Dear Skills USA program Advisors,

Congratulations to you and your student on qualifying for the 2020 Skills USA State Conference for Professional Restaurant Service! After reading this letter, please review the schedule at the bottom of the page. The Friday night tour is highly encouraged!

We wanted to alert you so a small change in procedure for this year’s competition. In previous years it has been a struggle to find qualified volunteers to act as guests (non-judges) in the dining room during the competition. This year the state committee has decided to request that the advisors from each school participate as a “guest” in the dining room portion. We need 1 advisor participant minimum, but if more are available, please let us know and it would be greatly appreciated and would take the strain off all! We will plan to anticipate that at least 1 advisor rep from each school will be able to help.

Your role as a guest will be strictly maintaining a checklist, not judging. You will be given a script to follow, and will also check off, for example, if cruming happens. You will be placed with an advisor from a different school to ensure checklist accuracy. The judges will be rotating the floor and will take care of all actual scoring.

We will be doing our best with scheduling to make sure that you will never be a “guest” in the dining room at the same time your student is competing.

We ask that you please confirm your availability, and let us know how many qualified “guests” you may be able to supply from your school.

We think this will be double as a tremendous opportunity for advisors to gain- first hand- more insight into the actual competition flow by being part of the action!

If you have any questions or concerns please do not hesitate to contact Diana Woodward Diana.woodward@pccsk12.com

Friday Night Orientation - Attendance Highly Encouraged
4:30-5:30 April 17, 2020
ATC Banquet Rooms (GRCC Secchia Institute)
Students will be able to tour the dining room and familiarize themselves with the contest.

Saturday Competition - timing subject to change
April 18, 2020
8:00-8:30 Student Registration
8:10-8:40 (If your student isn’t able to make the orientation on Friday night, please arrive by 8:10 on Saturday so they can take a tour and see the dining room prior to the contest).
8:30 All Students in Holding- no cell phones or additional materials/notes/menus etc...
8:40 Contest Rotations Begin
2020 MICHIGAN SKILLSUSA CHAMPIONSHIPS
TASK & MATERIALS LIST

SKILL OR LEADERSHIP AREA: Restaurant Service

CONTEST LOCATION:
Grand Rapids Community College
Applied Technology Center (ATC)
151 Fountain NE
Grand Rapids, MI, US
(616) 234-GRCC
http://www.grcc.edu/

RESUME:
Each student must submit a one-page printed resume before the contest start at the contest site (present to contest coordinator, not judges). The resume is no longer submitted online. This is the only time that resumes can be turned in. Failure to do so will result in a 10 point penalty.

Restaurant Service 2020- IMPORTANT Please read all contest information!

• Please note- tableside service is NOT required for the state competition, however the server should be able to describe how a tableside Caesar is prepared and know the ingredients
• Students can be creative in their dessert descriptions as these descriptions are up to his or her discretion. The photos are for reference only and used to facilitate proper table service.
• Photos are attached to help with identifying food for plating. Guests will turn the photo upside down to indicate to the server when finished with the dish.

Napkin Folding Demonstration: New for 2020- A place card with the name of each napkin fold is required.

Lunch is on your own. Please plan to bring your student a lunch.

PURPOSE
The purpose of the Skills USA contest is to evaluate each contestant’s preparation for employment and to recognize outstanding students for excellence and professionalism in service and dining room management.

CLOTHING REQUIREMENTS:
• Long Sleeve Plain White Collared Shirt
• Black Dress Slacks with Belt or Knee Length Skirt
• Plain Black Tie with No Pattern
• Shined Black Leather Work Shoes for Men
• Shined Black Flat Heels for Women
• Black Socks or Hose
• Bistro Apron
• Waiters jackets, bow ties, vests, cummerbunds or half aprons are not permitted.

