



H G E M

# Christmas

## CHECK LIST

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|---|---|
| <input type="radio"/> CHRISTMAS TABLE                   | <input type="radio"/> MENU COOK OFF / SEASONAL COCKTAIL SHAKE OFF         |
| <input type="radio"/> CHRISTMAS SHOWCASES               | <input type="radio"/> STAFF AWARE OF XMAS PROMOTIONS & PRICING            |
| <input type="radio"/> WEBSITE UPDATED                   | <input type="radio"/> XMAS TARGETS / INCENTIVES IN PLACE AND TEAM BRIEFED |
| <input type="radio"/> SOCIAL MEDIA POSTS LINED UP       | <input type="radio"/> MYSTERY CALLS PLANNED (INTERNAL OR EXTERNAL)        |
| <input type="radio"/> BOOKINGS COORDINATOR ASSIGNED     | <input type="radio"/> XMAS PRE-ORDERS PLANNED                             |
| <input type="radio"/> BOOKING FORMS PRINTED             | <input type="radio"/> XMAS DECORATIONS UP                                 |
| <input type="radio"/> TEAM BRIEFED ON BOOKING PROCESSES |   |

