

New Year's Eve Countdown Run Sheet

Protect the fixed midnight moment by finishing major kitchen work, water, toast setup, and screen or clock checks before the final ten minutes.

PARTY START	MIDNIGHT CLOCK SOURCE	TOAST SETUP	LATE REFILL TIME
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EARLY EVENING ☐ Substantial food available ☐ Drinks / water self-serve ☐ Coats + bathroom working ☐ Kitchen still recoverable	11:30 ☐ Finish major refill ☐ Clear obvious trash ☐ Set toast supplies ☐ Check countdown source
11:50 ☐ Stop kitchen projects ☐ Put water visible ☐ Gather guests only if natural ☐ Host leaves kitchen	AFTER MIDNIGHT ☐ One light snack refill if planned ☐ Collect empties ☐ Keep exit / rides safe ☐ Soft shutdown when crowd thins

HOST NOTE / CHANGE I WANT TO REMEMBER

New Year's Eve Countdown Run Sheet

Protect midnight by moving kitchen work, water, toast setup, and screen or clock checks earlier than the final ten minutes.

GUESTS ARRIVE

FOOD OPENS

FINAL REFILL

MIDNIGHT

TIME	ANCHOR / TASK	OWNER	MUST FINISH BEFORE	DONE
Drinks / water ready				
First food out				
Kitchen reset				
Guest arrival				
Late food wave				
Dessert				
Trash / empties reset				
Toast supplies				
Clock / screen check				
Final kitchen stop				
10-minute countdown				
Midnight				