Coffee event preparation guide

Venue, materials and final checks



From the first coffee to the last guest, organize each task around a clear time and owner.

Time	Preparation	Owner
09:00	Warm up and clean equipment	Bar
09:30	Check supplies and menus	Floor
10:00	Prepare the guest flow	Welcome

Before opening

- Check the menu, prices and allergen information.
- Clean the counter and prepare spare cups and water.
- Keep the queue clear of entrances and walkways.

After the event

Record remaining supplies, equipment condition and lessons for the next event.