

## BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE DECEMBER

Schedule all department staff meetings and post

Note: Be sure when having your meetings they are in an area clear of guests

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

(Busboy and Runner meetings are held in vault).

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

Advise hosts 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.

**See Attached NYE Reservation Tracking Sheet**

### **Manager and Chef Notes:**

Jazz Room opens for Lunch for Wednesday – Friday in December only.

(See attached Grid for Staffing)

**December 1:** Have all workers sign schedule for week of Christmas Day, Christmas Eve, day after, New Years Eve, New Years Day & day after. No doubles and no back to back shifts.

Be careful of wait staff exodus 1<sup>st</sup> week of December.

Alert staff that the week before Christmas they will be working late for lunch everyday.

**December 24 to January 1** - Very slow lunches. Cut back.

Week after Jan 1 slow - book all parties.

For 'closed-restaurant' parties.

Chefs: Confirm you have a complete set of oyster tags for display.

Confirm all oysters for month are in index. Confirm waiters have read **"Oyster Sales Blurb"** - see attached doc.

Water outside live trees in tree stands daily.

Monitor the weather for warm days. Alert Maintenance Dept. to pull out trees and set up café.

Put in Track-it to change priorities for early tables in PH. To 1.25 hour durations

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Servers Scheduled</b>	11	18	11	18	17	19	17	19	18	19	11	19	18	19

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Cocktail Scheduled</b>	0	1	0	1	0	1	0	1	0	1	0	1	0	1

# BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE DECEMBER

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Bartender Scheduled</b>	1	3	1	3	3	3	3	3	3	3	2	3	3	3

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Svc. Bartender Scheduled</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Host Scheduled</b>	4	4	4	5	5	6	5	6	5	6	5	6	5	6

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Busser Scheduled</b>	3	5	3	5	4	6	4	6	4	6	4	6	5	4

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Coffee Scheduled</b>	1	2	1	2	1	2	1	2	1	2	1	2	2	2

	MON		TUE		WED		THU		FRI		SAT		SUN	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Barback Scheduled</b>	0	1	0	1	0	1	0	1	0	1	0	1	1	1

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

**Hanukkah – Friday, December 11<sup>th</sup> 2009**

		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>Fri. Dec. 11 AM</b>	<ul style="list-style-type: none"> <li>• 28 cancel, 7 no shows</li> <li>• Early post 2PM</li> <li>• Regulars</li> <li>• N/A</li> <li>• Prix-fix</li> </ul>	\$12,264	Normal	250	Overcast Cold
<b>Fri. Dec. 11 PM</b>	<ul style="list-style-type: none"> <li>• 147 cancel, 40 no shows</li> <li>• After 10PM</li> <li>• Regulars</li> <li>• Busy early</li> <li>• Normal</li> </ul>	\$41,565	Slightly Above	600	Cold
<b>Sat. Dec. 12 AM</b>	<ul style="list-style-type: none"> <li>• 23 cancel, 16 no shows</li> <li>• All walk-ins and call aheads</li> <li>• Regulars</li> <li>• Bush both</li> <li>• Normal</li> </ul>	\$16,008	Above	438	Sunny, Cold
<b>Sat. Dec. 12 AM</b>	<ul style="list-style-type: none"> <li>• 269 cancel, 80 no shows</li> <li>• After 10PM</li> <li>• Regulars</li> <li>• Busy early</li> <li>• Normal</li> </ul>	\$44,132	Normal	644	Cold
<b>Sun. Dec. 13 AM</b>	<ul style="list-style-type: none"> <li>• 102 cancel, 65 no shows</li> <li>• Early late in both dining rooms</li> <li>• Regulars</li> <li>• No late business</li> <li>• Brunch</li> </ul>	\$15,324	Normal	604	Rainy, Cold

