

Pizza Holiday Preparation Checklist

FOR SHOP OWNERS, BY SHOP OWNERS



TO-DO LIST

	CELEBRATION PREP		DAY-OF CELEBRATION
☒	Audit inventory and restock early	☒	Make sure everyone is coming and get ahead of on-call staffing
☒	Confirm staff schedules and on-call shifts	☒	Double check core inventory in the AM to make emergency supply run before something runs low
☒	Promote preorders! (Pro tip: Use fliers!)	☒	Adjust ETAs early so you do not have to be reactive to the dinner rush
☒	Clean/service ovens and hoods	☒	86 menu items with inconvenient prep to streamline efficiency
☒	Verify online menu and POS pricing and availability	☒	Hype staff up
☒	Confirm large or catering orders	☒	Brace for the rush(es)
☒	Map out catering or large order deliveries ahead of time	☒	
☒	Decorate accordingly to increase foot traffic	☒	
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