

## Feast checklist

This document is a checklist of things to consider when planning a feast, or when being asked to run a feast at an event.

### Before agreeing to run a feast

- Site infrastructure (what equipment does the site or the event coordinator have for you to use for feast, you can have the best ideas for feast in the world but if you don't have equipment you can't get them done)
  - Cooking options
    - What do you have to cook on? Grill (gas or charcoal), stove top (how many burners), turkey cooker, full kitchen, pots/pans
    - fridge/cooler space available
    - Cutting boards, knives, serving and cooking utensils
    - serving utensils and trays (go with disposable trays if you can to have on cleanup)
- Event size -how many people are you cooking for
- Budget -Break this down to a per person budget for perspective, \$800 sounds like a lot, but when you expect 300 people to be there they each have to be fed on \$2.66 including disposable trays, and fuel depending on your infrastructure.
- Man power-how many hands do you know you will have to help you, only count those you know you can count on, never assume there will be walk up help even if there generally is.

### After Agreement, pre event

- Menu (make sure it works with both budget and infrastructure) (try to avoid major allergy groups like nuts, do not try to make your meal fit every potential allergy, the environment is hard to control and cross contamination can happen, let those people know as much as you can about your ingredients, but give them no guarantees on safety)
  - Protein
  - Side(s)
    - Salads
    - Bread
    - Cheese
    - Veggie-option (At any given large event you will have 5-10 people that are vegetarian. You can probably accommodate them within budget)
  - Timeline- Know how long things are going to take to cook on your available equipment, write out a feast day timeline.
  - Serving style (pick based on feast being served, portions available, and manpower)
    - Buffet- easier to control portions with servers, but takes a long time
    - Family- portions can't be controlled, but people are fed faster
  - Consult with someone who has done a similar feast in the past if you can. Or if you are trying something new talk with people who know about the type of food, if you don't know anyone ask around there is a lot of kitchen and cooking experience hidden at events.

- Vendors- research local vendors to get the best price, contact restaurants and specialty stores about a month in advance to see if you can buy from them, many will let you but they need time to order the stock you need.
- Purchase/prep- Some purchases can be done in the couple of days leading up to an event as well as some prep if you have the hands and storage facilities. If you don't have those don't worry about this, everything can be done day of

### Feast Day

(Much of this section is non-descript because it depends greatly on your menu)

- Pick up the food (if you haven't already)
- Organize and stage everything in your prep area. The more organized you are the easier things will flow. Try to follow your timeline. Make sure to keep the cold things cold, and the hot things hot, no one wants to get sick. As part of that don't prep cold items too early, or hot too late if you don't have the resources to keep them at temp.
- Gather your team
  - Assign them tasks suited to their skills
  - If someone walks up to help, never turn them away if you really don't have anything for them tell them to come back in X amount of time to help with a specific task like serving
- Prep that food (clean as you go it is part of the organization thing and saves time later)
- Cook that food
- Serve that food
  - Many feasts are served later than intended, this upsets people. Never give a firm time for when feast will be served, even if you know you can make the deadline.
  - If you are serving in a buffet and cooking your protein as you go and run out let your line know. Have someone charismatic walking it and telling people what is going on. Always over estimate how long it will be until the next round of food is up, that way they are happy when they get it quicker.
- Clean up
  - No one likes to do this part, so you might get stuck with it just being yourself and your closest friends. Try to make the clean-up crew as big as you can to minimize how long it takes, also if you cleaned as you went and had disposable serving trays it shouldn't be bad.