

Opening Manager Checklist

Week: _____

Site: _____



| Sr. No. | Particulars | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Month: |
|---------|---|-----|-----|-----|-----|-----|-----|-----|--------|
| 1 | Perform Output Load | | | | | | | | |
| 2 | Verify staffing in all departments | | | | | | | | |
| 3 | Review shift notes from prior shift | | | | | | | | |
| 4 | Print show times for employees | | | | | | | | |
| 5 | Assign sections for servers (review daily attendance) | | | | | | | | |
| 6 | Verify kitchen is open and staff is prepared for business | | | | | | | | |
| 7 | Theater walk through (every theater must clean and Organized) | | | | | | | | |
| 8 | Ambiance settings (Temp, Lighting, Music/Sound, TV Programming) | | | | | | | | |
| 9 | Concession, Concierge and Box Screens Operational and Accurate | | | | | | | | |
| 10 | Concessions open and ready for guests | | | | | | | | |
| 11 | Bar open and ready for guests | | | | | | | | |
| 12 | Pre- shift meeting | | | | | | | | |
| 13 | Unlock entrance doors and secure other employee entrance/exit | | | | | | | | |
| 14 | Assign manager tablet | | | | | | | | |
| 15 | Full interior walk through (Lobby, upstairs and restrooms) | | | | | | | | |
| 16 | Exterior walk through | | | | | | | | |

****All completed before opening.**

Manager
Authorization: _____

GM Initial: _____

Print _____

Date _____