OTHER UNIFORM REQUIREMENTS:
• Each contestant is expected to be completely dressed. This includes socks, etc.
• Jewelry worn should be minimal and only be that which is acceptable to the standards of the industry. A good example would be the wearing of a wedding and/or engagement rings, and wristwatches. One does not wear necklaces or dangling earrings.
• No school logo, school name, contestant name or any other identifying marks of any kind on clothing. If you do have them, they must be covered up so that no part of the identification is visible.

TASKS TO BE PERFORMED: The student must be prepared for any of these tasks.
• Written SkillsUSA professional development test
• Guest Relations
• Taking of an order/menu descriptions
• Serving and clearing (follow rules of service)
• Check writing and presentation
• Table setting
• Crumbing table
• Use of a large oval tray, beverage tray, tip tray, and tray jack.
• Napkin folding demonstration & lesson

EQUIPMENT AND MATERIALS:

STUDENTS MUST SUPPLY THE FOLLOWING:
• 1 page resume
• Ink pen (black or blue ink)
• Hair restraint (if men or women’s hairstyle extends below the collar, the hair must be restrained with a hair tie, barrettes, or braids.) No extreme hair color is allowed.
• 2 (two) #2 pencils (No Calculators will be allowed)
• Table crumber
• No other items or notes are allowed in the holding/contest area.

MATERIALS SUPPLIED BY THE TECHNICAL COMMITTEE:
• All equipment, “food”, beverages, chairs, tables, flatware, trays, table settings, cloths, and napkins. Sanitation buckets and gloves, guest checks, check presentation folders, contest materials, menus, and description of daily chef’s feature dishes.
• Sales tax sheet
• SkillsUSA Grill Specials
  o (Sales tax sheet and all specials will be given to the contestant at time of contest.)
TASKS TO BE PERFORMED – RESTAURANT SERVICE

STAGES OF COMPETITION SUMMARY:

- **Orientation meeting**: Meet to discuss the contest format (Friday night)
- **Table Set-Up**: Sanitation of table and legs, arrange table cloth, set, polish, and align table settings for two (2) guests. Time allotted for set-up is 10 minutes.
- **Host and Guest Relations**: Greeting and seating two (2) guests.
- **Greeting and Guest Service**: For two (2) guests.
- **Guest Check**: Guest check completed properly and accurately. (5 minutes per contestant)
- **Napkin Folding**: Server will present and demonstrate 4 napkin folds. The student will teach the judge/guest how to fold these napkins.

COMPETITION LOGISTICS: Step by step guide through the contest stages

1. **Group Orientation (Friday night) if unable to attend Friday night, please let contest coordinator know on Saturday AM that you need a tour.**
   
   General introduction and discussion of the contest format, timing, contestant sequence and basic guidelines. Any questions will be answered at this time. Also, the SkillsUSA Grill daily specials and soup of the day and vegetable du Jour will be distributed and discussed.

2. **Table Set-Up (10 minutes total time allowed for set up)**
   
   Each contestant will be provided with a blank table, sanitation bucket, settings, and cloth. All contestants will then have ten (10) minutes to set-up the table including checking of table base, chair, sanitation of table, arranging cloth, and settings (including polishing). Table setting will accommodate two (2) guests for luncheon service (see attached sketch). Sketch is intended as a uniformity guide and is not as accurate as final set-up during competition will require. At the conclusion of the set-up, the contestant will stand behind their table, to be judged on appearance, grooming and uniform.

   Contestants may not discuss any aspect of the competition with each other or advisors until the contest is completed. **ADVISORS MAY NOT ENTER THE TEST AREA OR COMMUNICATE WITH THE CONTESTANTS.**

   Group critique will follow final judging so that contestants can receive brief, informal suggestions by judges. Contestants are to be on hand for this portion. Competition results will be announced at the SkillsUSA Conference closing awards session.

