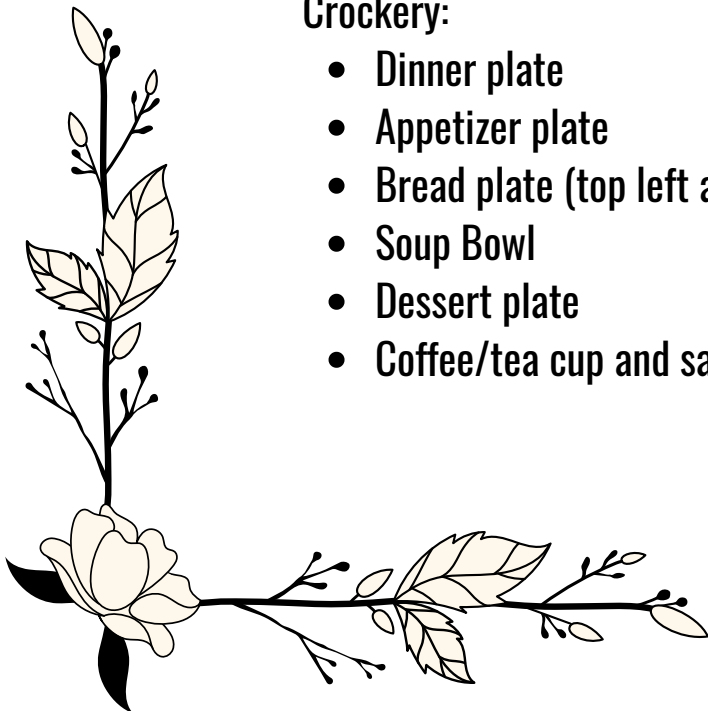
- Dinner knife & fork, Starter knife & fork, Dessert spoon/fork (if applicable) and Butter knife (if bread is served), Teaspoon

## **Glassware:**

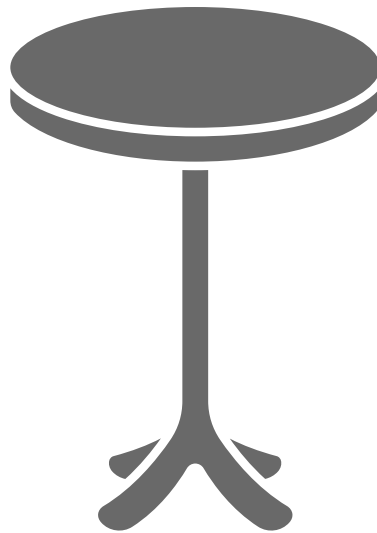
- Essential: Water goblets, Wine Glass, Champagne flute, Coffee/Tea cup

## **Crockery:**

- Dinner plate
- Appetizer plate
- Bread plate (top left above forks)
- Soup Bowl
- Dessert plate
- Coffee/tea cup and saucer



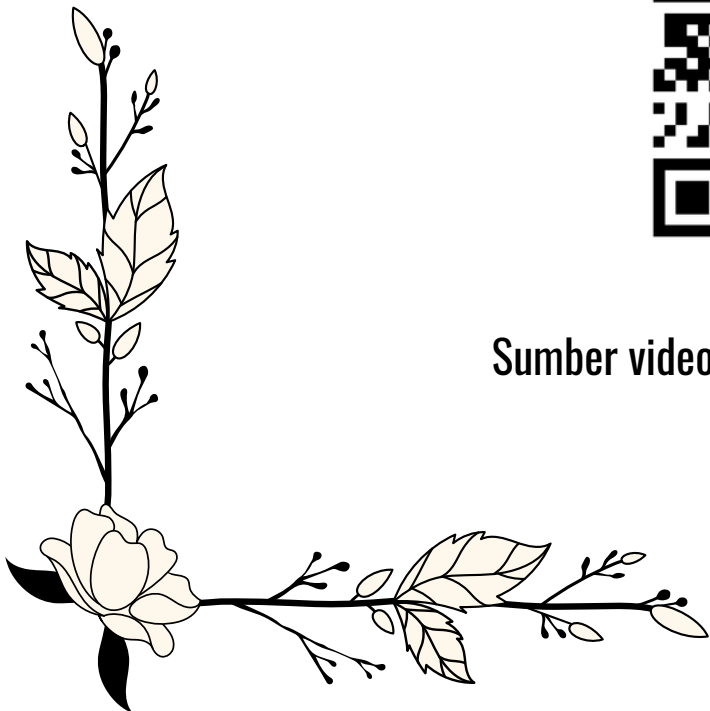
# **COCKTAIL STYLE (STANDING RECEPTION)**



