

## **PROCEDURES FOR VISITING CHEF DINNERS**

- 1- All dinner prices will be \$15.00 per person
- 2- The 2 people who host will not be charged
- 3- All guests must reserve by the end of the business day on Tuesday prior to the dinner
- 4- There must be a minimum of 20 guests
- 5- Hosts must set up
  - Tables
  - Chairs
  - Décor
- 6- Collect all owed money
- 7- Submit report with cash to John (in office) for payment to chef **ASAP**
- 8- At end of dinner remain in building till event has cleared and chef's leave
- 9- Lock up and alert security you are finished and leaving at the gate

## **CHEF'S CLEAN UP**

- 1- Clear dining room of all décor, food and utensils
- 2- Fill dishwashers and start machines
- 3- Soak leftover plates and dishes in preparation for cleaning staff
- 4- Dismantle the coffee table also of all dishes and coffee maker
- 5- Leave sinks empty