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

<b>Sun. Dec. 13 AM</b>	<ul style="list-style-type: none"> <li>• 82 cancel, 29 no shows</li> <li>• All</li> <li>• Regulars</li> <li>• Slow</li> <li>• Normal</li> </ul>	\$14,947	Slightly Below	232	Rainy, Cold
<b>Mon. Jan. 14 AM</b>	<ul style="list-style-type: none"> <li>• 21 cancel, 9 no shows</li> <li>• Early post 2PM</li> <li>• Regulars</li> <li>• Early slow picked up going into transition</li> <li>• Lunch</li> </ul>	\$8,414	Above	211	40s, Sunny
<b>Mon. Jan. 14 PM</b>	<ul style="list-style-type: none"> <li>• 56 cancel, 16 no shows</li> <li>• After 9PM</li> <li>• Regulars</li> <li>• Early pop</li> <li>• Normal</li> </ul>	\$23,916	Above	378	Cold
<b>Tues. Jan. 15 AM</b>	<ul style="list-style-type: none"> <li>• 13 cancel, 14 no shows</li> <li>• Early late</li> <li>• Regulars</li> <li>• Could of used booking prior 12PM and past 2:30PM</li> <li>• Prix-fix</li> </ul>	\$8,541	Above	214	40s, Sunny
<b>Tues. Jan. 15 PM</b>	<ul style="list-style-type: none"> <li>• 91 cancel, 14 no shows</li> <li>• Later after 9PM</li> <li>• Regulars</li> <li>• Filled early</li> <li>• Normal</li> </ul>	\$31,529	Above	442	Colder
<b>Wed. Jan. 16 AM</b>	<ul style="list-style-type: none"> <li>• 17 cancel, 5 no shows</li> <li>• Past 2:30PM</li> <li>• Regulars</li> <li>• Busy early with large parties</li> <li>• Normal</li> </ul>	\$11,382	Above	266	30s, Sunny
<b>Wed. Jan. 16 PM</b>	<ul style="list-style-type: none"> <li>• 103 cancel, 64 no shows</li> <li>• Late evening</li> <li>• Regulars</li> <li>• Steady busy both dining rooms</li> <li>• Normal</li> </ul>	\$31,555	Above	428	Colder
<b>Thurs. Jan. 17 AM</b>	<ul style="list-style-type: none"> <li>• 52 cancel, 10 no shows</li> <li>• All opened jazz for lunch</li> <li>• Regulars</li> <li>• Busy throughout</li> <li>• Prix-fix</li> </ul>	\$16,505	Above	354	20s, Sunny
<b>Thurs. Jan. 17 PM</b>	<ul style="list-style-type: none"> <li>• 125 cancel, 42 no shows</li> <li>• Early late</li> <li>• Regulars</li> <li>• Light both, but special events filled dining rooms</li> </ul>	\$44,701	Above	530	Cold, Clear

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

<b>Fri. Jan. 18 AM</b>	<ul style="list-style-type: none"> <li>• 24 cancel, 13 no shows</li> <li>• All jazz was opened for lunch</li> <li>• Regulars</li> <li>• Busy from start to finish</li> <li>• Normal</li> </ul>	\$13,472	Above	335	Sunny, Cold
<b>Fri. Jan. 18 PM</b>	<ul style="list-style-type: none"> <li>• 163 cancel, 60 no shows</li> <li>• Later after 930PM</li> <li>• Regulars</li> <li>• Busy early</li> <li>• Normal</li> </ul>	\$32,256	Below	512	Cold
<b>Sat. Jan. 19 AM</b>	<ul style="list-style-type: none"> <li>• 50 cancel, 8 no shows</li> <li>• All</li> <li>• Regulars</li> <li>• Light both</li> <li>• Normal</li> </ul>	\$12,774	Below	368	Cold, Snowstorm
<b>Sat. Jan. 19 PM</b>	<ul style="list-style-type: none"> <li>• 205 cancel, 66 no shows</li> <li>• All</li> <li>• Regulars</li> <li>• Slow all around</li> <li>• Normal</li> </ul>	\$26,964	Below	455	Cold, Snow
<b>Sun. Jan. 20 AM</b>	<ul style="list-style-type: none"> <li>• 130 cancel, 26 no shows</li> <li>• All</li> <li>• Regulars</li> <li>• Slow</li> <li>• Brunch</li> </ul>	\$11,786	Below	490	Cold, Cold
<b>Sun. Jan. 20 PM</b>	<ul style="list-style-type: none"> <li>• 67 cancel, 15 no shows</li> <li>• All</li> <li>• Regular</li> <li>• Slow</li> <li>• Normal</li> </ul>	\$11,656	Below	183	Colder

**Hanukkah 2009 Notes Staff Information**

N/A

**Hanukkah 2009 Notes**

N/A

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

**Christmas – Friday, December 25<sup>th</sup> 2009**

		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. Dec. 23 AM</b>	<ul style="list-style-type: none"> <li>• 12 cancel, 5 no shows</li> <li>• All</li> <li>• Regulars</li> <li>• Late push</li> <li>• Normal</li> </ul>	\$10,575	Above	245	Sunny, Cold
<b>Wed. Dec. 23 PM</b>	<ul style="list-style-type: none"> <li>• 79 cancel, 32 no shows</li> <li>• All</li> <li>• Regular</li> <li>• N/A</li> <li>• N/A</li> </ul>	\$21,243	Normal	379	Cold
<b>Thurs. Dec. 24 AM</b>	<ul style="list-style-type: none"> <li>• 17 cancel, 0 no shows</li> <li>• All</li> <li>• Regulars, tourists</li> <li>• Slow</li> <li>• Normal</li> </ul>	\$6,952	Below	196	Sunny, Cold
<b>Thurs. Dec. 24 PM</b>	<ul style="list-style-type: none"> <li>• 119 cancel, 17 no shows</li> <li>• Early jazz</li> <li>• Regulars</li> <li>• Both busy</li> <li>• Normal</li> </ul>	\$30,456	Above	517	Cold
<b>Sat. Dec. 26 AM</b>	<ul style="list-style-type: none"> <li>• 23 cancel, 9 no shows</li> <li>• All</li> <li>• Regulars</li> <li>• Slow</li> <li>• Normal</li> </ul>	\$5,704	Below	185	Rainy, 30s

