Brunch Standard Operating Procedures

Room:

- Placards for guests with title
- 3 working mics (work with Erin)
- Up to date list guest list, Walk-in list (work with Erin)
- Raffle sign and bowl
- Cash box
- Eating table count based on estimate with overflow on standby
- Three tables for buffet (work with Erin)
- Two table + lectern in front (work with Erin)
- Greeting table/registration table at entrance (work with Erin)
- Campaign table in near entrance (work with Erin)

Kitchen

- Have list of purchases/menu on hand
- Determine hired help needs early (1 or two people)
- Plan early for mashgiach
- Definitize tablecloth use early
- 8:45 start time for egg

Lessons Learned

- Inventory Paper Goods Before and After Events
  - Need plastic knives
  - Check on other paper goods
  - Always low on tablecloths
- Keep Backup raffles in storage closet (and sign?)
- Even with large walk-in and check-in continuing, start on time and get people through food line.