



H G E M

Christmas

CHECK LIST

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

