

Fictional catering event order

A filled training brief with open questions. Every name, date, quantity and target time is fictional; this is not a ready event plan.

Business: Practice Catering. Event: Cedar Room training lunch.

Paper order TRAIN-EO-2 / copy 2. Prepared 2026-10-29 (fictional).

Current quote CLASS-Q2 / revision 2. Approved 2026-10-29 in the training case.

Event 2026-11-16. Timezone America/Edmonton. Guests 60 (57 standard + 3 requested alternatives).

Venue: Cedar Room training venue. Complete address and access instructions: To confirm.

Scope: Drop-off only. Setup, on-site service and collection are not included.

Menu and quantities

Item or requested allocation	Quantity	Unit or basis
Standard lunches	57	portions
Requested vegetarian alternatives	3	portions

The requested allocation totals 60. Alternative suitability and allergy details still need operator review; no suitability or safety claim is established.

Information still to confirm

Complete address, access, venue contact and allergy information remain unresolved. Keep private contacts in the office contact list; pass on reviewed operational instructions only.

Revision and distribution

CLASS-Q1 remains the earlier 50-guest approval (48 + 2). CLASS-Q2 became current only after the fictional October 29 approval. TRAIN-EO-2 is a paper label, not a generated application ID.

Status: Draft operational brief. Address, access and requested-alternative review are incomplete. Recipients and acknowledgment: Not recorded.

First event timeline

Event: Cedar Room training lunch / 2026-11-16 / America/Edmonton

Current quote: CLASS-Q2 revision 2 / paper copy TRAIN-EO-2, copy 2

The 10:30 and 10:45 entries are additional invented planning targets for this sheet, not completed work or validated preparation times. Departure and arrival stay unconfirmed. The 12:00 drop-off and 12:30 service are distinct fictional agreed times.

Local time	Task or milestone	Responsible role	Planning status
10:30	Review prep and outstanding requirements	Kitchen lead	Proposed target only
10:45	Review food and equipment packing	Packing lead	Proposed target only
To confirm	Departure from kitchen	Delivery lead	Route and travel plan not set
To confirm	Venue access and arrival	Delivery lead	Address and access pending
12:00	Agreed drop-off time	Delivery lead	Agreed in fictional scenario
12:30	Customer service time	Venue host	No catered on-site service included
Not included	Setup, staffed service and collection	Not assigned	Outside this training scope

Briefing and actual records

Current quote read by / date and time: Not recorded.

Prep checklist reference and actual food/equipment checks: Not recorded.

Actual handover by / to / date and time: Not recorded.

Record actual checks separately from target times. A read receipt, prep check, packing check and delivery record are different actions. This sheet does not mark any work complete.

After an approved change

Issue the new approved reference, tell every affected role and withdraw superseded working copies. Review quantities and timings again. Start fresh acknowledgment and prep/packing checks; keep previous records labelled with their original revision.

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This manual file does not import into CaterScale or create records automatically.