

Game Day Kickoff Timeline Printable

Plan backward from kickoff so seating, screen, first food, drinks, and kitchen cleanup are ready before the game starts.

KICKOFF	GUEST ARRIVAL	GUEST COUNT	HALFTIME REFILL?
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DAY BEFORE

☐ Confirm screen / audio

☐ Move make-ahead prep earlier

☐ Chill drinks

☐ Stage serving gear

90-45 MIN

☐ Finish hot anchor by recipe

☐ Set first food wave

☐ Open drink station

☐ Clear kitchen traffic

15 MIN

☐ Stop nonessential chores

☐ Check screen + remotes

☐ Put out water / napkins

☐ Be available for arrivals

HALFTIME

☐ One planned refill

☐ Clear empties

☐ Reset napkins / water

☐ Return to game

HOST NOTE / CHANGE I WANT TO REMEMBER

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Work backward from kickoff, then protect the short halftime window instead of treating the whole game as one long service period.

KICKOFF	GUESTS ARRIVE	FIRST FOOD OUT	EXPECTED HALFTIME
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TIME	TASK / ANCHOR	OWNER	FOOD / ROOM HANDOFF	DONE
Screen / sound check				
Seating clear				
Drinks cold				
First food out				
Kitchen reset				
Guests arrive				
Kickoff				
First refill check				
Halftime refill				
Clear empties				
Late-game food				
Shutdown				