

Professional Lunch Prep Checklist

Lunch Scheduled at office of: _____

Office contact name _____ Phone # _____

Address _____

Date of lunch: M T W TH F _____ Time _____

Approximate # of guests _____

Chiropractor

- Schedule lunch date on meeting calendar
- Enter date on personal calendar with reminder 2 work days earlier

Receptionist

- Block out appointments for doctor

Office Coordinator- 2 working days prior to lunch

- Confirm date, time, # of guests & menu with office
- Order lunch & dessert
- Confirm eclipse schedule is blocked adequately
- Prepare literature

Chiropractor- day of lunch

- Confirm lunch order & pick-up time with restaurant
- Assemble;
 - Literature
 - Coolers & drinks; water, 7-up, cola, diet
 - Utensils, napkins, serving utensils, condiments, dressing, sauce, buns
- Pick up food
- Pick up dessert