

Pre-Shift Meeting

Date: _____

Manager on Duty: _____

Shift Forecast <input type="checkbox"/>	
Reservations	
Expected Covers	
Peak Hours	
Large Parties	
Nearby Events	
Holidays	
Weather	

Front of House <input type="checkbox"/>	
Fully Staffed?	
Hosts/Hostesses	
Servers	
Food Expos/Runners	
Bussing Team	
Floor Plan	
Sidework Assignments	

Menu <input type="checkbox"/>	
Daily Food Specials	
New Menu Items	
Items to Upsell	
Beers on Tap	
Drink Specials	
*86ed Items	

Back of House <input type="checkbox"/>	
Fully Staffed?	
Who's On the Line?	
Prep Assignments	
Requests	
Reminders	
Receiving Day?	

Praise & Feedback <input type="checkbox"/>	
Reviews & Ratings	
Server Sales Goals	
Completed Certifications	
Employee of the Month	
Notable Achievements	

Tips & Demos <input type="checkbox"/>	
Food Safety Demos	
Reminders (handwashing)	
Taste Testing Samples	
Contests & Goals	

Other Notes: _____