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

<b>Sat. Dec. 26 PM</b>	<ul style="list-style-type: none"> <li>• 127 cancel, 46 no shows</li> <li>• All</li> <li>• Regulars, tourists</li> <li>• Slow</li> <li>• Normal</li> </ul>	\$28,892	Below	477	Cold
<b>Sun. Dec. 27 AM</b>	<ul style="list-style-type: none"> <li>• 54 cancel, 13 no shows</li> <li>• All slow jazz</li> <li>• Regulars</li> <li>• Both light</li> <li>• Brunch</li> </ul>	\$10,183	Below	446	Sunny, 50s
<b>Sun. Dec. 27 PM</b>	<ul style="list-style-type: none"> <li>• 72 cancel, 15 no shows</li> <li>• Jazz early, both later</li> <li>• Regulars</li> <li>• Jazz early slow main full died early 9PM</li> <li>• Normal</li> </ul>	\$22,452	Above	402	Warmer, High 30s
<b>Mon. Dec. 28 AM</b>	<ul style="list-style-type: none"> <li>• 6 cancel, 12 no shows</li> <li>• All</li> <li>• Regulars, tourists</li> <li>• Quiet</li> <li>• Normal</li> </ul>	\$8,478	Above	248	Sunny, Colder
<b>Mon. Dec. 28 PM</b>	<ul style="list-style-type: none"> <li>• 61 cancel, 23 no shows</li> <li>• All</li> <li>• Regulars, tourists</li> <li>• Quiet</li> <li>• Normal</li> </ul>	\$19,461	Below	316	Cold

**Christmas 2009 Staff Information**

N/A

**Christmas 2009 Notes**

N/A

# BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE DECEMBER

Christmas – Thursday, December 25<sup>th</sup> 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>				
<b>Mon. Dec. 22 AM</b>	<ul style="list-style-type: none"> <li>• 2 cancel</li> <li>• After 1:30PM</li> <li>• Regular</li> <li>• Push 12:30PM-2PM</li> <li>• N/A</li> </ul>	\$9,434	Above	221	Cloudy, 30
<b>Mon. Dec. 22 PM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Family</li> <li>• Slow after 8:30PM</li> <li>• N/A</li> </ul>	\$19,250	Normal	285	Clear, 30
<b>Tues. Dec. 23 AM</b>	<ul style="list-style-type: none"> <li>• 7 cancel</li> <li>• After 11:30</li> <li>• Regular</li> <li>• Light start, push 1PM-2PM</li> <li>• N/A</li> </ul>	\$10,621	Above	146	Clear, 20s
<b>Tues. Dec. 23 PM</b>	<ul style="list-style-type: none"> <li>• 12 cancelled, 16 no shows</li> <li>• After 9PM</li> <li>• Regulars and tourists</li> <li>• Push came 8PM</li> <li>• Specials a hit!</li> </ul>	\$22,366	Below	343	Cloudy, 20s
<b>Wed. Dec. 24 AM</b>	<ul style="list-style-type: none"> <li>• 8 no shows spread out</li> <li>• All</li> <li>• Tourists and families</li> <li>• No real push</li> <li>• N/A</li> </ul>	\$6,105	Below	154	Rainy, 40s



