

An exceptional experience defines the success of your business.

By anticipating the needs of your clientele, you will elevate the experience and strengthen your brand.

| CORE VALUES   | YES | NO | COMMENTS: |
|---|-----|----|-----------|
| Who is your target guest audience?  How would you describe the feeling and atmosphere of your restaurant atmosphere?  Does it fit your target guest audience and brand? |     |    |           |
| What would you say are the details that make the best customer experience?  |     |    |           |
| ONLINE PRESENCE   | YES | NO | COMMENTS: |
| Do you have a fresh website with easy to find and read menus and hours?   |     |    |           |
| Do you have and maintain social media business pages with regular posting? (e.g. Facebook, Instagram)   |     |    |           |
| Do you maintain and respond to your crowd-sourced sites? (e.g. Yelp, Google)  |     |    |           |
| Do you offer online ordering? If so, how easy is it for guests to complete their order?   |     |    |           |
| CHECK-IN/SEATING CONCEPT  | YES | NO | COMMENTS: |
| Is your host station clearly marked and easily accessible to the door?  |     |    |           |

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| CHECK-IN/SEATING CONCEPT  | YES | NO | COMMENTS: |
|---|-----|----|-----------|
| If self-seating is utilized, is there clear, attractive and well-maintained signage utilized?                           |     |    |           |
| How much time does the average guest wait for seating?  |     |    |           |
| Is your front of the house staff kind, courteous and knowledgeable?   |     |    |           |
|   | VEC |    |           |
| PHONE & RESERVATIONS  | YES | МО | COMMENTS: |
| Is your phone system automated and difficult to get through to a person?  |     |    |           |
| Does your on-hold message relay important hours of operation, holidays and promotions?                                  |     |    |           |
| Is your reception staff kind, courteous and knowledgeable?  |     |    |           |
| If you accept advance reservations or call ahead seating is accepted, do you utilize software to organize these guests? |     |    |           |
|   |     |    |           |
| GUEST'S ARRIVAL   | YES | NO | COMMENTS: |
| How is the exterior appearance, is it well maintained, free of clutter, and clean?                                      |     |    |           |
| How is the interior appearance, is it well maintained, free of clutter, and clean?                                      |     |    |           |
| Is parking safe, easily accessible and clearly marked with plenty of spaces?  |     |    |           |
| How is your guest greeted upon arrival?   |     |    |           |
|   |     |    |           |
|   |     |    |           |

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| OVERALL DESIGN & AESTHETIC   | YES      | NO 0     | COMMENTS: |
|--|----------|----------|-----------|
| Is your restaurant concept and design cohesive with your target guest audience, goals and aesthetic? |          |          |           |
| Is your signage and branding cohesive?   |          |          |           |
|  |          |          |           |
| SEATING AREA/DINING TABLES   | YES      | NO C     | OMMENTS:  |
| Are the dining tables and chairs clean and well maintained, not wobbly and damaged?                  |          |          |           |
| Do guests have a place at their seats for coats or bags?   |          |          |           |
| Does the dining area have ambient music?   |          |          |           |
| Is the flooring clean and well maintained?   |          |          |           |
| Are the walls and trim clean and maintained?   |          |          |           |
| Do you have adequate storage that is tidy, organized and not visible to the public?                  |          |          |           |
|  |          |          |           |
| RESTROOMS  | YES      | NO 0     | COMMENTS: |
|  |          |          |           |
| Are the bathrooms clearly marked and easily accessible?  |          |          |           |
| Does staff regularly maintain the restrooms during shifts, refilling paper and soap?                 |          |          |           |
| Are the floors, wall and trim in well maintained condition?  |          |          |           |
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| STAFFING  | YES   | NO   | COMMENTS: |
|---|-------|------|-----------|
| Do you have a training and program and manual for reference?  |       |      |           |
| Do you provide additional training in customer satisfaction, including how to treat customers and how to respond to issues? |       |      |           |
| Do you empower staff to remedy issues to the customer satisfaction?   |       |      |           |
| FOOD SERVICE  | YES   | NO   | COMMENTS: |
| TOOD JERVICE  | -1 E3 | -110 | COMMENTS. |
| How long is your average ticket time?   |       |      |           |
| Are the plates and glasses in good shape, without stains or chips?  |       |      |           |
| Do the plates and glasses fit the target guest and vibe?  |       |      |           |
| How do you rate your food presentation?  Does it match your target guest and branding?                                      |       |      |           |
| EVENT SPACE   | YES   | NO   | COMMENTS: |
| Are the event spaces clearly marked?  |       |      |           |
| Is there a standard room set up?  |       |      |           |
| Are the flooring, walls and trim clean and maintained?  |       |      |           |
| Do you offer any in-house media equipment?  |       |      |           |
|   |       |      |           |

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| EVENT SPACE  | YES | NO C | COMMENTS: |
|--|-----|------|-----------|
| Is there a good location for a banquet, breakout rooms, conference rooms, etc? |     |      |           |
| OVERALL STANDARD OF EXCELLENCE   | YES | NO C | COMMENTS: |
| Does your staff take ownership and engage with guests?                         |     |      |           |
| What is intentionally implemented for guest experience?                        |     |      |           |
| ENGACEVENT   | VEC | NO 6 |           |
| ENGAGEMENT   | YES | NO C | OMMENTS:  |
| How do you solicit feedback on service?  |     |      |           |
| How do you capture guest contact?  |     |      |           |
| How do you communicate with your guests?                                       |     |      |           |
| Do you provide any type of loyalty program?                                    |     |      |           |