

Kitchen Manager's Checklist

Day, Date and Time of Event _____

Type of Event _____ Number of Guests _____

Contact Person _____ Phone _____

Catered? Y or N Caterer _____ Phone _____

Person in Charge _____

Number of Kitchen/waitstaff _____

Menu

Temple Supplies?

Dishware: China _____ Disposable _____

Tableware: Stainless _____ Disposable _____

Glassware: Glass _____ Disposable _____

Coffee, creamers, etc. _____

Coffee cups: China _____ Disposable _____

Table linen: Cloth _____ Disposable _____

Napkins: Cloth _____ Disposable _____

You are responsible for the linen and towels. You may launder, fold and return them or be charged for the service (includes used towels).

Setup:

Time _____ Person in charge _____ Phone _____

Cleanup:

Time _____ Person in charge _____ Phone _____

Kitchen Access:

Use of kitchen facilities? Y or N

Equipment used _____

Banquet hall:

Main Room _____, B/S Room _____, Oneg Area _____, Foyer _____

Entertainment

Contact Person _____ Phone _____

Special needs _____