

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
OCTOBER

_____ Schedule waiters meeting 3RD Wed. of month at 2:30PM. Have all sign off. Schedule busboy and runners meeting 3rd Tues. of month at 3:30PM. Have all sign off.

_____ Note: Be sure when having your meetings they are in an area clear of guests.

_____ Give quarterly food tests to all workers if none given in last 2 weeks.

_____ Follow through with high T.V., and CRM guests with your staff and chefs.

_____ Advise hosts to call regular lunch (and possibly dinner) guests to see if they're coming in that day. We want to make sure we have a special table ready for them, or their regular or desired table/section.

_____ Note: Use the MEMO FIELD in Open Table to indicate these guests preferences re: sitting, eating, drinking, etc.

_____ Add additional dummy reservations for MS's on Friday and Saturday:
(2 at 8:30PM , 2 at 9PM, 2 at 9:30PM (4 tops).

_____ **Manager and Chef Notes:**

_____ Watch out for cold weather. Be ready with coat check and supplies.

_____ **October 10: Review Perfect Host to reverse overbooking tables,** to compensate for the loss of outside tables. (P.H. readjusted March & October.)

VIP: _____ Check portable heaters are all working. Check front door heaters are working - CFM maintenance man has 5 extra sensors.

_____ Turn on main heater for restaurant. Cfm that it's working. Do this at 9am so the smell doesn't hurt lunch business.

_____ If the temperature drops below 62 degrees at night, the heaters should be out and on. Customers can request to turn them off.

_____ **Only use door at table 28 (not table 3) in this weather.**

_____ When the temperature is above 65F degrees, but not warm enough to have all café doors open, only use café doors at table 3 and table 28. When the temperature is below 65F degrees, only use the café door at table 28.

_____ **VIP:** When seating table 28, in this circumstance you must, advise guests that the door will be opening and closing. Reserve this table for walk-ins only.

_____ **Merchandise 37, 27, 77, 57 = all get breeze.

_____ If you can't see your breath, staff at least 3 servers in the café.

_____ Make sure the café is zoned. Never have servers "switch off" tables

_____ **Chefs VIP:** Confirm you have a complete set of oyster tags for display. Confirm all oysters for month are in index.

_____ **Managers and Chefs:** Put the attached "Oyster Fact" sheet in staff notes and read to staff.

_____ **Chefs:** Get ready for **Stone Crab Season starting November 1.**

(See Doc. attached: U:ANGELA\ALLREST\SEAFOOD\CRAB CLAW)

_____ **Managers:** When Stone Crabs arrive be sure to put on your raw bar inserts. **All menus: Sunset, Brunch, Lunch & Dinner.** Change in menu box.

BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE OCTOBER

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Servers Scheduled	15	22	15	22	16	23	16	23	16	23	16	23	23	22

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Cocktail Scheduled		1		1		1		1		1		1		1

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Bartender Scheduled	1	3	1	3	1	3	2	3	2	3	2	3	3	3

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Svc. Bartender Scheduled														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Host Scheduled	5	5	5	5	5	5	5	5	5	5	5	5	6	5

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Busser Scheduled	3	5	3	5	4	6	4	6	9	6	6	7	7	5

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Runner Scheduled	3	5	3	5	4	6	4	6	4	6	4	6	6	5

BLUE WATER GRILL
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	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Coffee Scheduled	1	2	1	2	1	2	1	2	1	2	1	2	2	2

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Barback Scheduled		1		1		1		1		1		1	1	1

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

OCTOBER
Columbus Day 2008

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
	<p>Was there CXL/N/S, if so give exact times and how many?</p> <p>Where and what times could you overbook?</p> <p>Who were your guests? Tourists, Regulars, Old, Young</p> <p>Describe early and late business What were Menu trends?</p>				
Sun. Oct.12 AM	<ul style="list-style-type: none"> • Normal • Before 1pm • Regular/ Family • Steady - push – busy • N/A 	\$18,160	Normal	775	Sunny, 75
Sun. Oct.12 PM	<ul style="list-style-type: none"> • 54 covers, 14 cancel • After 7:30 • Regular • Steady then slow • N/A 	\$20,941	Normal	377	Clear, 60
Mon. Oct.13 AM	<ul style="list-style-type: none"> • Normal • All • Regular • No push all day 	\$6,405	Normal	208	Clouds, 70
Mon Oct.13 PM	<ul style="list-style-type: none"> • Normal • All • Regular • Slow then early cuts • N/A 	\$14,803	Below	230	Clouds, 70