3. **Host/Guest Relations**
   
   Each contestant (in sequence) will be directed to an area intended to serve as the entrance to the dining room. A table will be available to use to greet two guests. Contestants should inquire as to number in party, reservation or not, etc. and then escort “guests” to dining room, seating guests, presenting menus and making closing remarks. Judging will be based on technique, skill, polish, poise and student’s displayed knowledge of the role of host.
4. **Greeting and Service Techniques**
The contestant will approach a table of two (2) guests introduce themselves, and serve water into glasses from a pitcher. The server will briefly discuss the menu highlighting the soup of the day, and specials. The server can offer a beverage such as coffee. The server may then proceed to take the guests’ order. (Note: There are two people at the table, both are given water and offered a beverage. Both guests order a beverage, however a food order is taken from only one guest.)

Having taken the order, the server begins with the first course (at the SkillsUSA Grill, bread and butter should accompany the first course and may be replenished with the entree).

The service sequence is:

1. Serving and clearing the first course, (silver service for bread is recommended).
2. entree,
3. dessert,
4. coffee
5. And finally, the guest check, following the rules of service. The check should be neatly written, totaled (6% tax will be added for competition) and presented in the center of the table in a guest check cover.
6. Closing remarks conclude service.
7. Once the service is completed the contestant is expected to clear the table.

Note: We will not be using actual food but using photos. Place the photo of the menu item on the proper service ware and serve. Guests will turn the photo over to indicate when they have finished a course. If guests don’t turn over card, please proceed with service. Beverages (hot water for coffee and iced water) will be used and poured as props for both.

5. **Tray Handling**
The contestant will demonstrate proper tray handling by lifting with the legs and not the back. They will center their hand under the tray and stabilize the tray with the opposite hand if needed. The tray may be held in either the right of left hand. The tray jack will be set near the table, yet not behind a guest nor any closer than an arm’s length away. A large tray should be used for setting the table and also demonstrate proper large tray service at some point(s) during service.

6. **Napkin Folding**
The contestant will demonstrate four napkin folds. The contestant will have 10 minutes to complete these folds. The contestant is required to provide a place card or index card with the title of each napkin fold as this is a requirement for the national competition. The napkin folding segment will be completed in a different location than service. These four napkin folds will not be used for table service. The contestant will train the judge on how to fold each napkin fold and describe when the fold might be used in service.
Please note:
Servers should be aware of the criteria for judging: servers will be scored on appearance, table side manner, professionalism, ease with guests, courtesy and verbal skills. Technically, judges will score on correct handling of china, flatware and glassware, beverage service including wine service, merchandising, general knowledge, taking of the order, service sequence, clearing, and awareness of table, overall perception and poise. In short, all service skills are subject to evaluation.
Judges/Guests may ask questions about items on the menu. Judges may also ask server general knowledge questions during service and may also make written notes and scoring notations during service. Server should not allow this to be a distraction. Contestants should also note that time will be required for judges to record scores following each contestant and that this may affect scheduled times of completion.

RULES OF SERVICE:
- Serve food from left with left hand.
- Clear from right with right hand
- Serve beverage from right with right hand

SET UP SPECIFICS:
Table Set Up Includes:
1. Salt, pepper, and sugar caddie
2. One (1) Tablecloth
3. Two (2) chairs
4. Centerpiece (if available)

Each cover includes:
1. Water glass
2. Bread and butter plate
3. Napkin (folded, any napkin fold of your choice) Note: Napkins may be placed in two (2) acceptable positions: 1. center of cover, 2. Left of the fork.
4. Dinner knife and fork, salad fork, soup spoon, teaspoon, dessert spoon, dessert fork, butter knife.

Note: For judging purposes, standard setting will be (1”) spacing from table edge. Covers should be centered on table, directly opposite one another. Salt and Pepper, Sugars will be pre-filled.

MENU SPECIFICS:
SkillsUSA Grill menu accompanies this packet. Soup, vegetable and daily specials list will be given the day of the contest.

Revised 1/9/20
TABLE SETTING – HIGH SCHOOL Formal Table Setting for Two Guests

Note: Napkin may be placed at the left of cover or center of the cover.

