AMERICAN FREEMASONS ACADEMY

Lodge Dinner Handoff

Give this sheet to the person taking over. Ask them to brief the team using it alone.

Event and access

Date, venue, entrance, keyholder, unlock time and service time.

Count and order

Guests + working volunteers, menu, reply deadline, order deadline and receiver.

Spending decision

Meal price x count, all fixed costs, approved limit, balance and who may approve changes.

Room and welcome

Seats, buffet or plated service, door lead, relief and exact switch time.

Service and changes

Delivery check, kitchen lead, seating cue, service time and who updates guests if delayed.

Late arrival

Who welcomes, who escorts, who covers the door and who confirms an extra meal or seat.

Closeout

Cleanup lead, release cue, key return, actual count, final spend and receipt destination.

Read-back and revision

First question the reader could not answer, correction, and result of the second test.

Read-back

Who opens the doors? Who confirms food is ready? Who receives a late guest, and who covers the door?

☐ Ready ☐ Revise ☐ Untested