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

OCTOBER
Columbus Day 2008 Staff Information

DATE: 10/12/08 10/13/08

	AM WORKED		CHANGES		PM WORKED		CHANGES		AM WORKED		CHANGES		PM WORKED		CHANGES	
Servers	20		+1		19		0		13		-1		16		-1	
Bar	2		0		3		-1		2		0		2		0	
Bussers	5		+1		4		0		3		0		4		0	
Runners	5		+1		3		+1		3		0		4		0	
Coffee	N/A		N/A													
Host	5		0		4		0		3		-1		3		-1	
Phone	N/A		N/A													
Delivery	N/A		N/A													
CoatCheck	N/A		N/A													
Managers	N/A		N/A													

Columbus Day 2008 Notes

Table sizes: Normal

Large Party Policies: N/A

Confirmations: Normal

Walk-ins: Normal

Extra supplies: Normal

Payroll: Early cuts!!!!

Linen Order: Normal

Change order: Normal

Rain Tickets: N/A

Coat Check: Normal

Menu Served: Normal/ Brunch additions

Time Open: Early close jazz room Mon. PM

Additional Notes: Mon AM – no anticipated “pop”, Sun AM/PM - normal for the fall

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

OCTOBER
Columbus Day 2007

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
	<p>Was there CXL/N/S, if so give exact times and how many?</p> <p>Where and what times could you overbook?</p> <p>Who were your guests? Tourists, Regulars, Old, Young</p> <p>Describe early and late business What were Menu trends?</p>				
Sun. Oct. 7 AM	<ul style="list-style-type: none"> • Normal • After 12:30 • Regular, family • Steady, no real push 	\$20,069	Normal @ budget	841	Sunny, 80s
Sun. Oct. 7 PM	<ul style="list-style-type: none"> • Normal • All night • Regular, tourists, older • Early small push • Normal 	\$31,451	Normal @ budget	566	Clear, 60s
Mon. Oct. 8 AM	<ul style="list-style-type: none"> • None • All • Reg. • Slow all day – small pop mid noon • X 	\$9,272	Normal @ budget	272	N/A
Mon Oct.8 PM	<ul style="list-style-type: none"> • Normal • All • Occasions, regular • Slow – very slow in jazz • X 	\$23,280	Slow, under budget last year	379	Clear, 60s
Tues. Oct. 9 AM	<ul style="list-style-type: none"> • Normal • All • Regular/business • Steady until 3 • X 	\$8,554	Normal	236	Cloudy, 70s
Tues. Oct.9 PM	<ul style="list-style-type: none"> • Normal • Before 6:30, after 9:30 • Regular/young • Busy Tuesday 7-9:30 	\$32,378	Normal	488	Rain, 60s

BLUE WATER GRILL
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OCTOBER

Columbus Day 2007 Staff Information

DATE:	10/7/07				10/8/07			
	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	27		24	-2	15		20	
Bar	3		3		1		3	
Bussers	7		6		4		5	
Runners	6		6		4		4	
Coffee	2		2		1		2	
Host	4		4		3		4	
Phone	1		1		1		1	
Delivery	0		0		0		0	
CoatCheck	0		0		0		0	
Managers	2		3		2		3	

DATE:

10/9/07

AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
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**BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE**

OCTOBER

Servers	14		19				
Bar	1		3				
Bussers	4		5				
Runners	3		5				
Coffee	1		2				
Host	2		4				
Phone	1		1				
Delivery	0		0				
CoatCheck	0		0				
Managers	2		3				