Imbas QR dibawah untuk video:



Sumber video: YouTube- Coco Productions



# COCKTAIL STYLE (STANDING RECEPTION)

## Type of Event:

Cocktail Reception / Networking Event / Pre-Dinner Drinks / Product Launch

- Standing-style event or minimal seating
- Focus is on mingling, drinks, and light finger food or canapés

## Linen:

- Tablecloth: High-top (bar) cocktail tables typically draped with floor-length linen
- Material: Polyester or satin fabric
- Overlay: Optional decorative sash, ribbon, or overlay tied at the pedestal (base of the table) for added elegance

## Cutleries:

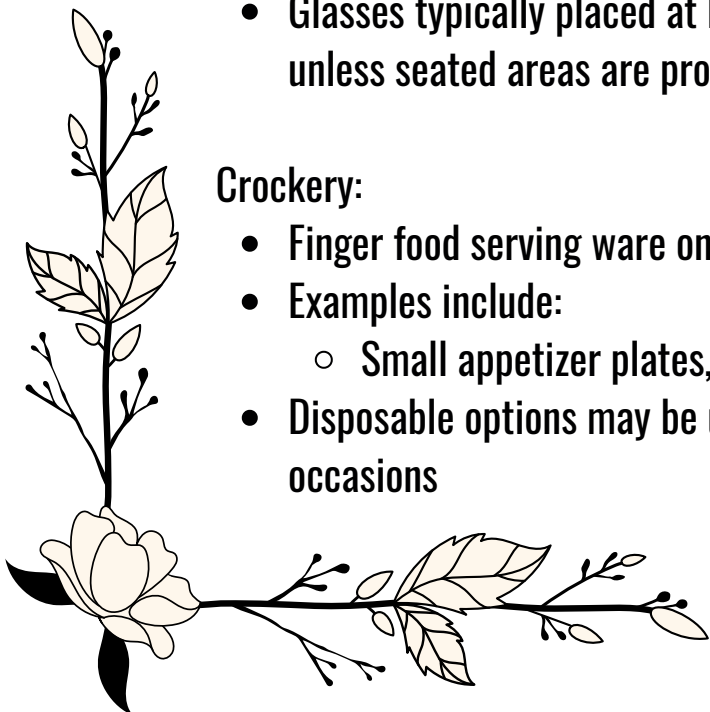
- Minimal usage: Usually includes Cocktail forks, Dessert spoons, Cocktail knives
- Placed at food stations or buffet, not necessarily on each table

## Glassware:

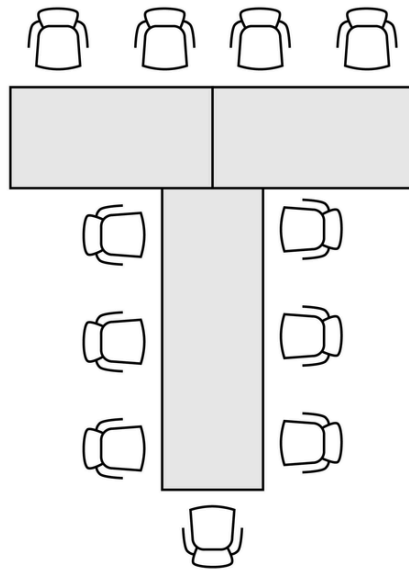
- Essential: Wine glasses, Champagne flutes, Highball glasses, Rock glasses, Water goblets
- Glasses typically placed at bar or drink station; minimal on tables unless seated areas are provided

## Crockery:

- Finger food serving ware only
- Examples include:
  - Small appetizer plates, Bowls for dips, Cocktail napkins
- Disposable options may be used for casual events; ceramic for formal occasions



# T-SHAPE



Sumber gambar:  
[insideweddings.com](http://insideweddings.com) - T-Shaped Head Table



# T-SHAPE

## TYPE OF EVENT:

Formal or Semi-Formal Events such as:

- VIP Meetings, Boardroom-style Discussions, Training Sessions with Lunch/Dinner, Wedding Head Table, Private Dinners or Corporate Banquets
- The T-shape layout allows for a main head table (the top of the "T") and additional seating extending out (the stem of the "T").

