

Tips for Creating a Display Board for your Presentation

The following tips can save you a lot of time and help you move your creation in the right direction:

- ☒ Plan ahead – Before you start assembling your presentation board, sit down and plan the big picture. Gather all supplies: markers, glue, cut outs, etc.
- ☒ Your restaurant name and logo should appear prominently on your display board.
- ☒ Keep it simple – The more complex the display, the easier it is to cause trouble later on.
- ☒ Floor Plan – Your floor plan should look professional, clean and neat, and you can consider using Google Sketch Up or other software to create it. Be sure to include the following elements in your floor plan of the restaurant:
 - Kitchen space including food prep and cooking areas
 - Food storage space including refrigeration
 - Bar area
 - Restrooms
 - Dining area including tables, chairs, booths
 - Greeting area / Host
 - Cash areas
- ☒ Menu - Your menu should look professional, clean and neat, and you can consider using MS Word, MS Publisher or other software to create it. Be sure to include the following elements:
 - Your logo and/or restaurant name
 - Starters
 - Soups and Salads
 - Entrees
 - Desserts
 - Beverages
 - Kid's Menu
 - Pricing appropriate to your establishment
- ☒ Furniture and Décor – Include samples/cut outs of the furniture and décor elements of your restaurant. Use headings where appropriate.
- ☒ Once your display is complete, store it in a safe place until your presentation.