

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
NOVEMBER

_____ Schedule waiters meeting 3rd Wednesday of month at 3:00 PM. Have all sign off. Schedule busboy and runners meeting 3rd Tuesday of month at 3:00 PM. Have all sign off.

Note: Be sure when having your meetings they are in an area clear of guests so as not to be rude.

_____ Give quarterly food tests to all workers if none given in last 2 weeks.

_____ Follow through with high T.V. and CRM guests with your staff and chefs.

_____ Advise hostesses to call regular lunch (and possibly dinner) guests to see if they're coming in that day. We want to make sure we have a special table ready for them, or their regular or desired table/section.

Note: Use the MEMO FIELD in Open Table to indicate these guests preferences re: sitting, eating, drinking, etc.

_____ Management 1st November – advise stereo person – for Christmas play list are due to SH by November 15.

Manager and Chef Notes:

_____ Keep scheduling WP's through 3rd Week in December.

_____ Brunch: From 9/1 to 11/15 have a swing bartender come in by 12 PM-no B/S - to help out.

_____ All liquor deliveries must be ordered on Mon. for Tues. deliveries

_____ Review Saturday X-Mas Shopping lunch sales from last year. Be ready for Saturdays when you will need two hostess.

_____ **Jazz Room:** As of 1st week in November, Wed-Sat, increase waiters from 6 to 7. In December, 7 waiters Tues-Sat, because of large parties.

_____ Xmas decorations go up Monday after Thanksgiving- Be ready w/ staff and decorations.

_____ BWG Wreath

_____ Call in early October to install day or 2 before Thanksgiving

_____ Install by John Cappelli Erectors, Inc. (718-378-0100) – for approximately (\$2,000 – total for up & down)

_____ **Chefs VIP:**

_____ Cfm you have a complete set of oyster tags for display.

_____ Cfm all oysters for month are in index.

MARATHON BLURB

“Congratulations on completing the marathon. We are so happy you chose to come to Atlantic Grill to celebrate. It is our pleasure to offer you a complimentary champagne, orange juice, or mimosa to start your celebration.”

BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE NOVEMBER

Sudden Warm Weather Days Schedule

(When it is suddenly 65 degrees after a period of 45 degree days.)

	Sunday AM/PM	Monday AM/PM	Tuesday AM/PM	Wed AM/PM	Thursday AM/PM	Friday AM/PM	Sat'day AM/PM
Servers	11/9	8/9	8/9	9/10	9/10	9/10	10/10
* WP's	3/3	3/3	3/3	3/3	3/3	3/3	3/3
O/C	2/2	2/2	2/2	2/2	2/2	2/2	2/2
Bussers	4.5/	2.5/	2.5/	2.5/	2.5/	2.5/	3.5/
WP's	1/	1/	1/	1/	1/	1/	1/
Runners	3/	3/	3/	3/	3/	3/	3/
WP's	.5/	.5/	.5/	.5/	.5/	.5/	.5/

*WP = Weather Permitting

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Servers Scheduled														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Cocktail Scheduled														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Bartender Scheduled														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Svc. Bartender Scheduled														

BLUE WATER GRILL **MONTHLY MANAGER PLANNING SCHEDULE** **NOVEMBER**

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Host Scheduled														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Busser Scheduled														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Runner Scheduled														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Coffee Scheduled														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Barback Scheduled														

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
NOVEMBER

Thanksgiving Day 2008

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
	<p>Was there CXL/N/S, if so give exact times and how many?</p> <p>Where and what times could you overbook?</p> <p>Who were your guests? Tourists, Regulars, Old, Young</p> <p>Describe early and late business What were Menu trends?</p>				
Thurs. Nov.27 AM	<ul style="list-style-type: none"> • Few • None • Family • Steady 1-6 push, steady 9-9 • N/A 	\$58,495	Above	1093	Cloudy, 50
Fri. Nov.28 AM	<ul style="list-style-type: none"> • None • All • Families, tourists • N/A • N/A 	\$6,347	Below	203	Clear, 50
Fri. Nov.28 PM	<ul style="list-style-type: none"> • Normal • Before 6:30, after 8:30 • Families, tourists • Steady then empty • N/A 	\$26,078	Below	478	Clear, 40
Sat. Nov.29 AM	<ul style="list-style-type: none"> • Normal • All • Families, tourists • Small push, 2:#0-3 • N/A 	\$9,646	Below	297	Clear, 50
Sat. Nov.29 PM	<ul style="list-style-type: none"> • Normal • Before 8, after 9 • Families 	\$34,782	Below	584	Clear, 40