## LINEN:

- Tablecloths: Full-length, floor-touching linen for all tables
- Seamless look preferred for premium presentation
- Overlay or Skirting:
- Optional table skirting for the head table portion
- Table runners may be used for decoration or color accent

## CUTLERIES:

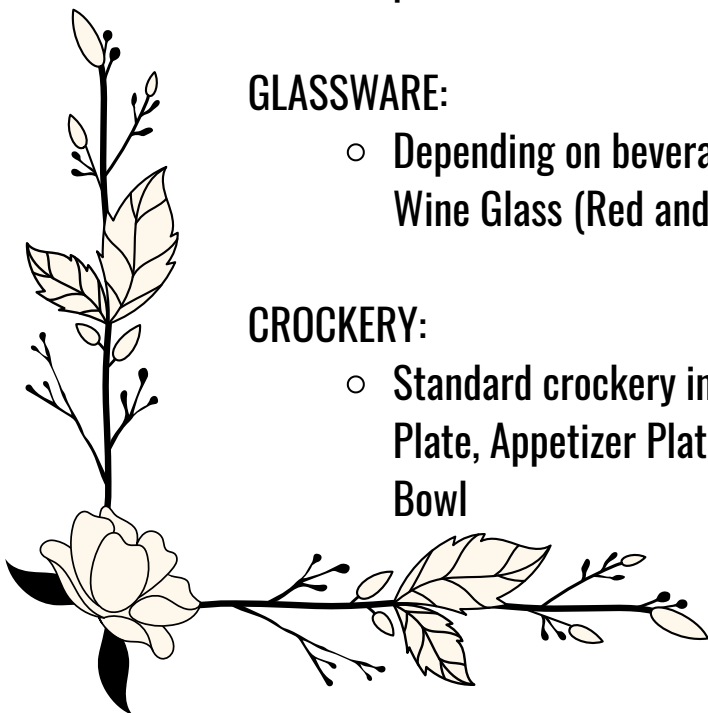
- Standard full-set cutlery for formal dining: Dinner Knife & Fork (main course), Starter Knife & Fork (appetizer/salad), Dessert Spoon/Fork, Butter Knife (if bread is served)
- Placement: According to standard fine dining rules: forks on the left, knives/spoons on the right, dessert cutlery placed above the plate

## GLASSWARE:

- Depending on beverage service, typically includes: Water Goblet, Wine Glass (Red and/or White), Champagne Flute

## CROCKERY:

- Standard crockery includes: Service Plate (Charger), Dinner Plate, Appetizer Plate, Bread Plate (top left above forks), Soup Bowl



# PLACEMENT STANDARDS FOR MEETING SET UP

## 1. Table and Chair Placement

- Chair spacing: 2 to 2.5 feet (60–75 cm) per person.
- Aisle width: Minimum of 4 feet (1.2 meters) for central aisles, 2 feet (60 cm) for side aisles.
- Tables must be aligned neatly and evenly spaced.

