

# Culinary Pre-Event Review

Utilize this form/check list to review information prior to weekly pre-production meetings.  
In order to verify information, print these documents for each event:

**TPP:**

Event Worksheet  
Event Menu Production

**Google Drive / Dropbox:**  
Recipes

**Event Number** \_\_\_\_\_

**Event Date** \_\_\_\_\_

## **BASIC EVENT INFO**

**What type of event is this? (Circle)**

Bring Hot      Full Service      Delivery/Drop Off Action Station      Vending Custom

## **MENU**

Review the menu production sheet for prep items. Highlight any production notes you want to clarify during the production meeting.

Any special instructions for service that need to pass to culinary team for prep ( Y / N )

If yes, please provide your questions below:

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Any special instructions for service that need to pass to culinary event lead ( Y / N )

If yes, please provide your questions below:

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Are there any unfamiliar/new menu items that need clarification? ( Y / N )

If yes, please provide your questions below:

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Are there any "custom menu item" listed on menu production? ( Y / N )

Have you reviewed the recipe for a custom menu item? ( Y / N )

Are there any questions regarding the custom menu item? ( Y / N )

If yes, please provide your questions below:

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Are there any recommendations to the quantity of menu / prep that should be altered ( Y / N )

If yes, please provide your recommendations below:

ITEM: \_\_\_\_\_ CHANGE: \_\_\_\_\_

ITEM: \_\_\_\_\_ CHANGE: \_\_\_\_\_  
ITEM: \_\_\_\_\_ CHANGE: \_\_\_\_\_

Is there anything on the menu that will be cooked differently? I.e, frying chips at kitchen, grill marking chicken at kitchen, etc If yes, please provide your information below:

ITEM: \_\_\_\_\_ CHANGE: \_\_\_\_\_  
ITEM: \_\_\_\_\_ CHANGE: \_\_\_\_\_  
ITEM: \_\_\_\_\_ CHANGE: \_\_\_\_\_

## **SCHEDULE / STAFF**

Come to the meeting prepared to have which staff you would like to lead this event, as well as any other support staff you would like to have on the event team.

Culinary Lead \_\_\_\_\_ Support Staff \_\_\_\_\_

Will this event need to be prepped earlier due to the scheduled day of event / production volume? ( Y / N )

If yes, what is the recommended production schedule needed for this event?

\_\_\_\_\_  
\_\_\_\_\_

## **TIMELINE**

Mangia policy is to have 3 hours from arrival to the first point of service time. *(Full Service / Vending/ Plated)*

Mangia policy is to have 1 hour from arrival to the first point of service time. (Bring Hot)

Mangia policy is to have 15 minutes from arrival to the first point of service time (Drop Off)

**Is a different time frame needed onsite? Circle One**

(No Change                  More                  Less)

**If you circled more or less please provide what change is needed:** \_\_\_\_\_

## **EQUIPMENT**

All selected menu items have required items assigned to them.

Please come to the meeting prepared with an equipment list if deviation from standard equipment is necessary due to the GUEST COUNT, TIME FRAME, STAFFING, ETC

REQUESTED EQUIPMENT CHANGES NEEDED:

MENU ITEM: \_\_\_\_\_ EQUIPMENT: \_\_\_\_\_  
MENU ITEM: \_\_\_\_\_ EQUIPMENT: \_\_\_\_\_  
MENU ITEM: \_\_\_\_\_ EQUIPMENT: \_\_\_\_\_  
MENU ITEM: \_\_\_\_\_ EQUIPMENT: \_\_\_\_\_

ADDITIONAL EVENT QUESTIONS

( Y / N )

**IF YES, LIST BELOW**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INITIAL & DATE WHEN DONE - PLACE IN EVENT PRODUCTION BINDER