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| **RESTAURANT PRE-OPENING WEEKLY TASK SHEET** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Week Period: |   | Date: |   | Opening Date: |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Designation Person(s)** | **Tasks and Deliverables** | **Desired Outcome/Objectives** | **Task Description** | **Date of Completion** | **Relevant Remarks** |
| [SPECIFY DESIGNATED PERSONS/GROUPS] | [SPECIFY TASKS AND DELIVERABLES] | [SPECIFY DESIRED OUTCOME/OBJECTIVES] | [SPECIFY TASK DESCRIPTION] | [SPECIFY DATE OF OPERATION] | [SPECIFY RELEVANT REMARKS] |
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| **Name of Manager:** | [PROVIDE SIGNATURE] |  |  |  |  |  |
|  |  | [SPECIFY NAME OF SUPERVISOR/MANAGER] |  |  |  |  |  |
|  |  | [SPECIFY JOB DESIGNATION] |  |  |  |  |  |
|  |  | [SPECIFY COMPLETE ADDRESS] |  |  |  |  |  |