

Restaurant Menu Change Checklist

By Checklister

☐ Approve the change

Establish a version that every team can use.

☐ Record the menu version

Use one approved version/reference for this change; keep the prior version available for the agreed recovery process.

☐ Record affected sites

Name the restaurants/sites included. Create separate channel checks where versions or timing differ.

☐ Record the effective release time

State the operating timezone in run notes.

☐ Record the menu release owner

Name the person authorized to approve this exact version and handle restrictions or rollback.

☐ Reference the approved menu source

Use a document/version ID or approved link containing the changed dishes, descriptions, prices, sizes and modifiers.

☐ Approve dish names, descriptions and prices

Compare every changed item, size, modifier and price against the commercial source record. Record approval and unresolved questions.

☐ Verify recipes, ingredients and allergen information

Have the responsible food-service person approve current information from recipes/suppliers. Keep the approved reference and prohibit guesses or unsupported claims.

☐ Confirm stock and preparation readiness

Check required ingredients, supplier timing, preparation capacity, serveware and station instructions. Record unavailable dishes or substitutions for decision.

☐ Agree the correction or rollback route

Record who can restrict an affected item/channel and the approved route to restore the prior version. Do this before changing customer-visible menus.

☐ Prepare systems and people

Use the same approved version everywhere.

☐ Brief kitchen and service staff

Explain the changed dishes, preparation/portion instructions, prices, modifiers and availability. Give staff the approved information and a question/escalation route.

☐ Prepare POS and order-routing updates

Configure changes in the approved environment/process. Check item identities, variants/modifiers, availability and kitchen/bar destinations.

☐ Prepare printed menu changes

Compare changed menus and signs with the approved names, descriptions, prices and terms. Coordinate installation with the effective release time and identify the copies to retire.

☐ Update owned digital menus

Have the authorized owner update the restaurant's website and other directly managed menu displays. Check the saved version and release timing; retain a channel-specific verification task.

☐ Prepare an external ordering channel update [replace]

STARTER CHANNEL: Rename to an actual ordering provider/site and duplicate for each independently managed external channel; remove if unused. Follow its actual sync, scheduling and publication requirements through the approved release process. Identify the owner and whether the update is prepared, scheduled or already authorized to go live. Use the matching live-verification starter below after release.

☐ Test and release

Test the customer choice and the operational result.

☐ Test the changed menu order cases

STARTER CASES: Tailor the four visible cases to actual changed dishes and approved expected prices. Rename, duplicate or remove irrelevant cases before use; record each actual case independently. Use only the permitted test process without an unauthorized live charge.

- ☐ **Starter order test: order a changed base dish**
Rename to one actual changed dish/site/channel. Record the approved dish/version, expected base price, actual item description/total and permitted test-order evidence. Record a mismatch as its own correction task. Duplicate for independently tested changed dishes.
- ☐ **Starter order test: add a priced modifier**
Rename to an actual dish and priced modifier, or remove if none changed. Record the selected modifier, approved price increment/total, actual displayed/charged test total and order evidence. Check that the option remains attached to the dish; verify kitchen/bar routing in the routing task.
- ☐ **Starter order test: try a removed or unavailable dish**
Rename to an actual removed or unavailable dish and channel, or remove if not in scope. Record the expected visibility/order restriction and what the customer could actually select. Confirm no unintended order is accepted through the approved test route; capture evidence and any correction owner.
- ☐ **Starter order test: select a size or bundle**
Optional starter: rename to an actual changed size/bundle and channel, or remove if unsupported/out of scope. Record included choices, approved price/total, actual order contents and permitted test evidence. Duplicate where combinations need independent results.
- ☐ **Verify kitchen and bar instructions**
Check the actual ticket/display or approved test evidence. Confirm staff receive the correct dish, modifiers and relevant preparation notes.
- ☐ **Record the menu release decision**
Give the authorized owner the approved version, food-information checks, staff briefing and test evidence. Record approval or a hold for that exact version and effective time.
- ☐ **Record release decision evidence**
Record the actual decision-maker, decision time/timezone, approved version and conditions/reference. A completed decision observation does not publish the menu or resolve a hold.
- ☐ **Verify every released menu channel**
STARTER CHANNELS: Rename, duplicate or remove the channel groups before use. Give each real channel/site a separate owner and result. Verify only after the authorized release. Record the version, time and evidence in each evidence task. Any mismatch gets a separate correction task; recording a failed observation does not close the correction.
- ☐ **Starter channel: POS and kitchen menu**
 - ☐ **Check POS and kitchen menu**
STARTER EXAMPLE: Compare the actual sellable dishes, sizes, prices, modifiers and availability with the approved version. Check that the selected items route to the intended kitchen/bar destination through the approved test process.
 - ☐ **Record POS and kitchen menu evidence**
Record the actual channel/site, version seen, check time and evidence/reference. State any mismatch and the separate correction owner/task; do not prefill a pass.
- ☐ **Starter channel: printed customer menu**
 - ☐ **Check printed customer menu**
STARTER EXAMPLE: Check the actual installed menu/sign at the named site, including dish names, prices, terms and effective version. Confirm superseded copies have been removed through the approved process.
 - ☐ **Record printed customer menu evidence**
Record the actual channel/site, version seen, check time and evidence/reference. State any mismatch and the separate correction owner/task; do not prefill a pass.
- ☐ **Starter channel: owned website menu**
 - ☐ **Check owned website menu**
STARTER EXAMPLE: Check the customer-facing website/menu URL on the supported view. Compare changed and removed dishes, prices, modifiers and availability; a saved admin edit is not live evidence.
 - ☐ **Record owned website menu evidence**
Record the actual channel/site, version seen, check time and evidence/reference. State any mismatch and the separate correction owner/task; do not prefill a pass.
- ☐ **Starter channel: external ordering channel [replace]**
 - ☐ **Check external ordering channel [replace]**
STARTER EXAMPLE: Rename to the actual provider and site or remove if unused. Check the customer-facing listing after its real sync/publication process. Record any platform-specific pricing or availability explicitly approved for this channel.

☐ **Record external ordering channel [replace] evidence**

Record the actual channel/site, version seen, check time and evidence/reference. State any mismatch and the separate correction owner/task; do not prefill a pass.

☐ **Retire superseded menu versions**

Remove or archive outdated printed and digital menus through the approved process. Verify that staff and customer channels point to the current approved version; retain the prior version where the change record requires it.

☐ **Verify the first orders after menu release**

Check initial real orders for the changed dishes, prices, modifiers and kitchen/bar routing without placing an unapproved live charge. Record mismatches, the responsible correction owner and any approved rollback or restriction.

☐ **Close the change or hand off corrections**

Record the final channel register and staff briefing. Keep unresolved issues owned with next action and an approved correction/rollback decision where needed.