

**Menu Planning and Table Display**, an individual event, recognizes participants enrolled in Family and Consumer Sciences and/or related occupations skills to demonstrate their skill in menu planning. In this event, the participant will plan a lunch or dinner menu for two (2) people based on the current state theme.

## EVENT CATEGORIES AND THEME

- Level 1:** grades 6–8, “Dinner for a Sleepover”
- Level 2:** grades 9–10, “California Inspired Dinner”
- Level 3:** grades 11–12, “California Inspired Dinner”

## ELIGIBILITY AND GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participant must have completed a course or be currently enrolled in a Family and Consumer Sciences program.
3. Complete the Online Project Summary Form located on the “Surveys” tab of the FCCLA Portal, and provide signed proof of submission in the File Folder.
4. View the Online C-STAR Orientation Video found on the official California FCCLA website. Each entry must complete and submit the required form to the Room Consultant at the time of competition. Only one form per entry is required.

GENERAL INFORMATION								
Individual or Team Event	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up/Prep Time	Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
Individual	File Folder, Recipes, and Table Display	Table-yes Electrical Access- no	Official Dress	30 Minutes	5 minutes per exhibit	3 Minutes	2 Minutes	40 minutes

PRESENTATION ELEMENTS ALLOWED									
Audio	Costumes	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/ Pointers	Skits	Presentation Equipment	Visuals
			•			•			•

## Menu Planning and Table Display

### Procedures and Time Requirements

The participant will provide a file folder with three (3) copies of event materials. Participants will also provide one (1) copy each of signed proof of submission of the “Evidence of Online Project Summary Submission” page and signed proof of C-STAR YouTube Orientation Video	
30 Minutes	A maximum of thirty (30) minutes will be allowed to set up displays. Participant is responsible for bringing all materials for the table display.
3 minutes	Participant will give an oral presentation that is up to 3 minutes long.
5 minutes	Room consultants and evaluators will have 5 minutes to preview the <i>file folder</i> before each presentation begins.
2 minutes	Following the presentation, evaluators will ask questions for up to 2 minutes.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for each participant.

### Specifications

#### File Folder

Participant will submit one letter-size *file folder* containing three identical sets, no more than 15 pages total, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled (either typed or handwritten) in the top left corner with name of event, event category, participant’s name, and state.

1- 8 ½” x 11” page	<i>Project Identification Page</i>	Must include participant name, chapter name, school, city, state, event name, and title of project.
1- 8 ½” x 11” page	<i>FCCLA Planning Process Summary Page</i>	Summarize how each step of the <i>Planning Process</i> was used to develop the Menu Planning and Table Display project.
1 - 8 ½” x 11” page	<i>Menu</i>	Menu (for given meal) for two people based on the current theme.
1 to 5 - 8 ½” x 11” page(s)	<i>Recipes</i>	All recipes with ingredients and directions used in the menu. NO PHOTOCOPIES OF RECIPES FROM BOOKS OR TEXTBOOKS WILL BE ALLOWED. Beverage recipes are excluded.
1 to 5 - 8 ½” x 11” page(s)	<i>Nutritional Analysis</i>	Create a nutritional analysis using the template provided that includes the following: <ol style="list-style-type: none"> <li>1. Serving Size</li> <li>2. Calories</li> <li>3. Protein</li> <li>4. Fat</li> <li>5. Cholesterol</li> <li>6. Carbohydrates</li> <li>7. Sodium</li> </ol>

## Menu Planning and Table Display

The participant will develop a table display for two (2) people.

Table Service	All knives, forks, spoons, etc. included that are appropriate to the menu.
Centerpiece	Edible or non-edible
Place Settings	All appropriate dishes to match menu
Menu Card	The printed card shall be no larger than 4" x 6" (mounting or frame may be larger). The card must list the title of the display, theme, and menu. The title can be the selected theme or a creative name incorporating the theme.

### Oral Presentation of Project

The oral presentation is a time for the participant to present to the evaluators. The presentation is intended to be a 3-minute presentation during which the student will discuss the rationale for choosing their menu as it relates to the theme, how the menu is a balanced meal and meal appeal (flavor, texture, form or shape, method of preparation, taste, and color).

