

WEEKLY OPS RECAP

QUARTER 1, WEEK 1
12/30/2024 - 1/5/2025



OPERATIONS

HOLIDAY DECOR PACK UP SCHEDULE: Holiday Decor in your cafes will be packed up by Harmony and Val. This schedule will be coming soon to stay tuned, but we plan to be in cafes the week of January 2nd - 10th. Stay tuned for specific dates.

NEW YEAR DEEP CLEANING - Monday 01/13 - Sunday 02/16

Clean the Corners!! Quarterly Deep Cleaning time is here, and it's time to give all areas of our spaces some extra TLC as we kick off the new year!

- All Teams - please locate your Deep Cleaning lists.
- If can't find your laminated Deep Cleaning checklist please reach out to your MCC and KS for a replacement!
- Coaches - Assign tasks to team members in Paycor - tasks should be complete during shifts throughout the day/week
- All Quarterly Deep Cleaning tasks are due to be completed by EOD Sunday 02/16 at the latest
- Make a plan to assign & execute your deep cleaning lists - please share this plan with your Team Leader in your weekly one-on-one meeting.

1/20 DR. MARTIN LUTHER KING, JR. DAY: Banks will be closed on Monday, January 20th. Coaches, still do paperwork and have cash counted as usual by 8AM on 1/20 however deposits will have to be done on Tuesday 1/21 before noon.

COMPOSITION UPDATE VOYAGER: Beginning 1/9/25 our composition for Voyager will be 100% fresh medium Huila Colombia. Expect a creamy, caramelly body with notes of vanilla, lemon, and cacao.



OPERATIONS

12/26 - 1/8 20% OFF HOLIDAY COFFEE BOXES & HOLIDAY COFFEE TINS: If we still have stock left by this point, we'll have a 20% off sale to move through some of the holiday items. In Square, there is no need to hit any discount button, the sale will be auto-applied. **Discounts, coupons and codes cannot be combined. Cannot be used in conjunction with 40% off employee discount.

- Here is what is included in the sale, if still available then:
 - Yule Be Sorry Coffee Box
 - Solstice Coffee Box
 - Honey Spectrum Box
 - Yule Fuel and Candy Cane Lane Tins
 - Mushroom Ornament
- Do not order up for this sale, this is just to move through existing inventory in your cafes.
- If inventory is gone by then, then we will not have the sale. Stay tuned as we get closer!

1/23 - 1/27 \$65 FIVE POUND PROMOTION: We'll be having a \$65 5LB Year-Round & Seasonal (and \$85 5LB small batch available only online) coffee sale in our cafes and online. This will be available in cafe and on our mobile app (promo is auto-applied and no coupon needed). In Square, ring up coffee as usual, the discount will be auto-applied.

- Order notes: ALL CAFES - carefully review your most recent 5lb promo sales in Square as well as your order notes (and any extra inventory you had remaining after the promo.)
- Place increased promo orders on either Saturday 1/18 or Sunday 1/19.
- Double check your stash of 5lb bags, labels and price stickers - order up as needed so you do not run out of bags or label!

1/30 BUY ONE, GET ONE BUTTER CROISSANTS: We'll be having a two for one sale on our Butter Croissants. Please use the BOGO Croissant button in Square.

- **Promo Ordering:** Butter Croissant Promo pars have been entered as "special orders" which will arrive packaged separately from the rest of the cafe pastry order.
- **Display Guidance:** All cafes, prepare a big, beautiful croissant display using long rectangular or large square porcelain platters. Stack croissants as neatly as possible. Place a small BOGO sign next to the platter to further highlight these.
 - Some cafes will have more croissants than will fit in the display, at least until the cafe sells through more pastry. Keep the extra croissants that don't fit in your beautiful display in their bakery boxes in the ops area, and serve out of those until either (a) you can fit a second croissant display in the case or (b) you sell through your extra croissants and then sell from croissant display.



