

Guest Collaboration Starter Kit

A working brief for guest-chef, four-hands and pop-up projects

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What this kit does

Use this before anyone announces the collaboration, books travel or starts menu production. It helps a restaurant, venue and visiting professional put the ordinary but decisive parts of a project in writing.

This is a planning tool, not legal advice or a substitute for a contract. Immigration, employment, tax, insurance, food-safety and event rules differ by location. Ask qualified local advisers to review the final arrangement where those issues apply.

1. Collaboration brief

The project

- Working title: _____
 - Format: Guest chef / Four-hands / Pop-up / Takeover / Exchange / Other: _____
 - Host restaurant or venue: _____
 - City and country or region: _____
 - Public event date(s) and service(s): _____
 - Prep, training and rehearsal dates: _____
 - Why should this collaboration happen now? _____
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- What should guests understand or experience? _____
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The people

- Host legal entity and authorised decision-maker: _____
- Host kitchen lead: _____
- Guest legal name or contracting entity: _____
- Guest professional name and role: _____
- People travelling with the guest, by role: _____
- Working language(s) and interpreter, if needed: _____
- On-site safety and emergency lead: _____

The menu and service

- Who owns the menu concept? _____
 - Who leads each course or part of the offer? _____
 - Who has the final call on local feasibility and safety? _____
 - Menu proposal due: _____ Menu locked: _____
 - Recipe and allergen information due: _____
 - Tasting or remote review: _____
 - Expected covers or capacity, confirmed by the host: _____
 - Selling model: Set menu / À la carte / Ticket / Private / Revenue share / Other
 - What the host provides: _____
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- What the guest provides: _____
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2. Responsibility table

Write one responsible party in every row. "Shared" still needs a named lead.

Matter	Host	Guest	Shared lead / note
Venue and event permissions			
Work permission or visa checks			
Travel booking and changes			
Accommodation and local transport			
Ingredients and specialist products			
Equipment and smallwares			
Local kitchen team and prep			
Guest travelling team			
Food safety and final release			
Allergen information			
POS, ticketing and guest refunds			
Photography and video			
Poster, press and social approval			
Insurance evidence			
Cancellation communication			
Cleanup and handback			

3. Commercial terms

- Guest fee or honorarium: _____
- Currency and whether tax is included: _____
- Payment dates: _____
- Revenue share, if any: _____
- Define revenue and permitted deductions: _____
- Who pays travel? _____ Booking standard or cap: _____
- Who pays accommodation? _____ Nights and rooms: _____
- Ingredients and production budget: _____
- Accompanying team costs: _____
- Bank, currency-conversion and withholding-tax treatment: _____
- Documents required before payment: _____

Do not write only "expenses shared" or "revenue split." Name the calculation, evidence, responsible payer and payment date.

4. Heads of Terms

The host and guest record the following current understanding:

1. The project described above is proposed for _____ at _____.
2. The guest will provide _____.
3. The host will provide _____.
4. Fees and major costs will be handled as written in section 3.
5. Neither side may announce the project or use the other side's name, image, logo, menu or photographs until the approval process is confirmed in writing.
6. Each side remains responsible for its own authority, personnel, tax and insurance. The host leads local venue, event, food-safety and work-permission checks; the guest provides accurate and timely supporting information.
7. Existing recipes, trademarks, photographs and know-how remain with their existing owners unless a written licence says otherwise.

8. If a required permission is not obtained by _____, the parties will: postpone / cancel / use this alternative: _____.
9. If the host cancels after _____, the agreed consequence is: _____.
10. If the guest cancels after _____, the agreed consequence is: _____.
11. The target date for a final agreement is _____.
12. Outstanding points are: _____.

This Heads of Terms records intent and is not intended to require either side to complete the project, except for any provisions the parties expressly identify as binding after taking local advice—for example confidentiality, announcement restrictions, approved expenses or exclusivity.

Host representative: _____ Date: _____

Guest representative: _____ Date: _____

5. Before announcing the project

- The legal names and authorised representatives are known.
- Dates include prep, rehearsal, service and departure—not only the public dinner.
- The menu owner, feasibility decision-maker and allergen process are named.
- Fee status, major costs, payment dates and tax treatment are written.
- The host has checked venue, event, work-permission and food-safety requirements locally.
- Required insurance and evidence dates are written.
- Name, image, logo, menu and media approvals are written.
- Cancellation, illness, travel disruption and force-majeure consequences are written.
- Private contact details and documents are shared only with consent and for this project.
- A final agreement has been assigned to a responsible person and target date.

6. When to stop and obtain local advice

Do not rely on this kit alone when the arrangement may create employment; a service is matched through a regulated employment agency; someone needs a work permit; the platform will hold client money; tickets are sold across borders; alcohol or public-event permits apply; high-risk food processes are used; personal data crosses borders; or either side asks for broad indemnities, guarantees or unlimited liability.

A clear next step

The parties may use this kit and complete the collaboration directly. If the target is difficult to reach, the right person is unclear or the project needs structured coordination, China Desk can scope a separate paid service. Downloading or using this kit does not create a paid engagement with ChefsLanding.

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