Cinema opening checklist

Site _____ Week commencing _____

Area	Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Box office	Box office / POS terminals on, logged in, business date correct							
	Opening float counted and recorded on the Cash-up tab							
	Today's sessions, prices and ticket types match the programme							
	Online booking shows today's sessions on sale; sold seat maps look right							
	Card terminals connected; ticket and receipt printers loaded							
	Showtime screens and posters correct; age ratings displayed							
	Accessible seating and companion-ticket information to hand							
Concessions	Equipment on and working (popcorn, warmers, drinks, coffee, tills)							
	Fridge and freezer temperatures checked and logged							
	Stock levels and date labels checked; oldest stock to the front							
	Food prepared to your food-safety procedures							
	Allergen information available and up to date							
	Menu boards and prices correct; counter and surfaces clean							
Projection / booth	Projectors, servers and TMS on; no alarms or warnings							
	KDMs present for every show today; validity window covers the last show							
	Today's DCPs ingested and verified on the right screens							
	Playlists (SPLs) correct: ads, trailers, feature, 2D/3D, flat/scope, audio format							
	Schedules match the session times sold at the box office							
	Lamp hours or laser status checked; no light-source warnings							
	Lens, masking and format settings checked on a test clip							
	Sound check in each auditorium: all channels, sensible level							
	Assistive listening, audio description and caption systems on							
	Booth temperature and ventilation normal							
Auditoria	House lights, step and aisle lights working							
	Exit signs lit; exit routes clear; exit doors open from inside							
	Seats checked: no damage; recliners and tables work							
	Rows and floors clean; no spills or trip hazards							
	Wheelchair spaces and companion seats clear							
	Accessibility devices charged, tested and ready to issue							
	Temperature comfortable							
Building and team	Fire alarm panel normal; extinguishers in place							
	First aid kit stocked; accident book to hand							
	Toilets clean and stocked; baby-change checked							
	Team briefed: sell-outs, events, private hires, known issues							
	Duty manager and first aider for the shift named							
	Completed by (initials)							
	Time finished							
	Checked by manager							

Tick when done, cross if not and note why on the back. Generic good practice, not a statement of local legal requirements: add your own fire, food-safety and licensing items. Filmgrail — filmgrail.com

Cinema closing checklist

Site _____ Week commencing _____

Area	Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Box office	POS shifts closed; end-of-day reports printed or saved							
	Cash drawers counted; figures on the Cash-up tab							
	Cash secured per your cash-handling policy							
	Card terminal batch closed and totals recorded							
	Refunds, comps and voids reviewed and signed off							
	Tomorrow's sessions on sale online and at the box office							
Concessions	Equipment off and cleaned per manufacturer instructions							
	Waste recorded							
	Key stock counted; reorder list updated							
	Fridge and freezer temperatures logged							
	Food covered, labelled and dated, or discarded							
	Counters, floors and bins done							
Projection / booth	All shows played; TMS logs checked for errors							
	Failed, late or stopped shows noted for the incident log							
	Tomorrow's KDMs and ingests checked							
	Projectors to standby or off per manufacturer guidance							
	Booth tidy and secured							
Auditoria	Every auditorium walked after the last show; nobody left inside							
	Lost property collected and logged							
	Seats up, recliners closed, rubbish cleared							
	Spills and damage noted for the morning team							
	Accessibility devices returned, cleaned and on charge							
	House lights off (leave safety lighting as required)							
Building and team	Public areas and toilets checked and clear							
	Doors and fire exits secured; windows closed							
	Incident, accident and maintenance logs completed							
	Alarm set; keys returned							
	Lone-working or last-out check-in done							
	Completed by (initials)							
	Time finished							
	Checked by manager							

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