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

<b>Wed. Dec. 24 PM</b>	<ul style="list-style-type: none"> <li>• 24 no shows</li> <li>• Early pre 6PM</li> <li>• Families</li> <li>• Earl lighter later was busier</li> <li>• N/A</li> </ul>	\$32,249	Above	509	Cloudy, 40s
<b>Fri. Dec. 26 AM</b>	<ul style="list-style-type: none"> <li>• 0/0 Normal</li> <li>• Early and middle</li> <li>• Tourists, shoppers</li> <li>• Early very slow, late lunch busy</li> <li>• N/A</li> </ul>	\$6,544	Below	199	Sunny, 30s
<b>Fri. Dec. 26 PM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• After 8:30PM</li> <li>• Families, tourists</li> <li>• Steady – push</li> <li>• N/A</li> </ul>	\$26,355	Normal	413	Clear, 30s
<b>Sat. Dec. 27 AM</b>	<ul style="list-style-type: none"> <li>• Not many</li> <li>• All</li> <li>• Families, tourists</li> <li>• Push 3PM-4:30PM</li> <li>• N/A</li> </ul>	\$10,738	Below	262	Clouds, 40
<b>Sat. Dec. 27 PM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Later-after 9:30PM</li> <li>• Families</li> <li>• Steady 7-9PM</li> <li>• N/A</li> </ul>	\$33,006	Below	519	Clouds, 30
<b>Sun. Dec. 28 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Families, tourists</li> <li>• Few walk-ins</li> <li>• N/A</li> </ul>	\$11,828	Below	506	Clear, 60
<b>Sun. Dec. 28 PM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Tourists</li> <li>• Push 5:30PM-6:30PM slow</li> <li>• N/A</li> </ul>	\$17,014	Normal	386	Clouds, 30

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

## **DECEMBER** **Christmas 2008 Staff Information**

**DATE:**

12/22/08

12/23/08

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

# BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE DECEMBER

**DATE:**

12/24/08	12/26/08
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	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	10	0	17	+1	10	0	17	0
Bar	1	0	2	+1	1	0	3	0
Bussers	3	0	5	0	3	+1	5	0
Runners	3	0	4	0	4	0	5	0
Coffee	1	0	2	0	1	0	2	0
Host	2	0	3	0	2	0	3	0
Phone	1	+1	1	0	1	+1	1	0
Delivery	0	0	0	0	0	0	0	0
CoatCheck	1	0	2	0	1	0	3	0
Managers	2	0	2	0	2	0	3	0

# BLUE WATER GRILL

## MONTHLY MANAGER PLANNING SCHEDULE

### DECEMBER

**DATE:**

12/27/08	12/28/08
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	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	10	0	19	0	18	-2	15	0
Bar	1	0	3	0	2	0	2	0
Bussers	4	0	6	0	5	0	4	0
Runners	4	0	6	0	5	0	4	0
Coffee	1	0	2	0	2	0	1	0
Host	2	0	4	0	3	0	2	0
Phone	1	0	1	0	1	0	1	0
Delivery	0	0	0	0	0	0	0	0
CoatCheck	1	0	3	0	2	0	1	0
Managers	2	0	3	0	3	0	2	0

# BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE DECEMBER

**DATE:**

12/29/08

	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	9	0	17	0
Bar	1	0	2	0
Bussers	3	0	4	+1
Runners	3	0	3	+2
Coffee	1	0	1	0
Host	2	0	3	0
Phone	2	0	1	0
Delivery	0	0	0	0
CoatCheck	1	0	1	+1
Managers	2	0	2	0

## Christmas 2008 Notes

**Table Sizes:** Normal – Increase LPs

**Large Party Policies:** Normal

**Confirmations:** Start confirming Christmas Eve 2 days out

**Walk-ins:** Mostly late AM walk-ins

**Extra Supplies Needed:** N/A

**Payroll:** Normal

**Linen Order:** N/A

**Change Order:** N/A

**Rain Tickets:** N/A

**Coat Check:** N/A

**Menu Served:** Normal

**Time Open:** Close 10PM 12/24 All other normal

**Additional notes:** Watch AM cuts, especially the 26<sup>th</sup>-28<sup>th</sup>, Many late walk-ins DO NOT cut until 3PM

## Christmas – Tuesday, December 25<sup>th</sup> 2007

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

		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>Mon. Dec. 24 AM</b>	<ul style="list-style-type: none"> <li>• Early/Late</li> <li>• All</li> <li>• Slow start</li> <li>• Slower than normal</li> <li>• lunch</li> </ul>	\$7,393	Below	208	Cold, Low 40s
<b>Mon. Dec. 24 PM</b>	<ul style="list-style-type: none"> <li>• No – all came in</li> <li>• None – w/ holidays hrs</li> <li>• Lots of tourists, foreign guests</li> <li>• Busy all night, 1<sup>st</sup> push @ 5:30pm</li> <li>• Normal</li> </ul>	\$35,462	Above	572	Cold, Low 40s
<b>Tues. Dec. 26 AM</b>	<ul style="list-style-type: none"> <li>• No cxl or no shows</li> <li>• All day</li> <li>• All</li> <li>• Slow</li> <li>• lunch</li> </ul>	\$7,569	Below	173	Cold, Rain Late Afternoon
<b>Tues. Dec. 26 PM</b>	<ul style="list-style-type: none"> <li>• 13 cancel, 39 no shows</li> <li>• All day</li> <li>• Regulars, holiday shoppers</li> <li>• Normal (slow)</li> <li>• Normal</li> </ul>	\$26,557	Below	472	Cold, with off/on rain
<b>Thurs. Dec. 27 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Early</li> <li>• Tourists</li> <li>• Slow start busy late finish</li> </ul>	\$13,409	Above	309	Cool, Mid 40s
<b>Thurs. Dec. 27 PM</b>	<ul style="list-style-type: none"> <li>• 6 cancel, 51 no shows</li> <li>• Early and late</li> <li>• Tourists</li> <li>• Slow</li> <li>• Normal</li> </ul>	\$32,806	Below	515	Cool with rain

