

Last-Hour Recovery Worksheet

Turn a late setup into a protect, delegate, defer, and drop plan without changing recipe times or temperatures.

GUESTS ARRIVE	TIME NOW	EARLY-ARRIVAL BUFFER	HELPER AVAILABLE?
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PROTECT ☐ Guest-facing essentials ☐ Time-sensitive food ☐ Safe hot/cold holding	DELEGATE ☐ Drinks + water ☐ Bathroom reset ☐ Entry / coats
DEFER ☐ Decor details ☐ Nonessential styling ☐ Deep cleanup	DROP ☐ Extra garnish ☐ Second dessert project ☐ Anything guests will not miss

HOST NOTE / CHANGE I WANT TO REMEMBER

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Build the live queue from what is unfinished now. Keep recipe times and temperatures unchanged.

TIME NOW

GUESTS ARRIVE

EARLY-ARRIVAL BUFFER

HELPER

TASK	MINUTES	OWNER	PROTECT / DELEGATE / DEFER /	DONE

Last-Hour Recovery Worksheet

Prepare the guest-facing bridge for the minutes when the original plan can no longer finish before arrival.

ARRIVAL BRIDGE

- ☐ Water and cups visible
- ☐ One ready snack only if it already exists
- ☐ Entry and bathroom usable
- ☐ Kitchen lane protected
- ☐ Late hot food communicated simply

HELPER HANDOFF

- ☐ Give one location and one outcome
- ☐ Hand off drinks / bathroom / entry before decor
- ☐ Name the stop condition
- ☐ Do not delegate recipe changes
- ☐ Confirm who greets early arrivals

AFTER RECOVERY

- ☐ Cross out dropped work
- ☐ Record what caused the collision
- ☐ Move one task earlier next time
- ☐ Keep the simplified version if guests did not miss the extra work