Following the presentation, evaluators and participants will have a 2-minute follow-up question and answer period.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
Knowledge of Subject Matter	Demonstrate thorough knowledge of industry related vocabulary to the participant's chosen project.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language/Clothing Choice	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of visuals or note cards if used. Wear appropriate clothing for the nature of the presentation.
Grammar/Word Usage/Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the project.

## Menu Planning and Table Display C-STAR Point Summary Form

Name of Participant \_\_\_\_\_

Chapter \_\_\_\_\_ State CA Individual # \_\_\_\_\_ Station # \_\_\_\_\_ Level \_\_\_\_\_

**DIRECTIONS:**

1. Make sure all information at top is correct. If a student named is not participating, cross the name off. If the student does not show, please write "No Show" across the top and return with other forms.
2. The room consultants must check participant's file folder using the criteria and standards listed below and fill in the boxes.
3. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and paper clip all items related to the presentation together. Please do NOT staple.
4. At the end of competition in the room, double-check all scores and names, Sort results by participant data sheet order, turn in to the Lead or Assistant Lead Consultant.
5. Check with the Lead/Assistant Lead Consultant if there are any questions regarding the process.

ROOM CONSULTANT CHECK			Points
<b>C-STAR Dress Check</b> 0-3 points	<b>0</b> Clothing does not meet official dress requirements	<b>1-3</b> Clothing meets all official dress requirements	
<b>Online Event Orientation Documentation (Video)</b> 0-1 point	<b>0</b> Official documentation not provided at presentation time or signed by adviser	<b>1</b> Official documentation provided at presentation time and signed by adviser	
<b>Orientation / Punctuality</b> 0-1 point	<b>0</b> Participant did not late or was late	<b>1</b> Participant attended and was to time	
<b>File Folder</b> 0-1 point	<b>0</b> File Folder is not present or presented with incorrect labeling	<b>1</b> File folder is present with correct label: name of event, event category, participant's name, and state	
<b>File Folder Pages</b> 0-4 points	<b>0-2</b> File folder exceeded the page limit or does not have 3 copies of all paperwork	<b>3-4</b> File Folder is presented with correct labeling and sufficient evaluators material <ul style="list-style-type: none"> <li>1 Project ID page</li> <li>1 Planning Process Summary Page</li> <li>1 Project Summary Submission Proof</li> <li>Menu</li> <li>Recipes</li> <li>Nutritional Analysis</li> </ul>	
<b>EVALUATORS' SCORES</b>			<b>ROOM CONSULTANT TOTAL</b> (10 points possible)
Evaluator 1 _____	Initials _____		<b>AVERAGE EVALUATOR SCORE</b> (90 points possible)
Evaluator 2 _____	Initials _____		
Evaluator 3 _____	Initials _____		
Total Score _____ divided by number of evaluators _____ = <b>AVERAGE EVALUATOR SCORE</b>			<b>FINAL SCORE</b> (Average Evaluator Score plus Room Consultant Total)

**RATING ACHIEVED** (circle one)      **Gold:** 90-100      **Silver:** 70-89.9      **Bronze:** 1-69.9

**VERIFICATION OF FINAL SCORE AND RATING** (please initial)

Evaluator 1 \_\_\_\_\_ Evaluator 2 \_\_\_\_\_ Evaluator 3 \_\_\_\_\_ Adult Room Consultant \_\_\_\_\_ Event Lead Consultant \_\_\_\_\_

## Menu Planning and Table Display Rubric

Name of Participant \_\_\_\_\_

Chapter \_\_\_\_\_ State CA Individual # \_\_\_\_\_ Station # \_\_\_\_\_ Level \_\_\_\_\_