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# **BLUE WATER GRILL** **MONTHLY MANAGER PLANNING SCHEDULE** **DECEMBER**

<b>Fri. Dec. 28 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Early</li> <li>• Tourists</li> <li>• Steady all day</li> <li>• N/A</li> </ul>	\$13,405	Normal	309	Cloudy, 50s
<b>Fri. Dec. 28 PM</b>	<ul style="list-style-type: none"> <li>• 26 cancel, 65 no shows</li> <li>• late</li> <li>• tourists</li> <li>• steady early, slow late</li> <li>• Normal</li> </ul>	\$38,369	Below	617	Cool with rain

## **Christmas 2007 Staff Information**

**DATE:**

12/24/07

12/26/07

Servers  
Bar  
Bussers  
Runners  
Coffee  
Host  
Phone  
Delivery  
CoatCheck  
Managers

AM WORKED	CHANGES
11	0
1	0
3	0
3	0
1	0
3	0
1	0
0	0
0	0
0	0

PM WORKED	CHANGES
18	+1
3	0
4	+1
6	0
2	0
4	0
1	0
0	0
2	+1
2	+1

AM WORKED	CHANGES
11	10
1	0
3	0
3	0
1	0
3	0
1	1
0	0
1	0
2	0

PM WORKED	CHANGES
19	0
3	1
5	0
5	0
2	0
4	0
1	0
0	0
3	0
2	0

**DATE:**

12/27/07

12/28/07

## BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE DECEMBER

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	11	0	19	0	12	0	19	0
Bar	1	0	3	0	1	0	3	0
Bussers	4	0	5	0	4	0	6	0
Runners	4	0	5	0	4	0	6	0
Coffee	1	0	2	0	1	0	2	0
Host	4	0	4	0	2	0	4	0
Phone	1	0	2	0	3	0	3	0
Delivery	0	0	0	0	0	0	0	0
CoatCheck	2	0	3	0	2	0	4	0
Managers	2	0	3	0	2		3	0

### Christmas 2007 Notes

**Table Sizes:** Many large parties all week 6-10s

**Large Party Policies:** Normal

**Confirmations:** Normal

**Walk-ins:** All week many walk-ins for lunches

**Extra Supplies Needed:** None

**Time Open:** Normal

**Additional notes:** Xmas eve – AM normal, PM busy must have full staff

1<sup>st</sup> PM after Christmas lunch very slow, below 2<sup>nd</sup> to start went w/9 brunches, 2<sup>nd</sup> day after Christmas, beginning of the week late hit, don't cut too early, still a little slow than normal.

3<sup>rd</sup> day which was a Fri but like a Sat w/ late lunch parties.

Sat/Sun lunch – pushes after 1pm, very slow to start, watch cuts.

Sat/Sun PM – slow to normal PM, pushes from 7-9:30 early cuts, full staffing

### New Years Eve – Thursday, December 31<sup>st</sup> 2009



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

		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>Tues. Dec. 29 AM</b>	<ul style="list-style-type: none"> <li>• 18 cancel, 2 no shows</li> <li>• All</li> <li>• Regulars, tourists</li> <li>• Light</li> <li>• Normal</li> </ul>	\$8,340	Normal	202	Sunny, 20s
<b>Tues. Dec. 29 AM</b>	<ul style="list-style-type: none"> <li>• 46 cancel, 30 no shows</li> <li>• All</li> <li>• Regulars, tourists</li> <li>• Busy, steady, leisurely lunch. Nice wines out</li> <li>• Normal</li> </ul>	\$22,898	Slightly Below	385	Cold Teens/20s
<b>Wed. Dec. 30 AM</b>	<ul style="list-style-type: none"> <li>• 12 cancel, 4 no shows</li> <li>• 1PM-3PM</li> <li>• Regulars, tourists</li> <li>• Early push then faded, busy, lots of wine sales, bar very busy</li> <li>• Normal</li> </ul>	\$10,903	Below	249	Rain, 30s
<b>Wed. Dec. 30 AM</b>	<ul style="list-style-type: none"> <li>• 99 cancel, 22 no shows</li> <li>• Main early/late jazz all</li> <li>• Regulars, tourists</li> <li>• Steady</li> <li>• Normal</li> </ul>	\$28,579	Below	500	Sunny, 20s
<b>Thurs. Dec. 31 PM</b>	<ul style="list-style-type: none"> <li>• N/A</li> <li>• N/A</li> <li>• Tourists, young</li> <li>• Steady both seatings</li> <li>• All pre-fix and raw bar</li> </ul>	\$76,679	Above	514	Cold, Teens/20s