## 2. Stationery Setup

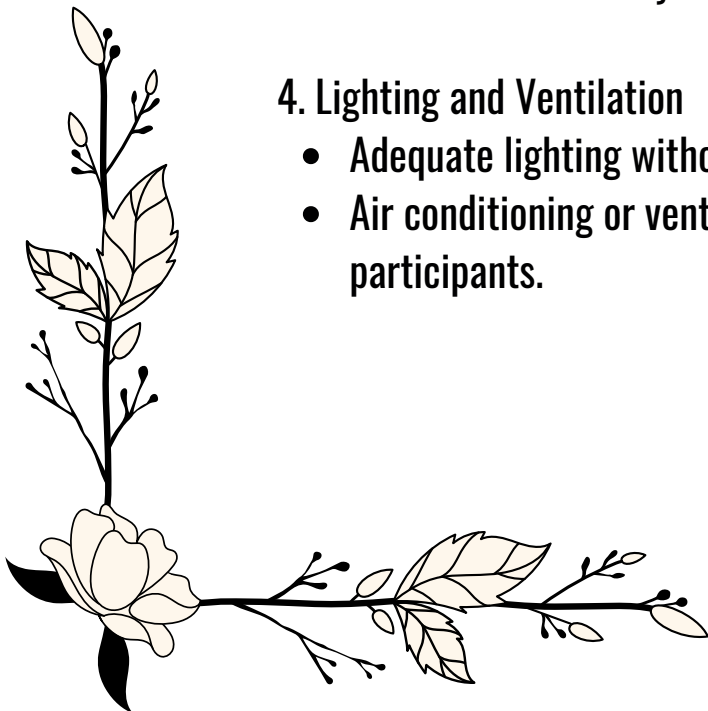
- Notepad and pen: Centered in front of each seat.
- Water glass and bottled water: Placed on the top-right corner of the notepad.
- Name tags or tent cards: If used, should be clearly visible and placed at the front edge of the table.

## 3. Audio-Visual Equipment

- Projector, screen, and microphones should be tested beforehand.
- Equipment should be placed so that all attendees have a clear line of sight.
- Wires must be safely taped down or covered.

## 4. Lighting and Ventilation

- Adequate lighting without glare on screens.
- Air conditioning or ventilation should be comfortable for all participants.



# PLACEMENT STANDARDS FOR BANQUET SET UP

## 1. Table Spacing and Alignment

- Between tables: Minimum 5 feet (1.5 meters) to allow service circulation.
- Between chair backs: At least 2 feet (60 cm) for guest comfort.

## 2. Table Setting Standards (Formal)

- Charger plate: Centered 1 inch (2.5 cm) from the edge of the table.
- Cutlery: Forks on the left, knives and spoons on the right. Utensils are placed in the order of use (outside-in).
- Glassware: Placed above the knives in a diagonal line from left to right – water glass, then wine glasses.
- Napkin: Placed on the charger plate or to the left of the forks.

## 3. Buffet Setup

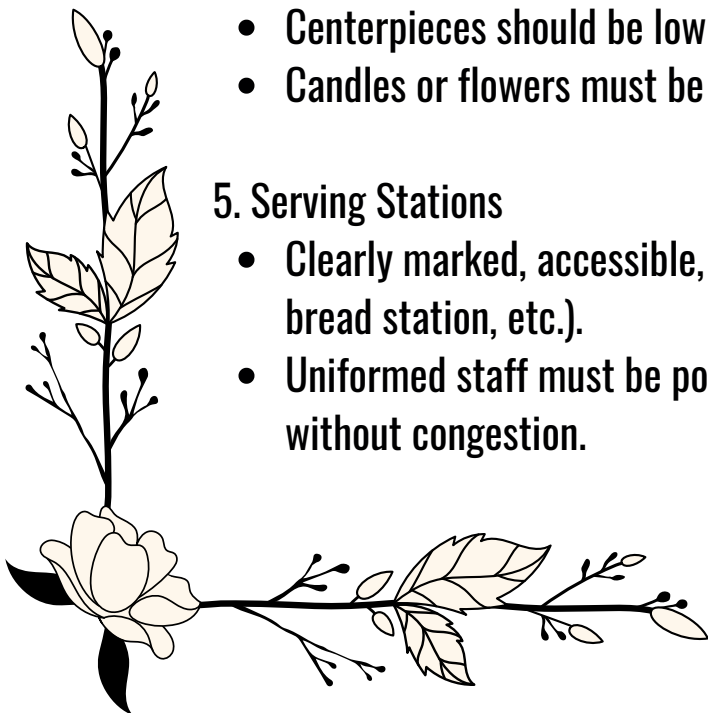
- Serving tables should be clothed and skirted.
- Plates stacked at the start of the buffet line, followed by food from starters to desserts.
- Serving utensils for each dish must be clean and well-placed.

