Culinary team checklist

Demo and Event Day Checklist

Demo day

* Bring copies of recipes and requisition for the full event
* Oversee and check requisition (See Rakesh and Lab assistants)
* Present for demo and event day a timeline, show time blocks for kitchen prep
* Demonstrate to class how to check the requisition
* Demonstrate mis en place and equipment needed for each recipe
* Prepare each recipe, clearly showing steps needed for an concise preparation
* Taste the final product and adjust seasonings
* Plate and garnish and present the finished dish with aid of executive chef and lab assistants
* Answer questions from the class
* Present your video to class and explain kitchen workflow
* Train the class on sanitation standards for the event
* Discuss the assignments, prepare cross training and alternates
* Prepare kitchen breakdown and closing checklists
* Present staff meal plan and time and staffing block

Pre-Event Day

* Oversee and check requisition (See Rakesh and Lab assistants)
* Prepare stations with equipment and recipes
* Prepare kitchen workflow
* Present timeline and checklists (review with professor before class)
* Place plate ware and service ware into corresponding stations
* Check and start the operation of large equipment
* Arrange sanitation, chemicals and towel distribution
* Prepare a communication boards (Photos, timelines, assigned jobs and chain of command)

Event Day

 8 – 9:30 AM Food prep mis en place

 9:30 – 10:30 AM Recipe production and food storage

 **10:30 – 11:00 Staff Meal**

 11:00 – 11:15 Prepare plates for presentation and review

 11:15 – 11:30 AM Line up and Plate demo by Mgmt team/Exec Chef

11:30 – 11:45 – Mgmt walkthrough

11:45 – 12:00 – All team members in place and ready for service

 **Noon - SHOWTIME!**