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

<b>Sat. Jan. 2 AM</b>	<ul style="list-style-type: none"> <li>• 21 cancel, 10 no shows</li> <li>• All</li> <li>• Regulars, tourists</li> <li>• Slow, steady</li> <li>• Normal</li> </ul>	\$11,626	Normal	348	Cold, Snowy
<b>Sat. Jan. 2 PM</b>	<ul style="list-style-type: none"> <li>• 112 cancel, 46 no shows</li> <li>• Early, late</li> <li>• Regular, tourists</li> <li>• Steady</li> <li>• Normal</li> </ul>	\$33,023	Normal	584	Cold, Teens-20s
<b>Sun. Jan. 3 AM</b>	<ul style="list-style-type: none"> <li>• 46 cancel, 14 no shows</li> <li>• All</li> <li>• Regular</li> <li>• Slow</li> <li>• Normal</li> </ul>	\$9,254	Below	400	Cold, Windy, 20s
<b>Sun. Jan. 3 PM</b>	<ul style="list-style-type: none"> <li>• 27 cancel, 2 no shows</li> <li>• All</li> <li>• Regular</li> <li>• Slow</li> <li>• Normal</li> </ul>	\$8,698	Below	155	Cold, Teens-20s

**New Years Eve 2009 Staff Information**

**DATE:**

12/31/09

	AM		PM		AM		PM	
	WORKED	CHANGES	WORKED	CHANGES	WORKED	CHANGES	WORKED	CHANGES
<b>Servers</b>			21	0				
<b>Bar</b>			3	0				
<b>Bussers</b>			6	0				
<b>Runners</b>			6	0				
<b>Coffee</b>								
<b>Host</b>			5	0				
<b>Phone</b>								
<b>Delivery</b>								
<b>CoatCheck</b>								
<b>Managers</b>								

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

**New Years Eve 2009 Notes**

**Table Sizes:** Mostly 2-4-change out tables on jazz along back wall

**Large Party Policies:** All tables held with credit card authorization fax

**Confirmations:** Start 3 days out

**Walk-ins:** Few walk-ins NYE

**Extra Supplies Needed:** N/A

**Payroll:** Cut hosts by 12PM phone host 9PM hits at 7:30PM and 9:30PM staffing appropriate

**Linen Order:** 1400 black napkins, approx. 35 black aprons

**Change Order:** 6,000 extra (\$39,000 total pieces) because of three day weekend

**Rain Tickets:** N/A

**Coat Check:** Smooth

**Menu Served:** Pre-fix New Years Eve, raw bar/sushi a la carte

**Time Open:** 6PM – Had only 6 tables at 6PM

**Additional notes:** Balloons lousy. Started dropping 7PM. Either had bad helium or blow up balloons later. Balloon blowers need to be limited to adults only maximum of 25 adults and supervised by Theo. Added 15 2tops onto main floor. 13 2tops in jazz. Sold 16 more bottles of champagne than previous year (25 all day)

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

**New Years Eve – Wednesday, December 31<sup>st</sup> 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>				
<b>Mon. Dec. 29 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Families, new</li> <li>• Small push 1PM-2PM</li> <li>• N/A</li> </ul>	\$8,153	Above	213	Sunny, 30
<b>Mon. Dec. 29 PM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• After 8:30PM</li> <li>• Families</li> <li>• Push 7-8PM – slow</li> <li>• N/A</li> </ul>	\$27,406	Above	404	Clear, 30
<b>Tues. Dec. 30 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• After 1:30PM</li> <li>• Regular</li> <li>• Slow after 3PM</li> <li>• N/A</li> </ul>	\$9,019	Above	238	Sunny, 40
<b>Tues. Dec. 30 AM</b>	<ul style="list-style-type: none"> <li>• Few</li> <li>• All</li> <li>• Families, tourists</li> <li>• N/A</li> <li>• N/A</li> </ul>	\$24,820	Below	413	Clear, 40
<b>Wed. Dec. 31 AM</b>	<ul style="list-style-type: none"> <li>• None</li> <li>• All</li> <li>• Tourists</li> <li>• Steady , few walk-ins</li> <li>• N/A</li> </ul>	\$5,774	Below	147	Snow, 30