Columbus Day 2007 Notes

Table sizes: N/A

Large Party Policies: Normal

Confirmations: Normal confirmations

Walk-ins: All walk-ins

Extra supplies: N/A

Payroll: caily cuts @ lunch Mon. and dinner

Linen Order: Extra 52, 62 for weekend up 51

Change order: N/A

Coat Check: N/A

Menu Served: Normal

Time Open: Normal

Additional Notes: Sun PM use Sat night staffing, cut early. Mon AM normal Monday lunch, no push throughout day. Mon PM all reservations early normal Mon PM book

Halloween 2008

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

OCTOBER

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
	<p>Was there CXL/N/S, if so give exact times and how many?</p> <p>Where and what times could you overbook?</p> <p>Who were your guests? Tourists, Regulars, Old, Young</p> <p>Describe early and late business What were Menu trends?</p>				
Fri. Oct.31 AM	<ul style="list-style-type: none"> • Normal Lunch 	\$10,060	Normal	224	Cool, High 50s
Fri. Oct.31 PM	<ul style="list-style-type: none"> • Normal, Busy after 9PM 	\$27,900	Below Normal	497	Cool, High 50s

Halloween 2008 Staff Information

BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE

OCTOBER

DATE: 10/31/08

	AM WORKED		CHANGES		PM WORKED		CHANGES		AM WORKED		CHANGES		PM WORKED		CHANGES	
Servers	12	0			20	0										
Bar	1	0			3	0										
Bussers	4	0			6	0										
Runners	4	0			6	0										
Coffee	N/A	0			N/A	0										
Host	3	0			5	0										
Phone	N/A	0			N/A	0										
Delivery	N/A	0			N/A	0										
CoatCheck	N/A	0			N/A	0										
Managers	N/A	0			N/A	0										

Halloween 2008 Notes

Table Sizes: Normal: Normal

Large Party Policies: N/A

Confirmations: N/A

Walk-ins: Lots of Walk-ins 2,4,5's & 6s at 9PM when parade is over

Extra Supplies: Carved pumpkins and over \$100 worth more candy

Payroll: Don't cut early. Normal to slow. Was a Fri this year and gets busy when parade lets off.

Linen Order: N/A

Change Order: N/A

Rain Tickets: N/A

Coat Check: N/A

Menu Served: Normal

Time Open: Normal

Additional Misc. Notes: Have 2 extra cheap costumes for staff that doesn't dress up

Halloween 2007

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		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
	<p>Was there CXL/N/S, if so give exact times and how many?</p> <p>Where and what times could you overbook?</p> <p>Who were your guests? Tourists, Regulars, Old, Young</p> <p>Describe early and late business What were Menu trends?</p>				
Wed. Oct.31 AM	<ul style="list-style-type: none"> • Normal • All • Regular • Slow, pop, slow • N/A 	\$8,614	Below	228	Sunny, 70s
Wed. Oct.31 PM	<ul style="list-style-type: none"> • Normal • Late • Regulars, young 	\$27,904	Below	458	Clean, 60s

Halloween 2007 Staff Information

DATE:

10/31/07

	AM WORKED		PM WORKED	
	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	13	0	19	+1
Bar	1	0	3	0
Bussers	4	0	5	0
Runners	4	0	5	0
Coffee	1	0	2	0
Host	2	0	4	0
Phone	0	0	1	0
Delivery	0	0	0	0
CoatCheck	0	0	0	0
Managers	0	0	3	0

Halloween 2007 Notes

Table Sizes: Normal – mostly 2 & 4, lots of late walk-ins

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OCTOBER

Large Party Policies: Normal

Confirmations: Normal

Walk-ins: Lots of Walk-ins 9PM-11PM

Extra Supplies: Halloween candy, extra costumes

Payroll: Early cuts in AM, normal lunch push, slow after, DO NOT CUT FLOOR BEFORE 10PM NO
HOW SLOW – the restaurant will get busy after parade

Linen Order: N/A

Change Order: N/A

Rain Tickets: N/A

Coat Check: N/A

Menu Served: Normal

Time Open: Normal

Additional Misc. Notes: See Halloween in all restaurant notes
