

Launch Day Checklist

For bar teams to set up Custom Cocktails and keep service smooth.

Before doors (Manager / Opener - 10 mins)

- [] Tablet is charged (70%+) and plugged in behind the bar.
- [] Tablet is connected to Wi-Fi and the dashboard is open.
- [] Dashboard stays on-screen (disable sleep/auto-lock if possible).
- [] QR table tents/stands are out and visible (bar top + decision-zone tables + entrance).
- [] Quick scan test: QR loads on a phone.
- [] 2-minute live test: complete a quiz and confirm the order appears on the tablet.

Staff brief (5 mins huddle)

- [] Assign today's Custom Cocktails Captain (one person per shift).
- [] Everyone uses the one-liner: "Not sure what to pick? Scan this - it matches you to a cocktail you'll actually like."
- [] Confirm fulfilment standard: make exactly as shown (measure / method / garnish).

During service

- [] Captain keeps tablet visible and online.
- [] Acknowledge new orders quickly, even if you're busy.
- [] On the first few serves, ask: "Too sweet / too strong or perfect?" and note feedback.

End of night (Closer - 3 mins)

- [] Tablet left online and charging overnight.
- [] QR tents/stands gathered, clean, and ready for tomorrow.
- [] Note any issues: Wi-Fi, missing ingredients, confusing recipes.

Venue details (fill in)

| | |
|---------------------------|-------|
| Wi-Fi name: | _____ |
| Wi-Fi password: | _____ |
| Tablet charging location: | _____ |
| Manager on duty: | _____ |
| Custom Cocktails support: | _____ |

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