LAUNCH INFO

1/9 SNOWMAGEDDON SEASONAL LAUNCH

Seasonal Medium

16oz: \$20.00

80oz: \$85.00

- Replaces: Yule Fuel, so keep this in mind when ordering.
- You will display a 5lb bag on the shelves (which will replace the 5lb bag of Yule Fuel)
- Check your 1lb & 5lb price tag stock. Order more if needed!
- Order the Seasonal ID sticker and use it for this coffee. Follow your COD Board Instructions in your Marketing Binder.
- Cafes will brew this as COD on launch day! Each cafe will order 5lb bulk for COD. Brew this until you run out.
- **Ordering Quantities:**
 - **Pre-Launch Order #1 (1/2, 1/4, & 1/5):**
 - GLN, DWN, DF, FCT, HAR, OCN, SHR, TOSA, WFB:
 - Order 20lbs Total Bulk: 5lbs for COD, 5lbs for bean display, 10lbs backup
 - Order 16 prepacks for 1lb displays
 - **Order #2 (1/7, 1/8, & 1/9):**
 - All Cafes - Order to your Seasonal pars for your 2nd order (arrives within 1-2 days of launch)
- **12/31** Order Tasting Sample, 1LB, & 5LB Labels and Coffee ID sticker (TOSA, OCN, SHR, DF)
- **12/31** Marketing materials arrive in cafe with PM delivery (TOSA, OCN, SHR, DF)
- **1/1** Order Tasting Sample, 1LB, & 5LB Labels and Coffee ID sticker (GLN, HAR, DWN)
- **1/1** Marketing materials arrive in cafe with PM delivery (GLN, HAR, DWN)
- **1/2** Labels & ID Sticker delivered (TOSA, OCN, SHR, DF)
- **1/2** Marketing materials arrive in cafe with PM delivery (WFB, FCT)
- **1/2** Order pre-packs, Tasting Sample, Labels and Coffee ID sticker (WFB, FCT)
- **1/3** Labels & ID Sticker delivered (GLN, HAR, DWN)
- **1/4** Order pre-packs and bulk (TOSA, OCN, SHR, DF)
- **1/4** Labels & ID Sticker and Coffee delivered (WFB, FCT)
- **1/5** Order pre-packs and bulk (GLN, HAR, DWN)
- **1/6** Coffee delivered (TOSA, OCN, SHR, DF)
- **1/7** Coffee delivered (GLN, HAR, DWN)
- **1/8** Set-up cafe after close: Use planogram & checklist for shelves, prep COD, make Coffee ID sticker, etc.
- **1/9 LAUNCH SNOWMAGEDDON**



LAUNCH INFO

1/9 THE LANTERN JOSHUA JAMES MY BREW LAUNCH

Short Run

8oz: \$10.00

- This My Brew is brought to you by: Joshua James our Master Technician
- A note from Joshua James: *The Lantern is a respite from the heavy darkness, a place to breathe, and recharge. Inspired by Bloodborne, my all-time favorite video game, I chose to mesh this game with my intention in this life. In the game, Lanterns/lamps are the doorway back to a place to recoup, restock, and prepare to enter the nightmare again. Life offers many different paths, some beautiful and some resembling a bad dream, my goal in life is to be a safe place and a comfort to those around me. I want this coffee to resemble that very idea, a place to pause and recoup, restock, and prepare for what lies ahead.*
- Cafes will brew this as COD on launch day! Each cafe will order bulk for COD. Brew this until you run out.
- Check your 1/2lb short run price tag stock. Order more if needed!
- **Ordering Pars:**
 - GLN, SHR, OCN, HAR, DF, TOSA, DWN - 25 prepacks + 10lb bulk
 - FCT, WFB - 45 prepacks + 5lb bulk
- **Continue ordering to your Short Run par weekly until 2/5 (final orders before “Last Chance”)**
- **12/31** Marketing materials arrive in cafe with PM delivery (TOSA, OCN, SHR, DF)
- **1/1** Marketing materials arrive in cafe with PM delivery (GLN, HAR, DWN)
- **1/2** Marketing materials arrive in cafe with PM delivery (WFB, FCT)
- **1/2** Order pre-packs & bulk (WFB, FCT)
- **1/4** Order pre-packs & bulk (TOSA, OCN, SHR, DF)
- **1/4** Coffee Delivered (WFB, FCT)
- **1/5** Order pre-packs & bulk (GLN, HAR, DWN)
- **1/6** Coffee Delivered (TOSA, OCN, SHR, DF)
- **1/7** Coffee Delivered (GLN, HAR, DWN)
- **1/8** Set-up cafe after close: Use planogram & checklist, prep COD, etc.
- **1/9 LAUNCH THE LANTERN MY BREW**



