

Feast Checklist & Planning Worksheet

_____ 1. Event

- A Regular Event in Cleftlands
- Standard Bearers
- Fun with Weasels
- Northern Oaken War Maneuvers
- Afternoon of Fun
- Other: _____

_____ 2. Event name: _____

_____ 3. Date(s):

- January event – 4th Saturday of January: _____
- Standard Bearers – 2nd Saturday of April: _____
- Fun with Weasels – 1st weekend of May: _____
- N.O.W.M. – 2nd weekend of June: _____
- Afternoon of Fun – 1st weekend of October: _____
- Other: _____

_____ 4. Feast start time: _____

_____ 5. Find Staff. All staff must be reachable via phone or email!

- Head Cook: _____
Contact info: _____
- Deputy Cook: _____
Contact info: _____
- Tavernkeeper: _____
Contact info: _____
- Lunch Cook: _____
Contact info: _____
- Feast Mentor: _____
Contact info: _____
- Head Server: _____
Contact info: _____
- Hall Steward: _____
Contact info: _____
- Plater: _____
Contact info: _____
- Hero Dishes: _____
Contact info: _____

_____ 6. Plan feast specifications:
Theme (culture, time period): _____

Serving plan: Servers / Buffet

Standard Feast

Number seated: _____

Pre-reg cost per person (adult): \$ _____

Pre-reg cost per person (child 5-12): \$ _____

Walk-in cost per person (adult): \$ _____

Walk-in cost per person (child 5-12): \$ _____

Above the Salt? Yes / No

Number seated Above: _____

Pre-reg cost per person (adult): \$ _____

Pre-reg cost per person (child 5-12): \$ _____

Walk-in cost per person (adult): \$ _____

Walk-in cost per person (child 5-12): \$ _____

Total number seated: _____

Number of chairs needed: _____

Number of tables needed: _____

Number of servers needed: _____

How many people will be comp'd for feast: _____

List:

_____ 7. Feast budget
Expected income: \$ _____

$$\frac{(\# \text{ seated standard})}{\text{}} - \frac{\# \text{ comp'd}}{\text{}} \times \frac{\$ \text{ adult pre-reg}}{\text{}} + \frac{(\# \text{ seated Above})}{\text{}} \times \frac{\$ \text{ adult pre-reg}}{\text{}} = \frac{\$ \text{ Expected Income}}{\text{}}$$

Feast budget: \$ _____
(Expected income x 0.75)

_____ 8. Kitchen facilities on site:

- Chairs: # available _____
- Tables: # available _____
- Stove burners: # available _____ Gas / Electric
- Ovens: # available _____ Gas / Electric
- Convection ovens: # available _____
- Sinks: # available _____
- Dishwasher: # available _____
- Counters: # available _____
- Freezers: # available _____
- Refrigerators: # available _____
- Onsite pots/pans available? Yes / No
- Onsite serving dishes available? Yes / No
- Other facilities available:

_____ 9. Kitchen equipment to bring in:

- Chairs: Yes / No / # needed: _____
- Tables: Yes / No / # needed: _____
- Water coolers: Yes / No / # needed: _____
- Electric roasters: Yes / No / # needed: _____
- Outdoor grill: Yes / No / # needed: _____
- Tubs for washing dishes: Yes / No / # needed: _____
- Pots/pans: Yes / No / # needed: _____
- Serving dishes: Yes / No / # needed: _____
- Serving utensils: Yes / No / # needed: _____
- Pitchers: Yes / No / # needed: _____
- Other (list):\ : Yes / No

12. Plan menu

First course:

Second Course:

Third course:

Fourth/Banqueting course:

_____ 13. Plan lunch menu:

_____ 14. Plan Tavern menu:

_____ 15. Plan Hero dishes:

_____ 16. References used for menu items:

_____ 17. Put together complete shopping list for all feast ingredients. Several Cook's Guild members have a spreadsheet template for this – ask them. Comparison shop for prices and check that you are within your budget.

_____ 18. Have menu(s) added to website.
Date sent to website staff: _____
Sent by: _____
Sent to: _____
Date website updated: _____
Website proofread by: _____

_____ 19. Submit menu(s) to autocrat to be included in site flyer/booklet/
Date submitted:
Method: Email / Printout (in person) / Mailed

_____ 20. Plan out advance schedule for feast prep. What can be made in advance and stored?
More than a month in advance:

Schedule prep date: _____

One month in advance:

Schedule prep date: _____

One week in advance:

Schedule prep date: _____

Day before event:

Day of event:

_____ 21. Plan schedule for the day of the event. Schedule cooking time per stove burner and per oven.

_____ 22. Recruit kitchen helpers! Do not just make announcements at meetings – go up to people and ask if they will help cook/chop/wash dishes/etc. Never assume that people will show up if you don't ask them.

_____ 23. Announce the event & feast at meetings. Visit other local groups (with the Gatekeeper or with the extra cash box) to announce the event and take registrations. Bring flyers and menus.

_____ 24. Meet with your staff often! Ask if they need anything, if they have enough help, if there is anything special they want to have/do at the event. Stay on top of plans.

_____ 25. Recruit set-up and clean-up crew. Recruit servers. Do not just make announcements at meeting – go up to people and ask if they would like to help. If you are offering a discount to servers, mention it!

Set-up:

Clean-up:

Servers:

_____ 26. Will you have a seating chart available for people to sign up at, or simply open seating when the feast hall opens? Meet with your Hall Steward and Head Server and plan out the layout for tables & chairs.

_____ 27. How many people will be seated at High Table? Will there be any special dishes for them? Any allergies to be aware of?

Day before event:

_____ 28. Shop! Make sure you have a large enough vehicle to transport all food at once. If you do not own one, think about adding it to the feast budget. Obviously, it is best to plan the shopping so that frozen & refrigerated items are bought later in the day, unless you can store them in coolers in the car/van/truck.

_____ 29. Collect any previously prepared items from storage.

_____ 30. Deliver items to site and store.
Time site opens for set-up: _____
Time site closes: _____

_____ 31. Verify that all equipment needed is on site, clean, and in usable condition. Does anything need to be replaced?

_____ 32. Verify that all groceries, spices, etc. are available and stored correctly. Check produce to be sure it is in good condition. Is anything missing or needs to be replaced?

_____ 33. Feast prep at site if available.

_____ 34. Last-minute shopping for replacements.

Day of event:

_____ 35. Arrive on site early!

_____ 36. Assign someone as your runner – if something is needed and you cannot go.

Who: _____

_____ 37. Do not forget to eat! Drink lots of water! Especially in the kitchen, it is easy to dehydrate.

_____ 38. Allow your staff to kick you out of the kitchen at least once to take a break – go to a class, shop the merchants, watch the fighting, visit with friends, whatever.

After the event:

_____ 39. Relax!

_____ 40. Check that all receipts have been collected & labeled and are turned in to the Gatekeeper or directly to the exchequer.

_____ 41. Thank everyone!

_____ 42. Put together report for the seneschal:

What went well?

What went wrong?

How did the site work?

○ What feedback did you hear?

○ What suggestions would you give to the next feastocrat?
