

## Restaurant & Event Calendar

TIME	Monday	Tuesday	Wednesday	Thursday
8:00 AM	Kitchen Prep	Kitchen Prep	Kitchen Prep	Kitchen Prep
9:00 AM	Team Meeting	Shift Meeting	Work Briefing	Team Meeting
10:00 AM	Stock Check	Request Supplies	Hygiene Check	Stock Check
11:00 AM	Lunch Hours Open	Lunch Hours Open	Lunch Hours Open	Lunch Hours Open
12:00 PM	Lunchtime Service	Lunchtime Service	Lunchtime Service	Lunchtime Service
1:00 PM	Meal Break	Meal Break	Meal Break	Meal Break
2:00 PM	Menu Development	Team Training	Marketing Evaluation	Menu Testing
3:00 PM	Supplier Coordination	Booking Confirmation Call	Event Arrangement	Staff Alignment
4:00 PM	Supper Preparation	Supper Preparation	Supper Preparation	Supper Preparation
5:00 PM	Evening Meal Service	Evening Meal Service	Evening Meal Service	Evening Meal Service
6:00 PM	Evening Meal Service	Evening Meal Service	Evening Meal Service	Evening Meal Service
7:00 PM	Closing Duties	Closing Duties	Closing Duties	Closing Duties

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Friday	Saturday	Sunday
Kitchen Prep	Kitchen Prep	Kitchen Prep
Shift Meeting	Work Briefing	Team Catch-Up
Social Media Check-in	Event Planning Task	Inventory Restock
Lunch Hours OpenLunch Hours Open		Lunch Hours Open
Lunchtime Service	Lunchtime Service	Lunchtime Service
Meal Break	Meal Break	Meal Break
Catering Arrangements	Dining Event	Event Planning & Setup
Client Call	VIP Guest Preparation	Family Dining Booking
Supper Preparation	Supper Preparation	Supper Preparation
Evening Dining & Music	Concept Dinner Night	Special Family Meal
Evening Dining & Music	Concept Dinner Night	Special Family Meal
Closing Duties	Closing Duties	Closing Duties