1. Napkin
2. Salad Fork
3. Dinner Fork
4. Service Plate
5. Dinner Knife
6. Teaspoon
7. Soup Spoon
8. Place Mat
9. Table Cloth
10. Bread Plate
11. Dessert Spoon
12. Dessert Fork
13. Water Goblet
Panko Mac and Cheese Bites:

Trio of Pierogies:

Brie Kisses:
Caesar Salad:

Roasted Chickpea Salad:

Gorgonzola and Pear Salad:

Cuban Sandwich:
Muffuletta Sandwich:

Buttermilk Fried Chicken Sandwich:

All American Pot Roast:

Chicken Parmesan:
Eggplant Parmesan:

BBQ Shrimp

(If you want the sides in the pictures):

If not (BBQ Shrimp):

Cheesy Grits:
Collard Greens:

Braised Pork Loin:

House-made Chocolate Cake:

Raspberry White Chocolate Cheesecake:
Warm Triple Berry Tart:

Mac and Cheese Side:
Starters

Fried Mac & Cheese Bites $5
Creamy 5 blend cheese sauce tossed with macaroni bacon crumbles & dipped in Panko.

Trio of Pierogis $5
Gently pan-fried with garlic & onions
- Farmer cheese & chives
- Potato, bacon, & cheddar
- Kielbasa & sauerkraut

Brie Kisses $5
Brie and cherry compote wrapped in puff pastry served warm

Salads

Classic Caesar Salad $7
Prepared tableside

Roasted Chick Pea Salad $7
Quinoa, baby kale, butternut squash, blood orange vinaigrette

Gorgonzola & Pear Salad $7
Artisan mixed greens, crumbled gorgonzola, red pears, shaved red onion, candied pecans, cranberry vinaigrette

Sandwiches

Cuban Sandwich $9
Sweet ham, roasted pork, Swiss cheese, dill pickle & tangy mustard on a grilled ciabatta roll

Muffuletta $9
Genoa salami, Capicola, mortadella, provolone cheese, topped with a spicy tapenade, red wine vinaigrette, on focaccia

Buttermilk Fried Chicken $9
Crispy chicken breast topped with a cilantro jalapeno slaw, pepper jack cheese, avocados, tomatoes

Entrees

All American Pot Roast $12
Slowly roasted tender chuck roast, pan dripping gravy, garlic whipped mashed potatoes, oven roasted carrots & green beans

Chicken or Eggplant Parmesan $12
Lightly breaded served with marinara, fresh mozzarella, pesto tossed angel hair pasta

BBQ Bacon Wrapped Shrimp $12
Tangy BBQ sauce, cheesy grits, and collard greens

Braised Pork Loin $12
Pork loin with apples, pears, and cherry marmalade, macaroni & cheese, vegetable du jour
Sweet Endings

House-made Chocolate Cake $5
Raspberry White Chocolate Cheesecake $5
Warm Triple Berry Tart with Vanilla Ice Cream $5

