Gathering preparation timeline

Work backward from serving time. Plan refrigeration, cooking equipment, and last-minute tasks before setting the schedule.

When / time	Task	Who	Equipment / storage

Before guests arrive

☐ Confirm the menu, guest count, and ingredient needs.

☐ Check refrigerator space, serving utensils, and seating.

☐ Use authoritative guidance for cooking, holding, and storing food.

☐ Make room for prompt cleanup and storage after the meal.

Food-safety reference: https://www.foodsafety.gov/keep-food-safe/4-steps-to-food-safety

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