

Restaurant Menu Update Checklist

Check the content, operations, and every customer-facing channel when a menu changes.

Content

- ☐ Check item name and description
- ☐ Confirm price and variants / options
- ☐ Review dietary information and allergens
- ☐ Confirm availability and photos
- ☐ Check specials and seasonal items

Operational checks

- ☐ Confirm recipe and cost changes
- ☐ Confirm stock availability
- ☐ Brief kitchen and front-of-house staff
- ☐ Confirm POS updates

Customer-facing channels

- ☐ Printed menu
- ☐ QR menu
- ☐ Website
- ☐ Online ordering
- ☐ Delivery platforms
- ☐ Menu boards and table displays
- ☐ Social or promotional materials where applicable

Final checks

- ☐ Test QR codes
- ☐ Review the mobile menu
- ☐ Check prices across channels
- ☐ Check spelling
- ☐ Check location-specific differences
- ☐ Remove expired promotions
- ☐ Record date updated

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Update record

UPDATED BY _____	REVIEWED BY _____
EFFECTIVE DATE _____	NOTES _____