Beverages

Soft Drinks (Coke Products) $2
House-made Lemonade $2
Coffee $2
Hot Tea $2
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<td>Clean Uniform</td>
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<td>Personal Appearance</td>
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<td>Phase I: Totals (3 possible)</td>
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<td>X 10 (30 points possible)</td>
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<td>Phase II</td>
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<td>Tray used for setup</td>
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<td>Table sanitized, chairs dusted</td>
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<td>Napkin Fold (more than one may be used)</td>
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<td>Linen Seam (hem) down</td>
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<td>Center pieces, salt &amp; pepper, proper placement</td>
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<td>Proper placement for B&amp;B</td>
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<td>Proper Placement for Forks</td>
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<td>Proper Placement for Spoons</td>
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<td>Proper Placement for Knives (butter, meal, salad)</td>
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<td>Proper handling of flatware by handle, spot free</td>
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<td>Proper Handling of Glassware by Stem, Spot Free</td>
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<td>Proper Placement Glassware</td>
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**Phase II: Totals (12 possible)**
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<th>Phase III</th>
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<td>First Impression- <em>Warm and Friendly Greeting</em></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
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<td>Question of Reservation &amp; Number in Party</td>
<td>1 Points</td>
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<td>Small Conversation when seating</td>
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<td>Chair Pulled out for at least one guest</td>
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<td>Name of Server (first name)</td>
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<td>Cheerful Departure</td>
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<td>Phase III Total (6 pts. Possible)</td>
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<td>X 10 (60 points possible)</td>
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<td>Speaks clearly &amp; concisely to guests</td>
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<td>Conveys warm and friendly tone</td>
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<td>Appropriate volume used</td>
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<td>Smiles</td>
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<td>Drink order taken &amp; served</td>
<td>1.5 points</td>
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<td>Water service</td>
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<td>Mentions and describes specials</td>
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<td>Upselling (appetizer, etc.)</td>
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<td>Extra setting removed</td>
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<td>Phase IV totals (18 points possible)</td>
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<td>X 10 (180 points possible)</td>
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<td>Phase V</td>
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<td>Proper use of trays and tray jacks</td>
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<td>Repeated order to verify</td>
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<td>Delivery of food in order</td>
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<td>Check with guest, refill beverage</td>
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<td>Serve left, take right (each course)</td>
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<td>Crumb (napkin) between courses</td>
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<td>Bread basket, silver service before soup or salad</td>
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<td>Each course removed before next</td>
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<td>Knowledge of menu &amp; cooking style</td>
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<td>Removal of unnecessary items</td>
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<td>Interpersonal communication (engagement, timeliness)</td>
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<td>Phase V: Totals (18.5 possible)</td>
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<td>2.5</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

**Phase VI:**
- Total (4.5 points possible)
- Accompaniments
  - Deliver coffee:
  - Place in proper place:
  - Move desserteware to:
  - Coffee service:
  - Present:

X 10 (4.5 points possible)
<table>
<thead>
<tr>
<th>Phase VII</th>
<th>Server #</th>
<th>Server #</th>
<th>Server #</th>
<th>Server #</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Correct</td>
<td>Incorrect</td>
<td>Correct</td>
<td>Incorrect</td>
<td>Correct</td>
</tr>
<tr>
<td>Present check promptly &amp; correct</td>
<td>1.5 points</td>
<td>0 Points</td>
<td>1.5 points</td>
<td>0 Points</td>
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</tr>
<tr>
<td></td>
<td>Correct</td>
<td>Incorrect</td>
<td>Correct</td>
<td>Incorrect</td>
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</tr>
<tr>
<td></td>
<td>1 point</td>
<td>0 Points</td>
<td>1 point</td>
<td>0 Points</td>
<td>1 point</td>
</tr>
<tr>
<td>Legible writing, name, table number</td>
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<td></td>
<td></td>
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<tr>
<td>Thank guest as returning paid check</td>
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<tr>
<td>Finish clearing table within allotted time</td>
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<tr>
<td>Check calculated correctly (items, tax, total)</td>
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<tr>
<td>Phase VII Total (7.5 points possible)</td>
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<tr>
<td>X 10 (75 points possible)</td>
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<tr>
<td>Phase VIII</td>
<td>Server#</td>
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<tr>
<td></td>
<td>Excellent</td>
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<td>No Fold</td>
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<tr>
<td>Napkin Fold One</td>
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<td>.75 points</td>
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<td>1 points</td>
<td>.75 points</td>
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<td>Napkin Fold Two</td>
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<td>Napkin Fold Three</td>
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<td>Napkin Fold Four</td>
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<tr>
<td>Place Cards</td>
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<tr>
<td></td>
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<td>3 points</td>
<td>2 points</td>
<td>5 points</td>
<td>3 points</td>
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<tr>
<td>Showmanship &amp; style of conversation</td>
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<tr>
<td></td>
<td>2.5 points</td>
<td>0 points</td>
<td>1.5 points</td>
<td>0 points</td>
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<tr>
<td>Sanitation- Gloves</td>
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<tr>
<td>Phase VIII totals (12.5 points possible)</td>
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