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

<b>Mon. Dec. 31 AM</b>	<ul style="list-style-type: none"> <li>• Few</li> <li>• N/A</li> <li>• Regulars and new</li> <li>• N/A</li> <li>• N/A</li> </ul>	\$52,098	Above	421	Snow, 20
<b>Tues. Jan. 1 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• After 3PM</li> <li>• Tourists</li> <li>• N/A</li> <li>• N/A</li> </ul>	\$11,768	Normal	523	Clear, 40
<b>Tues. Jan. 1 PM</b>	<ul style="list-style-type: none"> <li>• Few</li> <li>• All</li> <li>• New and tourists</li> <li>• N/A</li> <li>• N/A</li> </ul>	\$21,607	Normal	389	N/A
<b>Wed. Jan. 2 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Regular</li> <li>• Late 2:30PM push</li> <li>• N/A</li> </ul>	\$7,076	Normal	183	Clouds, 30
<b>Wed. Jan. 2 PM</b>	<ul style="list-style-type: none"> <li>• Few</li> <li>• After 9PM</li> <li>• Families</li> <li>• Slow - push – slow</li> <li>• N/A</li> </ul>	\$25,127	Below	425	Clear, 30
<b>Thurs. Jan. 3 AM</b>	<ul style="list-style-type: none"> <li>• Few</li> <li>• All</li> <li>• Families, tourists</li> <li>• N/A</li> <li>• N/A</li> </ul>	\$9,328	Below	279	Sunny, 30
<b>Thurs. Jan. 3 PM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• 5PM-7PM</li> <li>• Tourists</li> <li>• Steady/full all night</li> <li>• N/A</li> </ul>	\$31,986	Below	535	Clear, 20

# BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE DECEMBER

## New Years Eve 2008 Staff Information

**DATE:**

12/29/08

12/30/08

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	10	0	17	0	10	0	16	0
Bar	1	0	2	0	1	0	3	0
Bussers	3	0	4	0	3	0	5	0
Runners	3	0	4	0	3	0	5	0
Coffee	1	0	1	0	1	0	2	0
Host	2	0	3	0	2	0	3	0
Phone	2	0	1	0	2	0	1	0
Delivery	0	0	0	0	0	0	0	0
CoatCheck	1	0	2	0	1	0	2	0
Managers	2	0	2	0	2	0	2	0

# BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE DECEMBER

**DATE:**

12/31/08

1/1/09

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	10	-1	19	0	17	0	17	0
Bar	1	0	3	0	2	0	3	0
Bussers	3	0	6	0	5	0	5	0
Runners	3	0	6	0	5	0	5	0
Coffee	1	0	2	0	2	0	2	0
Host	2	0	4	0	3	0	3	0
Phone	2	0	1	0	1	0	1	0
Delivery	0	0	0	0	0	0	0	0
CoatCheck	1	0	4	0	2	0	2	0
Managers	2	0	4	0	2	0	3	0

# BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE DECEMBER

**DATE:**

1/2/09

1/3/09

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	10	0	17	0	10	0	18	0
Bar	1	0	3	0	1	0	3	0
Bussers	3	0	5	0	5	0	6	0
Runners	3	0	5	0	5	0	6	0
Coffee	1	0	3	0	1	0	2	0
Host	2	0	1	0	2	0	3	0
Phone	1	0	0	0	1	0	1	0
Delivery	0	0	0	0	0	0	0	0
CoatCheck	1	0	3	0	1	0	3	0
Managers	2	0	2	0	2	0	3	0



# BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE DECEMBER

**DATE:**

1/4/09

	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	15	0	12	0
Bar	2	0	2	0
Bussers	4	0	4	0
Runners	4	0	4	0
Coffee	2	0	1	0
Host	3	0	2	0
Phone	1	0	0	0
Delivery	0	0	0	0
CoatCheck	2	0	1	0
Managers	2	0	2	0

## New Years Eve 2008 Notes

**Table Sizes:** Mostly 2-4-change out tables on jazz along back wall

**Large Party Policies:** All tables held with credit card authorization fax

**Confirmations:** Start 3 days out

**Walk-ins:** Few walk-ins NYE

**Extra Supplies Needed:** N/A

**Payroll:** Early PM cuts most days

**Linen Order:** Normal

**Change Order:** \$10k bump for NYE

**Rain Tickets:** N/A

**Coat Check:** Staffed 100% extra racks/hangers, etc.

**Menu Served:** 3 course pre-fix New Years Eve

**Time Open:** Normal

**Additional notes:** Lunches all week small push late – still able to cut. Have extra host for New Years Eve reservations.

