GETTING IT TO-GO *Quickly*

You may find your operation in need of a to-go service quickly. Here are some best practices and an easy-to-follow checklist to drive the successful and rapid implementation of a to-go program that will help your operation maintain profitability.

BEST PRACTICES

Select your to-go menu

- Simplify your offerings
- Select food that travels well and will look and taste good in 15-30 minutes

Choose your packaging solutions

- Utilize products that travel well and maintain food integrity
- Identify items most applicable to your menu offering
- Incorporate packaging expenses through operational food costs or add a to-go fee on the bill

Develop a designated to-go area

- Choose a bar area, hostess area or separate space
- Doing so helps reduce operational challenges while servicing others
- Designate parking spots or area for quick in and out

Develop to-go operational systems

- Establish how to execute ordering processes and ease of payment
- Implement an in-house or third party delivery service
- Staff training on to-go systems and procedures

Develop your to-go marketing plan

- Utilize social media platforms to spread awareness

CHECKLIST FOR DRIVING SUCCESS

Take out or delivery

- Must be noted on the ticket

Kitchen Line

- Create and package to-go food order

All other to-go packing items

- Items included within the "to-go" designated area are:
  - Containers
  - Cutlery
  - To-go bags
  - Cups and lids
  - Straws
  - Portion cups
  - Containers for sides
  - Napkins
  - Condiments

Finished Order

- Take to designated to-go station
- Each container should be labeled with the following:
  - Item name
  - Date and time of preparation
  - Tamper-evident sticker
- Employee checks completed order into system
- Order is listed as ready for pick-up or delivery
- Customer or delivery driver takes food to complete order

Program Evaluation

- Continuously evaluate sales impact
- Determine policy and procedural changes as needed

Scan QR Code to access more helpful information