

Closing Manager Checklist

Week: _____

Site: _____



Particulars		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Month:
Start of PM shift	Verify Staffing for evening shift								
	Review Showtimes								
	Review shift notes from prior shift								
	Change of shift meeting with AM manager								
	Pre Shift meeting with PM staff								
	Verify all AM staff is cut or off the clock.								
Closing	Cash ups signed off on								
	All TVs/Monitors turned off								
	Power down all electrical and lighting								
	Verify all kitchen equipment is off								
	Patio (furniture secured and heatlamps off)								
	All supplies stocked in all Departments (set up next shift for success)								
	Inventory locked and secure								
	Walk through inspect All theaters for cleanliness								
	MIMO deposit prepared for following day and all cash secured								
	Final walk through								

Manager
Authorization: _____

GM Initial: _____

Print _____

Date _____