BLUE WATER GRILL **MONTHLY MANAGER PLANNING SCHEDULE** **NOVEMBER**

	<ul style="list-style-type: none"> Steady 6-9 N/A 				
Sun. Nov.30 AM	<ul style="list-style-type: none"> Normal All Family Small push 1-1:30 N/A 	\$8,430	Way Below	363	Rain, 45
Sun. Nov.30 PM	<ul style="list-style-type: none"> Normal All Tourists Steady then slow N/A 	\$14,308	Below	184	Rain, 40
Mon. Dec.1 AM	<ul style="list-style-type: none"> Normal All Regular Steady then slow N/A 	\$4,342	Below	146	Clear, 45
Mon. Dec.1 PM	<ul style="list-style-type: none"> 27 no show covers All Regular Steady then slow N/A 	\$17,160	Normal	265	Clear, 40s

Thanksgiving Day 2008 Staff Information

DATE:

11/27/08

11/28/08

	AM WORKED		CHANGES		PM WORKED		CHANGES		AM WORKED		CHANGES		PM WORKED		CHANGES	
Servers	19	0			1 Shift				10	-1			18	0		
Bar	3	0							1	0			3	0		
Bussers	2	0							3	0			6	0		
Runners	1	0							3	0			6	0		
Coffee	2	0							1	0			2	0		
Host	5	0							2	0			3	0		
Phone	1	0							1	0			1	0		
Delivery	0	0							0	0			0	0		
CoatCheck	4	0							1	0			3	0		

BLUE WATER GRILL

MONTHLY MANAGER PLANNING SCHEDULE

NOVEMBER

Managers	4	0			2	0	3	0
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DATE:

11/29/08

11/30/08

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	10	0	19	0	16	-1	14	0
Bar	1	0	3	0	2	0	2	0
Bussers	4	0	5	0	5	-1	3	0
Runners	4	0	5	0	4	-	3	0
Coffee	1	0	2	0	2	1	1	0
Host	2	0	4	0	3	-1	2	0
Phone	1	0	1	0	1	0	0	0
Delivery	0	0	0	0	0	0	0	0
CoatCheck	1	0	4	0	2	0	1	0
Managers	1	0	2	0	2	0	2	0

DATE:

12/1/08

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	9	-1	14	0				
Bar	1	0	2	0				
Bussers	3	0	3	0				
Runners	2	0	3	0				
Coffee	1	0	1	0				
Host	2	0	2	0				
Phone	1	0	1	0				
Delivery	0	0	0	0				
CoatCheck	0	0	1	0				
Managers	1	0	2	0				

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
NOVEMBER

Thanksgiving Day 2008 Notes

Table Sizes: Normal 4-8s few larger

Large Party Policies: Hold all tables w/cc_

Confirmations: Start confirming on Monday

Walk-ins: Few walk-ins all accommodated

Extra Supplies: None

Payroll: No cuts on Thanksgiving, early cuts Fri PM, Sun PM

Linen Order: Normal

Changer Order: Normal

Rain Tickets: N/A

Coat Check: Normal

Menu Served: Pre-fix \$38 Thanksgiving only

Time Open: 1-10 on Thursday, Normal all others

Additional Misc. Notes: Fri AM – Normal to slow not as busy transition as prior years, all weekend lighter than average books with few walk-ins. Thanksgiving Day have café out of 50degree plus staff on calls – do not get walk-ins plot 6-12 for 2 hours, 13++ for 2 ½ turn times worked well

