

Sample Hotel & Conference Center

Confirm the menu before doors

Tick these in order, for each event with a menu.

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| ☐ 1 | The menu on paper matches the dish list. | Compare the paper menu with the dishes being labelled. If the order changed, read the lines again. |
| ☐ 2 | Every dish has been read against the recipe with the kitchen. | The list is only as good as that conversation. |
| ☐ 3 | Each allergen in a dish is ticked. | From the nine: milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, soy, sesame. |
| ☐ 4 | Every word that points to an allergen is resolved. | A name or description that mentions cream, bread, shrimp or tahini is a prompt to look: tick the allergen, or note that it is not in this dish. |
| ☐ 5 | A dish with no allergens is a deliberate choice. | If no dish on the event lists an allergen, check with the kitchen that none contains any of the nine. |
| ☐ 6 | A manager confirms. | Only a manager confirms the list for the hotel. Write down their name and the time. |
| ☐ 7 | Labels print. | Contains lines go out only after the confirmation. |
| ☐ 8 | Any change after confirmation starts again at step 4. | A changed dish name, description or allergen list, or a menu read again, needs a new confirmation. |

Who does what

Chef or kitchen lead	Says what is in each dish
Banquet office	Enters it and resolves each word that points to an allergen
Manager	Confirms for the hotel
Captain	Knows the list at line-up and sends allergy questions to the chef

In Hotelwright, Contains lines print only after a manager confirms the allergens, and the confirmer's name and the time are recorded. Hotelwright does not detect allergens or check recipes; the hotel is responsible for the list.