

RESTAURANT EXECUTION WORK ORDER: THEMED RITUAL ARRANGEMENT

To the Execution Team:

This sheet contains specific technical details for this event. Please ensure this information is distributed to the Maitre d', assigned waiters, and the back-of-house team.

I. Basic Information

Reservation Name: _____

Date / Time: _____

Internal Code: "Themed Ritual"

** NOTE: Do not mention "Surprise" or "Birthday" in front of the guests.*

Lead Contact: Shift Manager: _____ Assigned Waiter: _____

II. Visual & Movement Control

Please follow the attached Seating Chart strictly:

☐ Designated Entry:

The host must guide guests via the specific path to the seat marked "Center Seat."

☐ Table Signal:

Ensure the following is on the table before arrival:

(e.g., Specific floral/card)

III. Precision Timeline

Treat this as the "Bible" for the evening's execution.

Trigger Point	Action	Responsible Party
2 mins after main plates cleared	Environment Shift: Dim lights to 50%.	Manager

Trigger Point	Action	Responsible Party
5 seconds after dimming	Audio Start: Play designated video/music at 60% volume.	Tech/Manager
At ____:____ in the video	Ritual Coordination: Bring cake/gift to the center of the table.	Waiter
After ritual concludes	Restore Environment: Slowly return lights to standard levels.	Manager

IV. Technical & Material Checklist

- ☐ **Video Format:**
Pre-tested on the restaurant system; compatibility confirmed.
- ☐ **Audio Output:**
Confirmed output through house speakers (not a mobile device).
- ☐ **Backup Plan:**
USB drive and cloud backup are on-site.

V. Contingency & Handoff

- ☐ **Shift Change:**
If a shift change occurs, the incoming Lead must sign here to confirm knowledge of file locations and code meanings.

Incoming Lead Signature: _____ Time: _____
- ☐ **Pacing Buffer:**
If the Guest of Honor leaves the table, all cues (lights/music) are paused until they are reseated.

Manager Final Confirmation: _____ Date: _____