## 4. Decor Elements

- Centerpieces should be low enough not to obstruct guest conversation.
- Candles or flowers must be safe, scent-neutral, and not crowd the table.

## 5. Serving Stations

- Clearly marked, accessible, and fully equipped (coffee/tea station, bread station, etc.).
- Uniformed staff must be positioned strategically to assist guests without congestion.



# TYPE OF LINENS

## 1. Tablecloth / Table Cover

- **Function:** Covers the entire table surface for cleanliness and decoration.
- **Usage:** Used for both meetings and banquet setups.
- **Types:**
  - Full drop\*: Reaches the floor for formal events.
  - Mid-length\*: Hangs halfway for casual or buffet setups.

## 2. Table Skirting

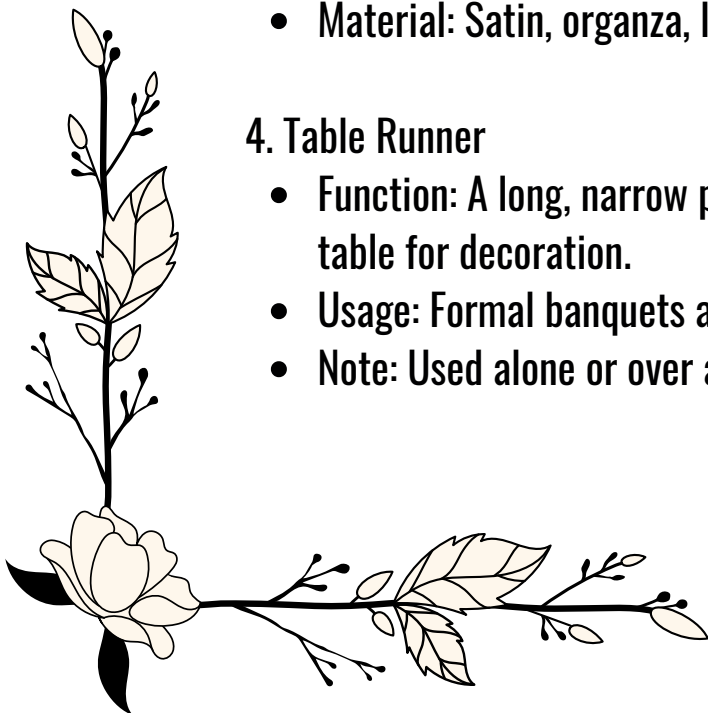
- **Function:** Wrapped around the edges of a table to cover legs and provide a clean, formal look.
- **Usage:** Often used for buffet tables, registration tables, speaker's tables, or stage setups.
- **Style:** Pleated, box-pleat, or shirred depending on the theme.

## 3. Overlay

- **Function:** Smaller decorative linen placed over the main tablecloth for color contrast and design.
- **Usage:** Banquets, weddings, and themed events.
- **Material:** Satin, organza, lace, or embroidered fabrics.

## 4. Table Runner

- **Function:** A long, narrow piece of linen laid across the center of the table for decoration.
- **Usage:** Formal banquets and themed dinners.
- **Note:** Used alone or over a tablecloth.



# TYPE OF LINENS

## 5. Napkins / Serviettes

- **Function:** Provided to guests for personal cleanliness during meals.
- **Usage:** Folded neatly and placed on plates or to the side in both meeting and banquet setups.
- **Material:** Cloth napkins preferred for formal events; disposable napkins for casual functions.

