

Staffed Event — Made Easy

Client/Event — Date

Photo Game Strong

- ☐ Buffet/stations fully set (garnishes & labels) — wide + close-ups
- ☐ Drink station + dessert/coffee captured
- ☐ Uploaded to Big Spoon Pics/Feedback during event and after strike
- ☐ Extra Points for: Pictures taken in portrait mode, slow-ish video of the setup for FB

Setup & Presentation

- ☐ Followed event video & BEO layout (note any smart adjustments)
- ☐ Call out decor gaps, riser sizes, signage, linens if relevant

Team Look & Roles

- ☐ All black, hair up, gloves stocked (black gloves at events)
- ☐ Early, professional, proactive; roles clear (captain/buffet/drinks)
- ☐ Shout-outs / Coaching notes added

Food & Service

- ☐ Noted guest/client comments
- ☐ Logged items that ran low/fast and any temp-holding notes

Client Experience

- ☐ Reviewed plan & special requests with POC
- ☐ Noted any hiccups/concerns/follow-ups needed

Pack & Strike

- ☐ Had everything needed; list anything that was short
- ☐ Emergency items used recorded (item + qty for chargeback)
- ☐ All dirty dishes washed, dried, returned to packing area
- ☐ Dishwasher area was cleaned, any food debris was put in the trash, and trash was taken out to the dumpster. *Note: Our dishwashing machine is more of a sanitizer; it won't clean your dishes. It is also shut down at the end of the day; don't use it unless you've received training from the Kitchen Manager.
- ☐ Leftovers labeled + client instructions provided
- ☐ Rentals counted; damages noted; trash/boxes removed; area tidy at venue
- ☐ Lights off • Alarm set • Doors locked (if applicable)

Extended Time / Charge Client

- ☐ Team stayed past scheduled end time
- ☐ Extra minutes/hours documented for billing
- ☐ Reason captured (client request, late start, added service, etc.)

Quick Debrief

- ☐ Actual guests served recorded
 - ☐ Two wins captured for the recap
 - ☐ One improvement logged for next time
 - ☐ Did you have any shadows? Would you recommend them moving on to being hired?
 - ☐ **MVP of the night** called out (name + why 🌟)
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Mileage & Reimbursements (only if you drove your own vehicle)

- ☐ Drove personal vehicle noted; round-trip miles tracked
- ☐ Parking/tolls saved (receipts if needed)

 **Hold this info**—don't send now. **Wait until Julia asks on the Monday before payroll**, then post to **Mileage & Reimbursements** WhatsApp using this format:

Smith, 10/6, 20 miles

Jones, 10/7, 5 miles, Parking \$5

Total miles: 25

Reimbursement: \$5

Pro Moves 💡

- Great pics = faster recaps + better training.
- Document emergency items & extra time so we can bill accurately.
- Close strong (dishes back, leftovers labeled, security steps) = 🌟 client experience.