

# Standard Operating Procedure (SOP): On-site Event Setup and Food Presentation Protocols

This SOP defines the **on-site event setup and food presentation protocols**, covering the preparation and arrangement of event spaces, coordination with catering teams, proper handling and display of food items, adherence to hygiene and safety standards, timing and sequencing of setup activities, and quality assurance measures. The objective is to ensure a seamless event experience with visually appealing and safe food presentations that meet client expectations and regulatory requirements.

## 1. Objective

To establish standardized procedures for on-site event setup and food presentation that ensure efficiency, safety, visual appeal, and client satisfaction.

## 2. Scope

This procedure applies to all personnel involved in event setup and the handling, presentation, and service of food and beverage items at client venues.

## 3. Responsibilities

- Event Manager:** Oversees the entire setup and presentation process.
- Setup Crew:** Executes physical arrangement of event spaces.
- Catering Staff:** Handles food transportation, setup, and presentation.
- Quality Assurance (QA) Officer:** Ensures compliance with hygiene, safety, and presentation standards.

## 4. Procedures

### 4.1 Event Space Preparation

- Review floor plan and client requirements in advance.
- Inspect venue for cleanliness and accessibility.
- Set up tables, chairs, linens, and décor according to event layout.
- Verify adequate power supply and lighting, if necessary.

### 4.2 Coordination with Catering Teams

- Confirm arrival time for catering delivery and staff.
- Designate food prep and holding areas onsite.
- Establish communication channels for last-minute updates.

### 4.3 Food Handling and Presentation

- Ensure all staff practice strict hand hygiene and wear appropriate PPE.
- Maintain proper food storage temperatures using warmers/coolers as needed.
- Arrange food items attractively, following client specifications and menu themes.
- Label all food items, including allergen and dietary information.
- Use clean and undamaged serving utensils, platters, and displayware at all times.

### 4.4 Hygiene and Safety Standards

- Sanitize all surfaces and serving equipment before and after use.
- Ensure compliance with local food safety regulations and codes.
- Monitor for cross-contamination risks and correct immediately.
- Provide staff with ongoing health and safety training.

### 4.5 Timing and Sequencing

Activity	Responsible	Timing
Venue access/setup begins	Setup Crew	As per event contract (usually 2-4 hours pre-event)

Food delivery/inspection on site	Catering Staff & QA Officer	1-2 hours pre-event
Final table/decor arrangement	Setup Crew	1 hour pre-event
Food presentation/display setup	Catering Staff	30-45 minutes pre-event
Final hygiene and safety check	QA Officer	15-30 minutes pre-event

## 4.6 Quality Assurance

- Conduct a walkthrough to verify presentation quality, cleanliness, and safety.
- Address client concerns or special requests promptly.
- Document any incidents or deviations for post-event review.

## 5. Documentation

- Setup checklist (completed and signed by Event Manager)
- Food temperature logs
- Incident/Deviation reports (if applicable)
- Client feedback forms

## 6. References

- Local Food Safety Guidelines and Codes
- Company Hygiene and Sanitation Policy
- Client-specific Event Contracts