## 6. Chair Covers

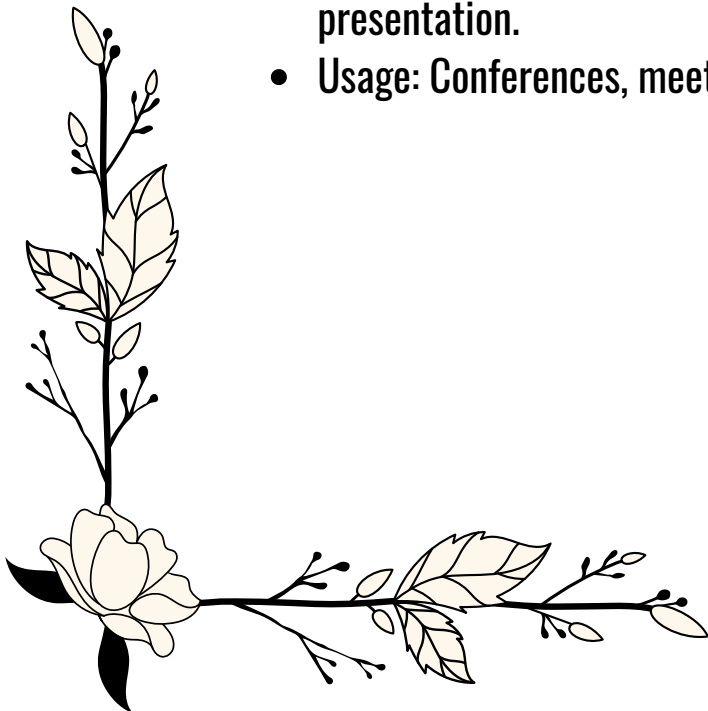
- **Function:** Covers the entire chair for uniformity and elegance.
- **Usage:** Formal banquet settings, weddings, and VIP functions.
- **Options:** Often paired with sashes or bows for added style.

## 7. Skirting Clips & Underlays

- **Function:** Secure linen and create a layered look.
- **Usage:** Used behind the scenes but essential for maintaining professional presentation, especially in buffet and banquet tables.

## 8. Podium or Lectern Covers

- **Function:** Used to cover speaker stands or podiums for formal presentation.
- **Usage:** Conferences, meetings, or official banquets.



# CUTLERIES AND GLASSWARE



## CUTLERIES

1. Dinner Knife
2. Dinner Fork
3. Salad Fork
4. Fish Fork and Fish Knife
5. Soup Spoon
6. Dessert Spoon and Dessert Fork
7. Butter Knife
8. Teaspoon / Coffee Spoon
9. Steak Knife
10. Appetizer / Cocktail Fork

## GLASSWARE

1. Water Goblet / Tumbler
2. Wine Glass (Red Wine)
3. Wine Glass (White Wine)
4. Champagne Flute
5. Juice Glass
6. Highball Glass
7. Old-Fashioned / Lowball Glass
8. Beer Glass / Mug
9. Coffee / Tea Cup with Saucer



# DECORATION FOR MEETING SETUP

## 1. Table Centerpieces (Simple & Professional)

- Small floral arrangements (neutral colors like white, green, or soft pastels)
- Low-profile to avoid obstructing views between participants
- Decorative pens, notebooks, or branding items can be included for themed events

## 2. Backdrop and Stage Design

- Company logo, event theme, or screen as a digital backdrop
- Simple draping or paneling in neutral or corporate colors

## 3. Lighting

- Soft white lighting with spotlights on speakers or presentation areas
- Avoid overly dim or colorful lighting for formal meetings

## 4. Chair Covers and Table Skirting

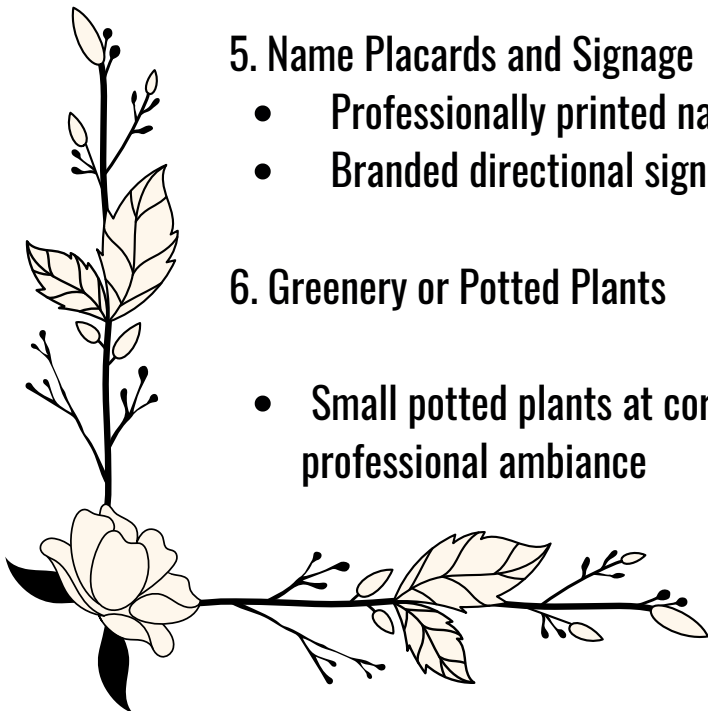
- Uniform covers in white, grey, or navy blue with minimal decoration
- Skirting for registration tables, buffet lines, or speaker tables

