

_____ 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. (█████. 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.

	MON	TUE	WED	THU	FRI	SAT	SUN
AMPMAMPMAMPMAMPMAMPMAMPMServers Scheduled 152215221623162316232322							
AMPMAMPMAMPMAMPMAMPMAMPMCocktail Scheduled 1111111							
AMPMAMPMAMPMAMPMAMPMAMPMBartender Scheduled 13131323232333							
AMPMAMPMAMPMAMPMAMPMAMPMSvc. Bartender Scheduled							
AMPMAMPMAMPMAMPMAMPMAMPMHost Scheduled 55555555555565							
AMPMAMPMAMPMAMPMAMPMAMPMBusser Scheduled 35354646966775							
AMPMAMPMAMPMAMPMAMPMAMPMPRunner Scheduled 35354646464665							
AMPMAMPMAMPMAMPMAMPMAMPMCoffee Scheduled 121212121222							
AMPMAMPMAMPMAMPMAMPMAMPMBarback Scheduled 11111111							

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

Columbus Day 2007

SALES WERE SALES ABOVE NORMAL OR BELOW NORMAL COVERS
WEATHER

Was there CXL/N/S, if so give exact times and how many?

Where and what times could you overbook?

Who were your guests? Tourists, Regulars, Old, Young

Describe early and late business

What were Menu trends?

Sun.

Oct. 7

AM Normal

After 12:30

Regular, family

Steady, no real push \$20,069 Normal @ budget 841 Sunny,

80s Sun.

Oct. 7

PM Normal

All night

Regular, tourists, older

Early small push

Normal \$31,451 Normal @ budget 566 Clear,

60s Mon.

Oct. 8

AM None

All

Reg.

Slow all day – small pop mid noon

X \$9,272 Normal @ budget 272 N/AMon

Oct. 8

PM Normal

All

Occasions, regular

Slow – very slow in jazz

X \$23,280 Slow, under budget last year 379 Clear,

60s Tues.

Oct. 9

AM Normal

All

Regular/business

Steady until 3

X \$8,554 Normal 236 Cloudy,

70s Tues.

Oct. 9

PM Normal

Before 6:30, after 9:30
Regular/young
Busy Tuesday 7-9:30\$32,378Normal488Rain,
60s

Columbus Day 2007 Staff Information

DATE:10/7/0710/8/07AM WORKEDCHANGESPM WORKEDCHANGESAM WORKEDCHANGESPM
WORKEDCHANGESServers2724-
21520Bar3313Bussers7645Runners6644Coffee2212Host4434Phone1111Delivery0000CoatCheck0000Managers2323

DATE:10/9/07AM WORKEDCHANGESPM WORKEDCHANGESAM WORKEDCHANGESPM
WORKEDCHANGESServers1419Bar13Bussers45Runners35Coffee12Host24Phone11Delivery00CoatCheck00Managers23
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

SALESWERE SALES ABOVE NORMAL OR BELOW NORMALCOVERS
WEATHER

Was there CXL/N/S, if so give exact times and how many?

Where and what times could you overbook?

Who were your guests? Tourists, Regulars, Old, Young

Describe early and late business

What were Menu trends?

Fri.

Oct.31 AMNormal Lunch\$10,060Normal224Cool, High 50sFri.

Oct.31 PMNormal, Busy after 9PM\$27,900Below Normal497Cool, High 50s

Halloween 2008 Staff Information

DATE:10/31/08 AM WORKEDCHANGESPM WORKEDCHANGESAM WORKEDCHANGESPM
WORKEDCHANGESServers120200 Bar1030 Bussers4060 Runners4060 CoffeeN/A0N/A0 Host3050 Phon
eN/A0N/A0 DeliveryN/A0N/A0 CoatCheckN/A0N/A0 ManagersN/A0N/A0

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

SALESWERE SALES ABOVE NORMAL OR BELOW NORMALCOVERS
WEATHER

Was there CXL/N/S, if so give exact times and how many?

Where and what times could you overbook?

Who were your guests? Tourists, Regulars, Old, Young

Describe early and late business

What were Menu trends?

Wed. Oct.31 AMNormal

All

Regular

Slow, pop, slow

N/A\$8,614Below228Sunny, 70sWed. Oct.31 PMNormal

Late

Regulars, young\$27,904Below458Clean, 60s

Halloween 2007 Staff Information

DATE:10/31/07 AM WORKEDCHANGESPM WORKEDCHANGESServers13019
+1Bar1030Bussers4050Runners4050Coffee1020Host2040Phone0010Delivery0000CoatCheck0000Managers0030

Halloween 2007 Notes

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

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