

STAFFED EVENT - MADE EASY

Client/Event _____ Date _____

P Photo Game Strong

- ☐ Full food display and stations photographed, including wide shots and close-ups
- ☐ Drink station, dessert, and coffee captured
- ☐ One clear photo of each menu item individually
- ☐ Photos and written feedback uploaded to Big Spoon before the captain clocks out
- ☐ Extra points: portrait-mode photos and a slow video of the setup for social media

S Setup & Presentation

- ☐ Followed event video and BEO layout, with any smart adjustments noted
- ☐ Decor gaps, riser sizes, signage, and linens noted when relevant

T Team Look & Roles

- ☐ All black, hair up, and black event gloves stocked
- ☐ Team was early, professional, and proactive, with roles clearly assigned
- ☐ Shout-outs and coaching notes added

F Food & Service

- ☐ Guest and client comments noted
- ☐ Items that ran low or quickly, plus any temperature-holding concerns, logged

C Client Experience & CHP Bonus

- ☐ Reviewed the plan and special requests with the POC
- ☐ Any hiccups, concerns, or follow-up needs noted
- ☐ CHP Bonus recorded, including amount and method
- ☐ Cash placed in the CHP Bonus box, if applicable

P Pack & Strike

- ☐ Had everything needed, and listed anything that was short
- ☐ Emergency items used recorded, including item and quantity for chargeback
- ☐ All dirty dishes washed, dried, and returned to the packing area
- ☐ Dishwasher area cleaned, food debris discarded, and trash taken to the dumpster
- ☐ Leftovers labeled and client instructions provided
- ☐ Rentals counted, damages noted, trash and boxes removed, and venue area left tidy
- ☐ Lights off, alarm set, and doors locked, if applicable

D Dishwasher Reminder

- ☐ Our dishwashing machine is primarily a sanitizer and will not clean dishes
- ☐ Do not use it after shutdown or without training from the Kitchen Manager

E Extended Time / Charge Client

- ☐ Team stayed past the scheduled end time
- ☐ Extra minutes or hours documented for billing
- ☐ Reason captured, such as client request, late start, or added service

Q Quick Debrief

- ☐ Actual number of guests served recorded
- ☐ Two wins captured for the recap
- ☐ One improvement logged for next time
- ☐ Any shadows identified, with a recommendation about moving forward with hiring
- ☐ MVP of the night called out, including name and reason

M Mileage & Reimbursements - Only If You Drove Your Own Vehicle

- ☐ Personal vehicle use noted and round-trip miles tracked
- ☐ Parking and toll receipts saved, if needed

HOLD THIS INFORMATION - DO NOT SEND IT YET. Wait until Julia asks on the Monday before payroll. Then post it to the 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 photos mean faster recaps and better training.
- Document emergency items and extra time so we can bill accurately.
- Close strong: dishes back, leftovers labeled, security steps complete.

REMINDER

Required photos and written feedback are part of the shift. The captain should not clock out until everything has been uploaded to Big Spoon.