## 5. Name Placards and Signage

- Professionally printed name cards or tent cards for participants
- Branded directional signage for restrooms, coffee break areas, etc.

## 6. Greenery or Potted Plants

- Small potted plants at corners or entrances to create a calm, professional ambiance



# DECORATION FOR BANQUET SET UP

## 1. Elegant Table Centerpieces

- Candles, fresh flowers, glass vases, or themed decor based on event type
- For formal banquets, use tall candelabras or crystal centerpieces (ensure they don't block views)

## 2. Themed Linens and Tableware

- Colored overlays, runners, and napkins that match event theme (e.g., gold for gala, red for Chinese banquet)
- Charger plates and elegant cutlery for premium settings

## 3. Lighting and Ambiance

- Warm lighting, chandeliers, or dimmed LED lights for elegant or evening events
- Uplighting in event colors around the venue for added atmosphere

## 4. Chair Decorations

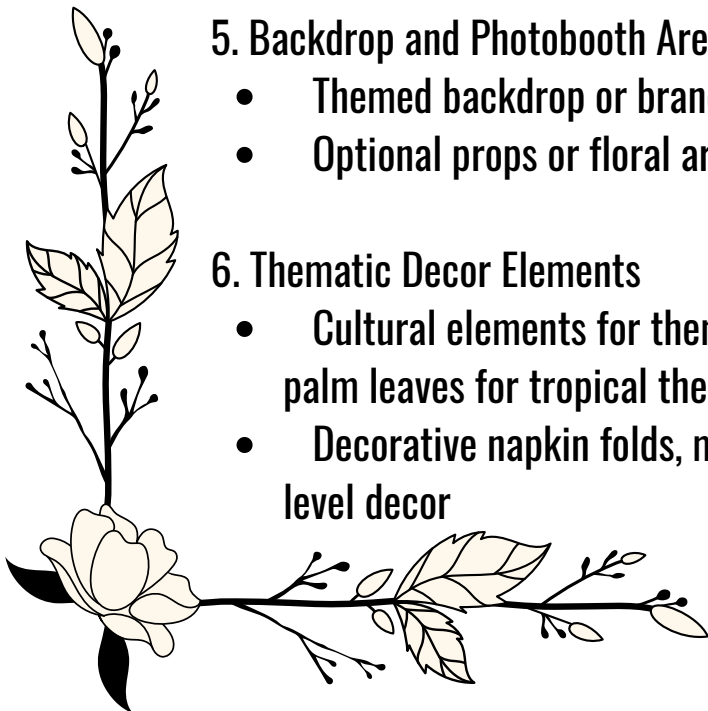
- Chair covers with sashes or bows tied at the back
- Match chair decor with table theme or event color scheme

## 5. Backdrop and Photobooth Area

- Themed backdrop or branded step-and-repeat for photos
- Optional props or floral arch for weddings or private events

## 6. Thematic Decor Elements

- Cultural elements for themed dinners (e.g., lanterns for Asian night, palm leaves for tropical themes)
- Decorative napkin folds, menu cards, and charger plates for table-level decor



# **CONCLUSION & REFERENCES**

# CONCLUSION

This eBook provides a comprehensive overview of various table setup styles commonly used for meetings and banquet services within the hospitality industry. It covers different layouts such as classroom, boardroom, U-shape, hollow square, theatre, T-shape for meetings, and round table, cabaret, buffet, banquet long table, and cocktail style for banquets. Each setup is carefully matched to specific types of events, ranging from seminars and corporate meetings to weddings, gala dinners, and casual gatherings. The guide emphasizes the importance of selecting appropriate linens tablecloths and napkins that complement the event's theme and maintain a professional appearance.

