Kitchen Production Sheet

Portions to make = portions required plus buffer, rounded up. Batches round up to whole batches of your recipe yield.

SAMPLE - fictional business, event and people. Not a real client. Numbers are illustrative only.

Production date Mar 1, 2027

Kitchen lead Chef Lee (sample)

Sheet revision Rev 2 - counts from final BEOs

Event	Service date and time	Menu item	Dietary and allergen notes (from BEO)	Portions per batch	Portions required	Buffer %	Portions to make	Batches	Portions produced	Owner	Prep by	Cook by	Pack by	Final check (initials)
Brightwater Clinic staff breakfast, 60 guests (fictional)	Tue Mar 2, 7:30 AM	Spinach and feta frittata	Vegetarian. Contains egg, milk.	12	60	5.0%	63	6	72	Ana (sample)	Mon 2:00 PM	Tue 5:30 AM	Tue 6:45 AM	Done - AR
Brightwater Clinic staff breakfast, 60 guests (fictional)	Tue Mar 2, 7:30 AM	Fresh fruit salad	Vegan.	25	60	5.0%	63	3	75	Ben (sample)	Mon 3:00 PM	-	Tue 6:45 AM	Done - AR
Brightwater Clinic staff breakfast, 60 guests (fictional)	Tue Mar 2, 7:30 AM	Overnight oats with berries	Vegan pre-orders. Label each cup with the name.	10	8		8	1	10	Ben (sample)	Mon 4:00 PM	-	Tue 6:45 AM	Done - AR
Brightwater Clinic staff breakfast, 60 guests (fictional)	Tue Mar 2, 7:30 AM	Rosemary breakfast potatoes	Vegan.	15	60	5.0%	63	5	75	Ana (sample)	Mon 2:30 PM	Tue 5:45 AM	Tue 6:45 AM	Done - AR
Hillcrest Book Club dinner, 24 guests (fictional)	Tue Mar 2, 6:30 PM	Herb roast chicken thighs	Gluten-free recipe.	8	20	10.0%	22	3	24	Chef Lee (sample)	Tue 10:00 AM	Tue 4:30 PM	Tue 5:40 PM	
Hillcrest Book Club dinner, 24 guests (fictional)	Tue Mar 2, 6:30 PM	Wild mushroom risotto (vegetarian main)	Vegetarian. Contains milk.	6	4		4	1	6	Chef Lee (sample)	Tue 11:00 AM	Tue 5:00 PM	Tue 5:40 PM	
Hillcrest Book Club dinner, 24 guests (fictional)	Tue Mar 2, 6:30 PM	Roasted seasonal vegetables	Vegan.	12	24	10.0%	27	3	36	Ana (sample)	Tue 12:00 PM	Tue 4:45 PM	Tue 5:40 PM	
Hillcrest Book Club dinner, 24 guests (fictional)	Tue Mar 2, 6:30 PM	Lemon tart	Contains wheat, egg, milk.	10	24		24	3	30	Ben (sample)	Mon 1:00 PM	Mon 3:00 PM	Tue 5:40 PM	

Total portions to make	274
Total batches	25

Final check: record whatever your food safety plan and local food code require (for example labels, temperatures, allergen separation). This sheet does not set limits or times.
Reference: FDA Food Code (model code; your state or local code is what applies): https://www.fda.gov/food/retail-food-protection/fda-food-code

How to use this template

1. Add one line per menu item per event, with the service date and time.
2. Enter the portions required and the portions one batch of your recipe yields; add a buffer percentage only if you plan to make extra.
3. Portions to make, batches and portions produced are calculated (batches round up to whole batches).
4. Assign an owner and prep, cook and pack deadlines, and copy dietary and allergen notes from the BEO.
5. Use the final check column to record the checks your own food safety plan requires before food leaves the kitchen.