

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

- \_\_\_\_ Schedule waiters meeting 3<sup>rd</sup> Wednesday of month at 3:00 PM. Have all sign off. Schedule busboy and runners meeting 3<sup>rd</sup> 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 1<sup>st</sup> November – advise stereo person – for Christmas play list are due to SH by November 15.

**Manager and Chef Notes:**

- \_\_\_\_ Keep scheduling WP's through 3<sup>rd</sup> 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 1<sup>st</sup> 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.”

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**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
<b>Servers</b>	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
<b>Bussers</b>	4.5/	2.5/	2.5/	2.5/	2.5/	2.5/	3.5/
WP's	1/	1/	1/	1/	1/	1/	1/
<b>Runners</b>	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												
<b>Servers Scheduled</b>														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
<b>Cocktail Scheduled</b>														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
<b>Bartender Scheduled</b>														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
<b>Svc. Bartender Scheduled</b>														

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**NOVEMBER**

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Host Scheduled														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Busser Scheduled														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Runner Scheduled														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM												
Coffee Scheduled														

	MON		TUE		WED		THU		FRI		SAT		SUN	
	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"> <li>• Few</li> <li>• None</li> <li>• Family</li> <li>• Steady 1-6 push, steady 9-9</li> <li>• N/A</li> </ul>	\$58,495	Above	1093	Cloudy, 50
Fri. Nov.28 AM	<ul style="list-style-type: none"> <li>• None</li> <li>• All</li> <li>• Families, tourists</li> <li>• N/A</li> <li>• N/A</li> </ul>	\$6,347	Below	203	Clear, 50
Fri. Nov.28 PM	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Before 6:30, after 8:30</li> <li>• Families, tourists</li> <li>• Steady then empty</li> <li>• N/A</li> </ul>	\$26,078	Below	478	Clear, 40
Sat. Nov.29 AM	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Families, tourists</li> <li>• Small push, 2:#0-3</li> <li>• N/A</li> </ul>	\$9,646	Below	297	Clear, 50
Sat. Nov.29 PM	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Before 8, after 9</li> <li>• Families</li> </ul>	\$34,782	Below	584	Clear, 40

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

## **Thanksgiving Day 2008 Staff Information**

DATE:

**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		PM WORKED		AM WORKED		PM WORKED	
	WORKED	CHANGES	WORKED	CHANGES	WORKED	CHANGES	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		PM WORKED		AM WORKED		PM WORKED	
	WORKED	CHANGES	WORKED	CHANGES	WORKED	CHANGES	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

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**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>				
<b>Wed. Nov.21 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Family, tourists</li> <li>• Slow – later push, watch cuts</li> <li>• X</li> </ul>	\$7,870	Below	202	Cloudy, 60
<b>Wed. Nov.21 PM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Late</li> <li>• Family, regular</li> <li>• Push after 10PM – bar crowd</li> </ul>	\$28,043	Below	453	Cloudy, 50
<b>Thurs. Nov.22 AM</b>	<ul style="list-style-type: none"> <li>• N/A</li> <li>• Full from 1-11</li> <li>• Family, regular</li> <li>• Long, long, long day, full 1-11</li> </ul>	1# ALL DAY			
<b>Thurs. Nov.22 PM</b>	<ul style="list-style-type: none"> <li>• Very little – filled w/ walk-ins</li> <li>• None</li> <li>• Family</li> <li>• Busy all day until 11PM</li> <li>• Prix fix</li> </ul>	\$66,635	Above	1246	Cloudy, 55
<b>Fri Nov.23 AM</b>	<ul style="list-style-type: none"> <li>• 1 NS 12:30 2pp</li> <li>• early</li> <li>• all</li> <li>• slow early/ busy late</li> </ul>	\$11,661	Below	298	Cool, low 40s

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**NOVEMBER**

	<ul style="list-style-type: none"><li>• lunch</li></ul>				
<b>Fri Nov.23 PM</b>	<ul style="list-style-type: none"><li>• N/A</li><li>• All</li><li>• All</li><li>• Busy early/ slow, late</li><li>• Dinner</li></ul>	\$38.113	Below	804	Cold, low 40s
<b>Sat. Nov.24 AM</b>	<ul style="list-style-type: none"><li>• 18 CXL before 1:30PM</li><li>• early</li><li>• all</li><li>• slow early/steady late</li><li>• lunch</li></ul>	\$14, 045	Below	408	Cold, low 40s
<b>Sat. Nov.24 PM</b>	<ul style="list-style-type: none"><li>• Normal</li><li>• Late</li><li>• Family, regular</li><li>• Slow start, steady 7/10PM</li><li>• N/A</li></ul>	\$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

Servers  
Bar  
Bussers  
Runners  
Coffee  
Host  
Phone  
Delivery  
CoatCheck  
Managers

	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

Servers  
Bar  
Bussers  
Runners  
Coffee  
Host  
Phone  
Delivery  
CoatCheck  
Managers

	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

Servers  
Bar  
Bussers  
Runners  
Coffee  
Host  
Phone  
Delivery  
CoatCheck  
Managers

	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

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**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"> <li>• N/A</li> <li>• All</li> <li>• Regular</li> <li>• Busy, long lunch. Slower dinner</li> <li>• Lunch, pre-fix</li> </ul>	\$7,689.40	Above Average	219	50s, Sunny
Tues. Nov.11 PM	<ul style="list-style-type: none"> <li>• 8 @ 6:20pm</li> <li>• All</li> <li>• Regular, young</li> <li>• Light hit around 7:30pm</li> <li>• Special maki rolls</li> </ul>	\$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		PM WORKED		AM WORKED		PM WORKED	
	CHANGES		CHANGES		CHANGES		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"> <li>• No shows 2 @6:30pm, 2 @8pm, cancel 2 @8:30pm</li> <li>• N/A</li> <li>• Regular</li> <li>• N/A</li> <li>• N/A</li> </ul>	\$6,808	Below	47	60s
Wed. Nov.4 PM	<ul style="list-style-type: none"> <li>• No shows 2 @6:30pm, 2 @8pm, 1 @8:30</li> <li>• Anytime</li> <li>• Tourists</li> <li>• Very slow on both ends</li> <li>• Raw Bar</li> </ul>	\$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		PM WORKED		AM WORKED		PM WORKED	
	CHANGES		CHANGES		CHANGES		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