LAUNCH INFO

1/9 MILWAUKEE WISCO BASEBALL TEE

Price \$28

- **First Order Quantity/Other Notes for Milwaukee Wisco Baseball Tee:**
 - *Check planograms for each cafe's shelf pars*
 - Order 2 X-Small, 3 Small, 3 Medium, 3 Large, 2 X-Large per cafe
 - Order Price Sticker: Baseball Tee
 - Impact Sticker: None
- **12/31:** Marketing materials arrive in cafe with PM delivery (*TOSA, OCN, SHR, DF*)
- **12/31:** Order Tee (*TOSA, DF*),
- **12/31:** Order price stickers (*TOSA, OCN, SHR, DF*)
- **1/1:** Marketing materials arrive in cafe with PM delivery (*GLN, HAR, DWN*)
- **1/1:** Order Tee (*HAR*), price stickers (*GLN, HAR, DWN*)
- **1/2:** Marketing materials arrive in cafe with PM delivery (*WFB, FCT*)
- **1/2:** Tee arrives (*TOSA, DF*), price stickers arrive (*TOSA, OCN, SHR, DF*)
- **1/2:** Order Tee and price stickers (*WFB, FCT*)
- **1/3:** Tee arrives (*HAR*), price stickers arrive (*GLN, HAR, DWN*)
- **1/4:** Order Tee (*SHR, OCN*)
- **1/4:** Tee and price stickers arrive (*WFB, FCT*)
- **1/5:** Order Tee (*GLN, DWN*)
- **1/6:** Tee arrives (*SHR, OCN*)
- **1/7:** Tee arrives (*GLN, DWN*)
- **EOD 1/8:** Set-up cafe after close for launch using plan-o-gram & checklist for ALL displays.
- **1/9: LAUNCH MILWAUKEE WISCO BASEBALL TEE**



LAUNCH INFO

1/9 CRIMSON PEAR BURUNDI SMALL BATCH LAUNCH

Small Batch

16oz: \$24.00

- **Brew Bar Menu:** Liquid Toffee Colombia, Yellow Colombia, Crimson Pear Burundi (use Green Dragon once the Reserve is out)
- Check your stash of \$24 price stickers and order more if needed
- **First Order Quantity:**
 - GLN, DWN, FCT, OCN, WFB - 16 prepacks
 - DF, HAR, SHR, TOSA - 12 prepacks
- **12/31:** Order Tasting Sample Bag Labels (TOSA, OCN, SHR, DF)
- **12/31:** Marketing materials arrive in cafe with PM delivery (TOSA, OCN, SHR, DF)
- **1/1:** Order Tasting Sample Bag Labels (GLN, HAR, DWN)
- **1/1:** Marketing materials arrive in cafe with PM delivery (GLN, HAR, DWN)
- **1/2:** Labels Arrive (TOSA, OCN, SHR, DF)
- **1/2:** Marketing materials arrive in cafe with PM delivery (WFB, FCT)
- **1/2:** Order Pre-Packs & Tasting Sample Bag Labels (WFB, FCT)
- **1/3:** Labels Delivered (GLN, HAR, DWN)
- **1/4:** Order Pre-Packs (TOSA, OCN, SHR, DF)
- **1/4:** Labels and Coffee Delivered (WFB, FCT)
- **1/5:** Order Pre-Packs (GLN, HAR, DWN)
- **1/6:** Coffee Delivered (TOSA, OCN, SHR, DF)
- **1/7:** Coffee Delivered (GLN, HAR, DWN)
- **1/8:** Set-up cafe after close: Use planogram & checklist, prep Brew Bar, etc.
- **1/9:** **LAUNCH CRIMSON PEAR BURUNDI!**

1/9 CRIMSON PEAR BURUNDI AS SEASONAL 'SPRO:

SEASONAL 'SPRO

- Before open, Green Bike, Decaf, and Seasonal 'Spro must be dialed-in and ready to serve.
- Fill the blank laminated recipe card in with the current Seasonal 'Spro parameters. Use wet erase markers or china markers to fill in these cards so you can erase and reuse them for each launch. Velcro these cards to your Seasonal 'Spro grinder.
- **ORDER NOTES:** Order BULK of Crimson Pear Burundi to fill your hoppers. Keep a par of 5LB backstock to keep hoppers full.
- **1/2:** Order 10LB bulk (WFB, FCT)
- **1/4:** Order 10LB bulk (OCN, DF)
- **1/4:** Order 5LB bulk (TOSA, SHR)
- **1/5:** Order 10LB bulk (HAR, DWN)
- **1/5:** Order 5LB bulk (GLN)
- **1/8:** Write "Crimson Pear Burundi" on the line underneath "Seasonal Espresso" on the menu boards
- **1/9:** **LAUNCH CRIMSON PEAR BURUNDI AS SEASONAL 'SPRO!**