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
NOVEMBER

Thanksgiving Day – Thursday, Nov. 22nd, 2007

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
	<p>Was there CXL/N/S, if so give exact times and how many?</p> <p>Where and what times could you overbook?</p> <p>Who were your guests? Tourists, Regulars, Old, Young</p> <p>Describe early and late business What were Menu trends?</p>				
Wed. Nov.21 AM	<ul style="list-style-type: none"> • Normal • All • Family, tourists • Slow – later push, watch cuts • X 	\$7,870	Below	202	Cloudy, 60
Wed. Nov.21 PM	<ul style="list-style-type: none"> • Normal • Late • Family, regular • Push after 10PM – bar crowd 	\$28,043	Below	453	Cloudy, 50
Thurs. Nov.22 AM	<ul style="list-style-type: none"> • N/A • Full from 1-11 • Family, regular • Long, long, long day, full 1-11 	1# ALL DAY			
Thurs. Nov.22 PM	<ul style="list-style-type: none"> • Very little – filled w/ walk-ins • None • Family • Busy all day until 11PM • Prix fix 	\$66,635	Above	1246	Cloudy, 55
Fri Nov.23 AM	<ul style="list-style-type: none"> • 1 NS 12:30 2pp • early • all • slow early/ busy late 	\$11,661	Below	298	Cool, low 40s

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BLUE WATER GRILL
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NOVEMBER

	<ul style="list-style-type: none"> • lunch 				
Fri Nov.23 PM	<ul style="list-style-type: none"> • N/A • All • All • Busy early/ slow, late • Dinner 	\$38,113	Below	804	Cold, low 40s
Sat. Nov.24 AM	<ul style="list-style-type: none"> • 18 CXL before 1:30PM • early • all • slow early/steady late • lunch 	\$14,045	Below	408	Cold, low 40s
Sat. Nov.24 PM	<ul style="list-style-type: none"> • Normal • Late • Family, regular • Slow start, steady 7/10PM • N/A 	\$43,298	Below	631	Cold, 35-40

BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE NOVEMBER

Thanksgiving Day 2007 Staff Information

DATE:	11/21/2007				11/22/07			
	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	10	0	19	0	0	0	19	0
Bar	1	0	3	0	0	0	3	0
Bussers	4	0	6	0	0	0	6	0
Runners	4	0	5	0	0	0	6	0
Coffee	1	0	2	0	0	0	2	0
Host	2	0	4	0	0	0	4	0
Phone	1	+1	1	0	0	0	1	0
Delivery	0	0	0	0	0	0	0	0
CoatCheck	1	0	2	+1	0	0	4	0
Managers	2	0	2	2	0	0	3	0

DATE:	11/25/2007				11/23/07			
	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	20	0	17	0	11	0	19	0
Bar	2	0	2	0	1	0	3	0
Bussers	6	0	4	0	4	0	6	0
Runners	6	-1	4	0	4	0	6	0
Coffee	2	0	1	0	1	0	2	0
Host	4	0	3	0	2	0	4	0
Phone	1	0	0	0	1	0	1	0
Delivery	0	0	0	0	0	0	0	0
CoatCheck	2	0	1	0	1	0	2	+1
Managers	4	0	3	0	2	0	3	0

DATE:	11/27/2007							
	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	11	0	19	0				
Bar	1	0	3	0				
Bussers	4	0	6	0				
Runners	4	0	5	0				
Coffee	1	0	2	0				
Host	2	0	4	0				
Phone	1	0	1	0				
Delivery	0	0	0	0				
CoatCheck	1	0	2	+1				
Managers	2	0	3	0				

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
NOVEMBER

Thanksgiving Day 2007 Notes

Table Sizes: Many LPs – bank tables no special set-up

Large Party: Hold all tables w/cc

Confirmations: Start confirming on Monday

Walk-ins: Few walk-ins all day all 7s, 4s push to cocktail

Extra Supplies: Break out extra supplies, glass ware, * forks* (ran out), build extra wine lists

