

Four-Guest Coffee Menu Planner

A cozy corner in every cup. | Four visitors + you = five people.

Visit date: _____ Budget cap: _____

1. Choose the drinks and confirm preferences

Person	First drink / serving size	Milk, decaf, allergies / arrangements
Guest 1	_____	_____
Guest 2	_____	_____
Guest 3	_____	_____
Guest 4	_____	_____
Host	_____	_____

Menu: dependable coffee + suitable alternative + optional extra. Water available separately.

2. Calculate first-round servings and refills

Drink	People x size	First round	Refill plan
Coffee	_____	_____	_____
Tea / alternative	_____	_____	_____
Optional extra	_____	_____	_____

Use your own mug size and brewer instructions. Finished-drink volume is not a brewing recipe. Include other hosts or family members who will drink.

Shop, Prep, and Enjoy

3. Buy the difference, not the whole menu again

Item	Already have	Need to buy	Cost
Coffee / pods / tea	_____	_____	_____
Suitable milk	_____	_____	_____
Optional extra	_____	_____	_____
Other	_____	_____	_____

4. Prepare a small, usable serving area

- ☐ Confirm guest choices and check ingredient labels.
- ☐ Agree on suitable allergy arrangements; avoid unverified promises.
- ☐ Count clean mugs, spoons, and water glasses.
- ☐ Check equipment instructions, batch size, and refill access.
- ☐ Clear a safe pouring zone; move snacks and water elsewhere.
- ☐ Keep refrigerated ingredients chilled until needed.
- ☐ Set out small portions; record when perishables leave the fridge.
- ☐ Ask about refills before preparing them.

Cold ingredients: keep at 40 F (about 4 C) or below. Discard perishables left at room temperature over 2 hours, or over 1 hour above 90 F (about 32 C). Track total time out; follow shorter package limits. Source: FDA, Serving Up Safe Buffets, accessed October 21, 2026.

After the visit: what was used, and what would you change?
