

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
AUGUST

- _____ Schedule waiters meeting 3rd Wed. of month at 3 PM. Have all sign off.
- _____ Schedule busboy and runners meeting 3rd Thurs. of month at 3:30 pm.
- _____ 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.

_____ **Manager and Chef Notes:**

- _____ **VIP Note**: Waiters going back to school in August. **Don't get caught short like BWG, Ocean, and Isabella's did in '97**. 50% of their crew left and they didn't plan. You must get trailers in by August 10th. Between the 10th and 20th you'll lose 20%-40% of your staff. NO BS!! **DO NOT PLACE ADS OVER LABOR DAY WEEKEND -- EVERYONE IS AWAY. THE WEEKEND AFTER LABOR DAY RUN AD FOR WAITERS, HOSTESSES AND MANAGERS.**

- _____ NYU students start moving into the dorms in the area (including the building Blue Water Grill is in) the week before Labor Day.

_____ **Chefs**: Cfm you have a complete set of oyster tags for display.

- _____ Cfm all oysters for month are in index.
- _____ Be sure to advice Andrew of any changes in the Jazz Room schedule eg. closed Monday, Labor Day so she can adjust booking schedule accordingly.
- _____ **"Gift Show" at Javitz Center**. (Call 216-2000) **Be prepared to be busier**.
- _____ Also, in hot temperatures, turn on all HVAC units as early as 9AM by pressing 3 hour override. This will give the system a chance to cool down the restaurant before the heat sets in. Starting the units any later in the morning puts too much stress on the system.
- _____ Have Arista come in & refill coolant tanks for all.
- _____ Need to polish all brass more frequently

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	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Servers Scheduled	15	22	15	55	15	22	15	23	16	23	16	23	15	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	2	3

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

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

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

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

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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	1	2

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

IMPORTANT DATES

- _____ **US Open Tennis Magazine** (Racquet Magazine)
US (Tennis) Open: Always starts the Monday before Labor Day

- _____ **Race for The Cure**
To cfm date, call:
The Susan Komen Breast Cancer Foundation - 212-293-2873

- _____ **Men's "Market Week" – 2nd Week in August**
Be prepared to be busier.

- _____ **West Side Chamber of Commerce Party**
(following Columbus Fair) – In November?
Two weeks prior: Contact Andrew Albert 541-8880 or 917-770-9661 to confirm if, and how many, will attend.

- _____ **NY Film Festival** opening night party - Third week in September.
Call to confirm.

- _____ **Crafts Fair** - Saturdays and Sundays last week in September and first two weekends in October.