

Daily Pre-Shift Meeting Guide



Day:		Date:	
M.O.D.:		Shift:	

Daily Sales Forecast

Sales: _____ Customer Count: _____

Daily Sales Comments

Restaurant: _____

Bar: _____

Misc./Catering: _____

Marketing/Promotions:

Today's Focus:

<input type="checkbox"/> <u>Service</u>	<input type="checkbox"/> <u>Safety</u>	<input type="checkbox"/> <u>Teamwork</u>
<input type="checkbox"/> <u>Costs</u>	<input type="checkbox"/> <u>Marketing</u>	<input type="checkbox"/> <u>Other:</u>

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Staff Review

FOH-Service:

Servers/Wait Staff:

Host/Hostess:

Bartenders/Bar Staff:

Bussers:

Other:

BOH-Kitchen:

Line Cooks:

Prep Cooks:

Dishwashers:

Other:

Staffing & Training Comments:

Management Comments:

General Manager:

Assistant:

Assistant:

Kitchen Manager (Chef)
