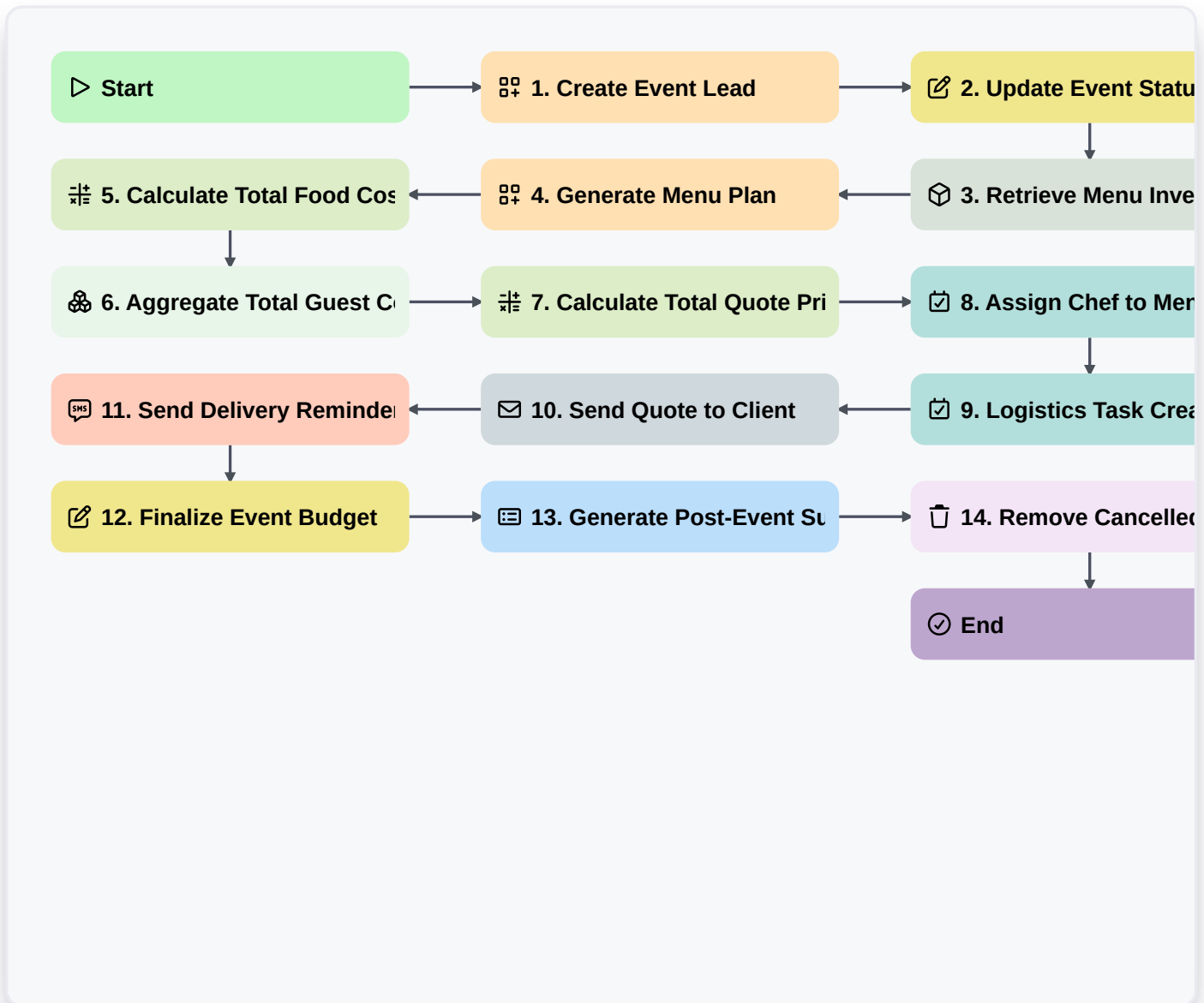


Event Catering And Menu Planning Workflow



Start

Start of the Workflow/Process.

1. Create Event Lead

Create a new entry in the 'Event Leads' data model when a new inquiry is received.

2. Update Event Status

Update the status of the event entry (e.g., from 'Inquiry' to 'Confirmed') based on client response.

3. Retrieve Menu Inventory

Fetch available ingredients and menu items from the 'Menu Catalog' data model.

4. Generate Menu Plan

Create a new entry in the 'Menu Planning' data model linked to the specific Event ID.

5. Calculate Total Food Cost

Calculate the sum of individual ingredient costs for the selected menu items.

6. Aggregate Total Guest Count

Sum the total number of guests across all different meal selections (e.g., Vegan, Gluten-Free) for the event.



⚙️ 7. Calculate Total Quote Price

Calculate the final price by adding food costs, labor, and service fees, then applying tax.

✅ 8. Assign Chef to Menu Prep

Create a task for the Head Chef to review and approve the proposed menu plan.

✅ 9. Logistics Task Creation

Create a task for the Logistics Manager to arrange equipment and transport based on guest count.

✉️ 10. Send Quote to Client

Send an email to the client's email address containing the calculated total price and menu details.

📱 11. Send Delivery Reminder

Send an SMS to the event coordinator to confirm arrival time 24 hours before the event.

✍️ 12. Finalize Event Budget

Update the 'Event Lead' entry with the final approved budget and confirmed headcount.

📄 13. Generate Post-Event Summary

Create a report summarizing the actual vs. planned costs and food consumption for the event archives.

🗑️ 14. Remove Cancelled Menu Items

Delete menu item entries from the planning model if they are no longer part of the finalized menu.

🏁 End

End of the Workflow/Process.