RECIPE PACKET/FILE FOLDER CONTENTS							Points	
<b>FCCLA Planning Process Summary Page</b> 0–5 points	0 Planning Process Summary not provided	1 Inadequate steps in the Planning Process are presented	2 All Planning Process steps are presented, but not summarized	3 All Planning Process steps are summarized	4 Evidence that the Planning Process was utilized to plan project	5 The Planning Process is used to plan the project, each step is fully explained.		
<b>Body Language/Clothing Choice</b> 0–3 points	0 Uses inappropriate gestures, posture or mannerisms, avoids eye contact/inappropriate clothing		1 Gestures, posture, mannerisms and eye contact are inconsistent/clothing is appropriate		2 Gestures, posture, mannerisms, eye contact, and clothing are appropriate		3 Gestures, posture, mannerisms, eye contact, and clothing enhance presentation	
<b>Menu</b> 0–15 points	0 Not provided	1–2–3 Not appropriate to theme, does not have variety, color, texture	4–5–6 Faintly appropriate to theme. Minimal variety, color, texture	7–8–9 Somewhat appropriate to theme. Limited variety, color, texture	10–11–12 Appropriate to the theme. Adequate variety, color, texture	13–14–15 Appropriate to the theme, has variety, color, texture, shape, and is well balanced		
<b>Recipes</b> 0–5 points	0 Not provided	1 Recipes are incomplete and poorly written	2 Recipes are complete, but lack detail and consistency	3 Recipes are complete, but has limited detail and consistency	4 Recipes are complete and detailed with minimal discrepancies	5 Recipes are typed, complete, concise, well written, and consistent throughout		
<b>Nutritional Analysis of Individual Recipes</b> 0–7 points	0 Not provided	1 Minimal information provided	2 Analysis is incomplete	3 Analysis is complete, but format is not consistent, and missing several recipes	4–5 Analysis is complete, presented in a consistent format, and contains most recipes	6–7 Analysis is complete, is presented in a consistent format and contains all recipes		

## Menu Planning and Table Display

TABLE DISPLAY AND ORAL PRESENTATION							Points
<b>Table Service</b> 0–10 points	0 Not provided	1–2 Missing and/or inconsistent flatware, inappropriately placed on setting, does not reflect menu or theme	3–4 Flatware vaguely reflects theme, most flatware misplaced, somewhat accurate to menu	5–6 Flatware somewhat reflects theme, some items misplaced, accurate to menu	7–8 Flatware reflects theme, minimal items misplaced, accurate to menu	9–10 Flatware reflects and matches theme, appropriately placed, accurate to menu	
<b>Centerpiece</b> 0–15 points	0 Not provided	1–2–3 Does not reflect theme, inappropriate size and height	4–5–6 Vaguely reflects theme, somewhat creative, appropriate size and height	7–8–9 Somewhat reflects theme, fairly creative, appropriate size and height	10–11–12 Somewhat reflects theme, decorative and visually pleasing, appropriate size and height	13–14–15 Reflects theme, creative, appropriate to meal service, appropriate size and height	
<b>Place Setting</b> 0–10 points	0 Not provided	1–2 Missing and/or inconsistent place setting, inappropriately placed on setting, does not reflect menu or theme	3–4 Place setting vaguely reflects theme, most place setting misplaced, somewhat accurate to menu	5–6 Place setting somewhat reflects theme, some items misplaced, accurate to menu	7–8 Place setting reflects theme, minimal items misplaced, accurate to menu	9–10 Place setting reflects and matches theme, appropriately placed, accurate to menu	
<b>Menu Card</b> 0–5 points	0 Not provided	1 Does not state title of the display and/or theme, inappropriate size, inaccurate to menu	2 Vaguely states title of the display and theme, card is appropriate size, missing several menu items	3 Somewhat states title of the display and theme, card is appropriate size, some errors on card	4 States title of the display and theme, card is appropriate size, accurate to menu, minimal errors	5 Clearly states title of the display and theme, appropriate size, well formatted with no errors, accurate to menu, shows creativity	
<b>Oral Presentation-Rational for Theme/Display, Menu Related to Nutritional Analysis, Meal Appeal and Delivery</b> 0–10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1–2 Presentation covers some topic elements	3–4 Presentation covers all topic elements, but with minimal information	5–6 Presentation gives complete information, but does not explain the project well	7–8 Presentation covers information completely, but does not flow well	9–10 Presentation covers all relevant information with a seamless and logical delivery	
<b>Responses to Evaluators' Questions</b> 0–5 points	0 Did not answer evaluators' questions	1 Unable to answer some questions	2 Responded to all questions, but without ease or accuracy	3 Responded adequately to all questions	4 Gave appropriate responses to evaluators' questions	5 Responses to questions were appropriate and given without hesitation	

Evaluator's Comments – Include two things done well and two opportunities for improvement:

**TOTAL**  
(90 points possible)

Evaluator # \_\_\_\_\_

Evaluator Initial \_\_\_\_\_

Room Consultant Initial \_\_\_\_\_