

Hosting Runbook Master Worksheet

Put guest count, menu, kitchen limits, room flow, owners, shopping, and fixed deadlines on one printable command sheet.

EVENT	DATE	GUEST COUNT	ARRIVAL / SERVE TIME
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FIXED ANCHORS ☐ Guests arrive ☐ Main food ready ☐ Cake / toast / kickoff ☐ Hard stop or quiet hours	OPERATIONS ☐ Menu anchors ☐ Kitchen bottleneck ☐ Room-flow bottleneck ☐ Weather / backup
OWNERS ☐ Host ☐ Helper 1 ☐ Helper 2 ☐ Guest contribution	FINAL CHECK ☐ Shopping complete ☐ Serving gear assigned ☐ Trash / bathroom reset ☐ Backup plan understood

HOST NOTE / CHANGE I WANT TO REMEMBER

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Turn the menu into a production and serving plan instead of a list of dishes.

SERVE TIME

OVEN CONSTRAINT

FRIDGE CONSTRAINT

COUNTER CONSTRAINT

MENU ITEM	MAKE AHEAD	HEAT / CHILL	SERVING VESSEL	OWNER / HANDOFF	READY BY

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Assign repeat guest-facing jobs before the host becomes the only routing point.

ENTRY	DRINKS	FOOD	BATHROOM / TRASH
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ZONE / JOB	OWNER	READY BY	REFILL / RESET TRIGGER	BACKUP
Entry / coats				
Drink station				
Food station				
Seating				
Bathroom				
Trash / recycling				
Refill path				
Music / screen				
Dessert / cake				
Shutdown				

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Write only the anchors that protect the event. Leave breathing room between them.

TIME NOW

GUESTS ARRIVE

FOOD READY

HARD STOP

TIME	ANCHOR / TASK	OWNER	MUST HAPPEN?	HANDOFF / NOTE

Use this as the final paper command sheet. If a lower-value task slips, delegate, move, simplify, or cross it out rather than rewriting every other anchor.