

# Halloween Preparation Checklist

For shop owners, by shop owners



<b>TO DO — PREP</b>		<b>TO DO — DAY-OF</b>	
<input checked="" type="checkbox"/>	Audit inventory and restock early	<input checked="" type="checkbox"/>	Make sure everyone is coming and get ahead of on-call staffing
<input checked="" type="checkbox"/>	Confirm staff schedules and add on-call shifts	<input checked="" type="checkbox"/>	Double check core inventory in the AM to make emergency supply run before something runs low
<input checked="" type="checkbox"/>	Hit preorder promotions hard!	<input checked="" type="checkbox"/>	Adjust ETAs early so you do not have to be reactive to the dinner rush
<input checked="" type="checkbox"/>	Clean/Service oven and hood	<input checked="" type="checkbox"/>	86 items with inconvenient prep to streamline efficiency
<input checked="" type="checkbox"/>	Verify online menu and POS pricing and availability	<input checked="" type="checkbox"/>	Have candy for the kids and parents
<input checked="" type="checkbox"/>	Confirm large or catering orders	<input checked="" type="checkbox"/>	Encourage customers to tag you in their costumes with their pizza
<input checked="" type="checkbox"/>	Map out catering and large order deliveries ahead of time	<input checked="" type="checkbox"/>	Suggest employees wear costumes
<input checked="" type="checkbox"/>	Decorate to increase foot traffic	<input checked="" type="checkbox"/>	Confirm drivers understand to watch for kids in streets when delivering
<input checked="" type="checkbox"/>	Consider a customer costume contest	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	