



Meetings and Events

Youth Apprenticeship

MEETINGS AND EVENTS

Meetings and Events youth apprentices plan, promote, and service meetings, events, conferences, and conventions. Youth apprentices work with planning budgets and goals, workflow management, vendor relationships, room layouts and seating formats, food and beverage, entertainment, technology, and audio-visual equipment. Youth apprentices also assist with ensuring that a meeting or event is run safely, efficiently, and profitably.

Length of Apprenticeship: One year

OCCUPATIONAL COMPETENCIES

Youth Apprentices must complete a **total of 14 competencies** per year. **Thirteen** must be from the list below. If necessary, employers can substitute up to **1** competency per year with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

Competencies
1. Assess customer objectives and requirements for meetings/events
2. Create a customized event/menu
3. Reserve meeting/develop banquet event order (BEO)
4. Set up for Meeting/Event
5. Set up Audio-Visual Technology for Event
6. Set up for Food Service per BEO, if applicable
7. Provide food service
8. Prepare and provide beverages
9. Refresh meeting areas
10. Respond to guest inquiries
11. Clear tables
12. Break down down/clear function rooms after meeting/event
13. Monitor meeting/event to ensure facilities and service conform to BEO
14. Prepare Invoice/Process Payment

POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. The following is a partial list.

- Meeting/Event Manager
- Special Event Manager
- Hospitality Manager