It also details the correct arrangement and choice of cutlery based on the menu and style of service, whether plated or buffet. Glassware selection is highlighted to ensure guests have the proper water, wine, or champagne glasses conveniently placed for use. Crockery requirements, including charger plates, bread plates, and coffee cups, are discussed with attention to the type of meal being served.

Additional considerations such as decorative elements, efficient space planning, guest comfort, and smooth service flow are also addressed. Overall, the eBook aims to equip event planners and hospitality professionals with the knowledge and best practices necessary to create elegant, functional, and guest-friendly table setups that suit a wide range of meeting and banquet occasions.



# REFERENCES

Abdul Aziz, F. S., Sulaiman, N. P. & Che Kadir, K. B. (2021). Food and beverage service operation. Politeknik Sultan Idris.

Allen, J., Harris, R. & Jago, L. (2022). Festival & special event management. John Wiley & Sons.

Azizul Hassan (2022). Technology application in tourism fairs, festivals and events in Asia. Springer.

Bladen, C. et al. (2022). Events management: An introduction. Routledge.

Boulicot, T. & Jeuffrault, D. (2022). Restaurant service: Preparation, carving, slicing, flambering and setting the tables. BPI.

Boussard, S. (2021). Food and beverage management in the luxury hotel industry. Business Expert Press.

Choudhary, K., C. & Choudhary, A. (2023). Food and beverage service: A handbook for hospitality and tourism services. Independently Published.

Cousins, J., Foskett, D., Graham, D. & Hollier, A. (2022). Food and beverage management: For the hospitality, tourism and event industries. Goodfellow Publishers.

Cousins, J. & Weekes, S. (2020). Food and beverage service (10<sup>th</sup> edition). Hodder Education.

Dowson, R., Albert, B. & Lomax, D. (2022). Event planning and management: Principles, planning and practices (3<sup>rd</sup> ). Kogan Page.

Moore, C. (2021). Managing service in food and beverage operations. States Academic Press.

Rogers, T. & Wynn-Moylan, P. (2022). Conferences and conventions: A global industry: Routledge.

Walker, R. J. (2021). The restaurant : From concept to operation. Wiley.

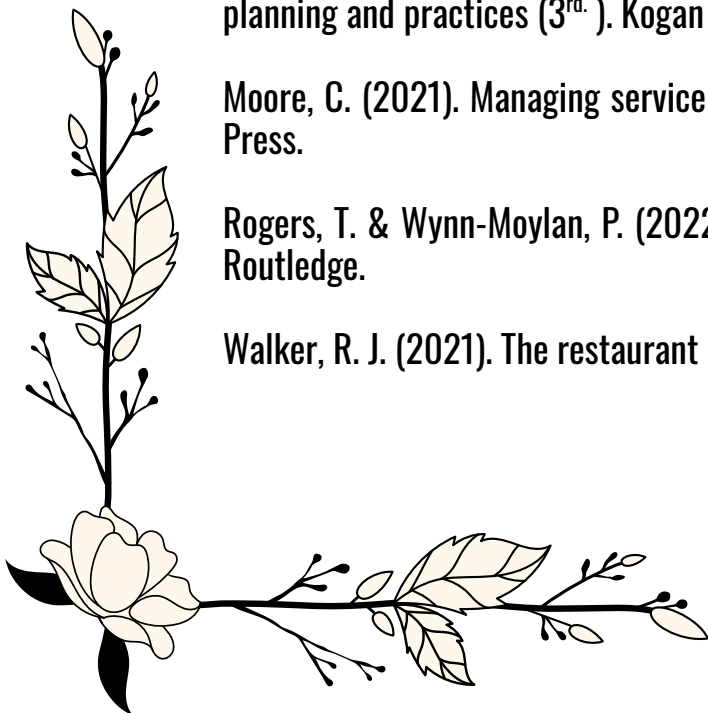


TABLE SET UP MEETING & BANQUET

e ISBN 978-629-99975-3-5



9 786299 997535

KOLEJ KOMUNITI SELAYANG  
(online)