

Please make a copy. Go to File > Make a copy.



TouchBistro Pre-Shift Template

Date:		
Restaurant:		
AM Meeting Leader:		
PM Meeting Leader:		
Business Forecast		
Today	Number of Reservations:	
	Expected Total Guests:	
	VIP Guests:	
What's Happening	Special Announcements:	
	Special Events:	
Team Updates		
	Lunch Specials	
	Dinner Specials	
	Drink Specials	
	Fresh Meats	
Food & Drink	Fresh Fish	
	Upset!	
	Focus	
	Goal 1	
	Goal 2	
Service	Goal 3	
Staff Appreciation		
	Name 1	
Recognition	Name 2	
	Team	
	Name 1	
Thank Yous	Name 2	
	Team	



TouchBistro Pre-Shift Template

TouchBistro Pre-Shift Template		
Date:	Wednesday, March 1st	
Restaurant:	Jennifer's Diner	
AM Meeting Leader:	Jennifer	
PM Meeting Leader:	Beth	
Business Forecast		
Today	Number of Reservations:	40
	Expected Total Guests:	125
	VIP Guests:	List VIPs visiting
What's Happening	Special Announcements:	New holiday menu
	Special Events:	Jazz concert tonight
Team Updates		
Food & Drink	Lunch Specials	Fish and Chips
	Dinner Specials	Grilled Chicken
	Drink Specials	\$1 off Margaritas
	Fresh Meats	Chicken, Beef, Lamb, Pork
	Fresh Fish	Cod, Salmon, Clams, Oysters
	Uggs!	Recommend desserts!
Service	Focus	Focus on customer satisfaction
	Goal 1	Provide menu recommendations
	Goal 2	Offer a dessert menu with the check
	Goal 3	Tell guests there is no rush to leave
Staff Appreciation		
Recognition	Name 1	Daniel helped organize the kitchen fridge
	Name 2	Jen did a great job at preparing the grilled chicken
	Team	BOH
Thank You	Name 1	Thanks to Kyle for surprising the birthday group with a free dessert
	Name 2	Thanks to Melissa for having a positive attitude
	Team	FOH