

Brunch Coffee Station Checklist

Make coffee, tea, water, cups, add-ins, spoons, trash, and refill supplies self-serve without blocking the brunch buffet.

GUEST COUNT	COFFEE BREWER	STATION LOCATION	REFILL OWNER
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BEVERAGES ☐ Coffee ☐ Hot water / tea ☐ Cold water ☐ Optional cold drink	SERVICE ☐ Cups / mugs ☐ Spoons / stirrers ☐ Milk / creamer ☐ Sweeteners
FLOW ☐ Station away from buffet ☐ Trash / used spoon landing ☐ Backup cups nearby ☐ Refill path avoids guests	TIMING ☐ First brew ready before arrivals ☐ Second brew plan ☐ Cold add-ins kept safe ☐ Stop brewing when demand drops

HOST NOTE / CHANGE I WANT TO REMEMBER