Payroll: No cuts

Linen Order: Up pairs 5;1 o

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
NOVEMBER

Veteran's Day 2008

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
	<p>Was there CXL/N/S, if so give exact times and how many?</p> <p>Where and what times could you overbook?</p> <p>Who were your guests? Tourists, Regulars, Old, Young</p> <p>Describe early and late business What were Menu trends?</p>				
Tues. Nov.11 AM	<ul style="list-style-type: none"> • N/A • All • Regular • Busy, long lunch. Slower dinner • Lunch, pre-fix 	\$7,689.40	Above Average	219	50s, Sunny
Tues. Nov.11 PM	<ul style="list-style-type: none"> • 8 @ 6:20pm • All • Regular, young • Light hit around 7:30pm • Special maki rolls 	\$20,831.11	Below	311	40s/50s, Sunny

BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE NOVEMBER

Veterans Day 2008 Staff Information

DATE:

11/11/08

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	10	0	18	0				
Bar	1	0	2	0				
Bussers	3	0	4	0				
Runners	3	0	4	0				
Coffee	1	0	1	0				
Host	2	0	2	0				
Phone	0	0	1	0				
Delivery	0	0	0	0				
CoatCheck	1	0	2	0				
Managers	2	0	2	0				

Veterans Day 2008 Notes

Table Sizes: Table sizes were mainly 2's & 4's, typical for a Tuesday. A few 5's & 6's during dinner service.

Large Party Policies: N/A

Confirmations: 1 large non-confirmed, no show

Walk ins: Many walk-ins were 2's, some foreigners, mostly New Yorkers

Extra Supplies Needed: N/A

Payroll: Lunch was busier. Today with gov't and schools off, dinner was a bit slower, cut early

Linen Order: Regular order

Change Order: Banks closed, we were fine

Rain Tickets: N/A

Coat Check: Yes 2 on Great

Menu Served: Regular

Time open: 11:30am

Additional Misc. Notes: N/A

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
NOVEMBER

Election Day 2008

		SALES	WERE SALES ABOVE NORMAL OR BELOW NORMAL	COVERS	WEATHER
	<p>Was there CXL/N/S, if so give exact times and how many?</p> <p>Where and what times could you overbook?</p> <p>Who were your guests? Tourists, Regulars, Old, Young</p> <p>Describe early and late business What were Menu trends?</p>				
Wed. Nov.4 AM	<ul style="list-style-type: none"> No shows 2 @6:30pm, 2 @8pm, cancel 2 @8:30pm N/A Regular N/A N/A 	\$6,808	Below	47	60s
Wed. Nov.4 PM	<ul style="list-style-type: none"> No shows 2 @6:30pm, 2 @8pm, 1 @8:30 Anytime Tourists Very slow on both ends Raw Bar 	\$10,932	Below	95	60s, Cloudy

BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE NOVEMBER

Election Day 2008 Staff Information

DATE:

11/2/08

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	9	0	11	0				
Bar	1	0	2	0				
Bussers	3	0	4	0				
Runners	3	0	4	0				
Coffee	N/A	N/A	N/A	N/A				
Host	3	0	3	0				
Phone	N/A	N/A	N/A	N/A				
Delivery	N/A	N/A	N/A	N/A				
CoatCheck	N/A	N/A	N/A	N/A				
Managers	N/A	N/A	N/A	N/A				

Election Day 2008 Notes

Table Sizes: Two large parties 8&9, yes enough tables

Large Party Policies: No problems, both parties showed

Confirmations: No

Walk ins: 8PM, foreigners, 2's & 4s, Europeans

Extra Supplies Needed: N/A

Payroll: Slow, cut early to save labor cut 8:30PM in main, went to 9 main and jazz

Linen Order: N/A

Change Order: N/A

Rain Tickets: N/A

Coat Check: Organized and 1 staff

Menu Served: prefix/lunch and dinner (same as regular)

Time open: 11:30am, closed ½ hour early @ 10:30pm

Additional Misc. Notes: N/A