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

**New Years Eve – Monday, December 31<sup>st</sup> 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>Sat. Dec. 29 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• All</li> <li>• Regular</li> <li>• Steady after 1PM</li> <li>• N/A</li> </ul>	\$11,697	Below	328	Sunny, 50s
<b>Sat. Dec. 29 PM</b>	<ul style="list-style-type: none"> <li>• SS</li> <li>• Late steady</li> <li>• Tourists</li> <li>• Late was very slow</li> <li>• Normal</li> </ul>	\$39,288	Below	673	Warm
<b>Sun. Dec. 30 AM</b>	<ul style="list-style-type: none"> <li>• Late</li> <li>• Regular, tourists, families</li> <li>• Slow – busy after 2</li> <li>• N/A</li> </ul>	\$14,604	Below	617	Rainy, 40s
<b>Sun. Dec. 30 AM</b>	<ul style="list-style-type: none"> <li>• Normal</li> <li>• Late – after 9</li> <li>• Families, young</li> <li>• Steady/wait until 9</li> <li>• N/A</li> </ul>	\$38,102	Above	557	Rain, 30s
<b>Mon. Dec. 31 AM</b>	<ul style="list-style-type: none"> <li>• None</li> <li>• Early</li> <li>• Tourists</li> <li>• Slow start, push @ pm</li> </ul>	\$6,099	Below	155	Cloudy, 30s

# **BLUE WATER GRILL** **MONTHLY MANAGER PLANNING SCHEDULE** **DECEMBER**

<b>Mon. Dec. 31 AM</b>	<ul style="list-style-type: none"> <li>New Years Eve – pre-paid</li> <li>X NA</li> <li>Regular, Old &amp; Young</li> <li>Slow early</li> </ul>	\$75,951.69	N/A	708	Rainy
<b>Tues. Jan. 1 AM</b>	<ul style="list-style-type: none"> <li>42 cancelled covers</li> <li>Late</li> <li>Families</li> <li>Slow, busy until 2</li> <li>N/A</li> </ul>	\$14,358	Normal	558	Cloudy, 30s
<b>Tues. Jan. 1 AM</b>	<ul style="list-style-type: none"> <li>Normal</li> <li>All</li> <li>Regular</li> <li>Slow all evening, early cuts</li> </ul>	\$15,462	Below	268	Cloudy, 30s

## **New Years Eve 2007 Staff Information**

**DATE:**

12/29/07

12/30/07

	AM		PM		AM		PM	
	WORKED	CHANGES	WORKED	CHANGES	WORKED	CHANGES	WORKED	CHANGES
Servers	12	0	19	0	17	+7	18	+1
Bar	1	0	3	0	2	0	2	+1
Bussers	4	0	6	0	5	0	4	+1
Runners	4	0	6	0	5	0	5	0
Coffee	1	0	2	0	2	0	2	0
Host	2	0	5	0	4	0	4	0
Phone	3	0	4	0	3	0	3	0
Delivery	1	0	0	0	1	0	0	0
CoatCheck	2	0	4	0	1	+2	4	0
Managers	2	0	4	0	2	0	3	0

# BLUE WATER GRILL MONTHLY MANAGER PLANNING SCHEDULE DECEMBER

**DATE:**

12/31/07

1/1/08

	AM WORKED	CHANGES	PM WORKED	CHANGES	AM WORKED	CHANGES	PM WORKED	CHANGES
Servers	10	0	21	0	16	0	15	-1
Bar	1	0	3	0	2	0	2	0
Bussers	3	0	6	0	4	+1	4	0
Runners	3	0	6	0	4	+1	4	0
Coffee	1	0	2	0	1	+1	1	0
Host	2	0	4	0	3	0	2	0
Phone	4	0	1	0	2	0	1	0
Delivery	0	0	0	0	0	0	0	0
CoatCheck	2	0	3	+1	2	0	3	-1
Managers	3	0	5	0	3	0	3	1

## New Years Eve 2007 Notes

**Table Sizes:** Many large parties all week 6-10s

**Large Party Policies:** Normal

**Confirmations:** Normal

**Walk-ins:** All week many walk-ins for lunches

**Extra Supplies Needed:** None

**Time Open:** Normal

**Additional notes:** Xmas eve – AM normal, PM busy must have full staff

1<sup>st</sup> PM after Christmas lunch very slow, below 2<sup>nd</sup> to start went w/9 brunches, 2<sup>nd</sup> day after Christmas, beginning of the week late hit, don't cut too early, still a little slow than normal.

3<sup>rd</sup> day which was a Fri but like a Sat w/ late lunch parties.

Sat/Sun lunch – pushes after 1pm, very slow to start, watch cuts.

Sat/Sun PM – slow to normal PM, pushes from 7-9:30 early cuts, full staffing

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

Mon lunch – stop seating at 2:15 – many NYE walk-ins 12-3  
NYE dinner: Sold out

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