

Pizza Holiday Preparation Checklist

FOR SHOP OWNERS, BY SHOP OWNERS



TO-DO LIST

	CELEBRATION PREP		DAY-OF CELEBRATION
<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 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"/>	Promote preorders! (Pro tip: Use fliers!)	<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 ovens and hoods	<input checked="" type="checkbox"/>	86 menu items with inconvenient prep to streamline efficiency
<input checked="" type="checkbox"/>	Verify online menu and POS pricing and availability	<input checked="" type="checkbox"/>	Hype staff up
<input checked="" type="checkbox"/>	Confirm large or catering orders	<input checked="" type="checkbox"/>	Brace for the rush(es)
<input checked="" type="checkbox"/>	Map out catering or large order deliveries ahead of time	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Decorate accordingly to increase foot traffic	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	