LAUNCH INFO

1/9 WINTER KITCHEN LAUNCH

Seasonal

- Check out the new item hitting Downer Kitchen & Whitefish Bay Kitchen for the Winter AM Menu:
 - **Almond Croissant Waffle:** Almond Butter + Almond Mascarpone + Toasted Almond + Maple Syrup + Dusting of Powdered Sugar
 - **Cornbread + Chili + Egg:** Cornbread Waffle + Fire Roasted Tomato & Beef Chili + Cheddar Cheese + Over Easy Egg + Scallions
 - **Sweet Potato Fritter + Black Bean + Egg:** Sweet Potato Fritter + Crispy Egg + Black Bean + Roasted Corn Salsa + Cumin Yogurt Sauce
 - **Vegan Breakfast Tacos:** Crispy Sweet Potatoes + Black Bean + Smashed Avocado + Chipotle Cashew Crema
 - **Bacon Jam + Brie + Jammy Egg Toast:** Seeded Sourdough + Bruleed Brie + Bacon Jam + Garlic Wilted Spinach + 7 Min Jammy Egg
 - **Grapefruit + Pomegranate + Pistachio:** Citrus Yogurt + Grapefruit Curd + Roasted Grapefruit + Pomegranate Seeds + Toasted Pistachios + Candied Grapefruit Zest
 - **Blueberry + Ginger + Orange Marmalade:** Orange Yogurt + Marmalade + Sweet Carrot Sauce + Blueberries + Clementines + Ginger Granola
 - **Biscuits + Chicken Sausage Gravy + Egg:** Buttermilk Biscuits + Chicken Sausage Gravy + Sunny Side Up Egg + Chives
 - **Tomato Shakshuka + Roasted Potatoes + Egg:** Tomato & Sausage Shakshuka + Roasted Gem Potatoes + Sunny Side Up Egg + Goat Cheese + Microgreens
 - **Lemon Curd + Coconut Overnight Oats:** Rolled Oats + Chia Seeds + Lemon Curd + Toasted Coconut + Dollop of Yogurt
 - **Seasonal Fruit:** Citrus Fruits + Mint
- Check out the new item hitting Whitefish Bay Kitchen for the Winter PM Menu (Whitefish Bay Kitchen will be adding sandwiches from 11am-9pm daily!)
 - **Onion Ring Burger:** Toasted Sesame Brioche Bun + Grass Fed Burger Patty + Smoked Gouda + Espresso Bacon Jam + Hand Breaded Onion Ring
 - **Steak Stack:** Grilled Naan + Chimichurri Marinated Grilled Steak + Feta Cheese + Pickled Onions + Arugula + Chimichurri Sauce
 - **Samosa Wrap:** Grilled Tortilla + Samosa Fritters + Tamarind Cilantro Cashew Sauce + Cucumbers + Carrots + Mango + Cilantro
 - **Gochujang Crispy Chicken Sandwich:** Toasted Sesame Brioche Bun + Gochujang Marinated Chicken Thigh + Kimchi Coleslaw + Sweet Heat Pickles + Sesame Seeds



LAUNCH INFO

1/9 WINTER BAKERY LAUNCH

Seasonal

What is Ending:

- Candied Cashew Danish
- Gingersnap Scone (Vegan)

What's Launching:

- Pistachio Cherry Danish - \$5.00
- Cinnamon Date Scone (Vegan) - \$4.50

YES! We are running a small launch this winter. As we roll into the New Year, we're excited to launch a Vegan version of our old Cinnamon Date Scone. Rather than using cinnamon chips made with dairy, we make our own in-house cinnamon chips and use them to recreate that nostalgic SCC Scone. You may also remember the Cherry Pistachio Danish. Customers will be excited to see this one return. The base of this Danish is a pistachio and almond frangipane and it's topped with a cherry compote and finished with our apricot glaze.

The Bakery will replace your seasonal orders and set pars for all of these items. We will be sending out samples to all cafes during the week of 1/1. Look for these and share with your team!

1/9 WINTER DRINK SEASONAL DRINK LAUNCH

● **What's Ending:**

- Candied Cashew Latte (Hot, Iced, Frozen, Sweet Foam Cold Brew)
- Candied Cashew Sweet Foam Iced Chai
- Sugar Cookie Frozen Latte
- Peanut Butter Oat Cookie Frozen Latte

● **What's Launching:**

- Peanut Butter Mocha (Hot, Iced, Frozen)
- Lavender London Fog Recipe (Hot, Iced)
- Rishi Turmeric Ginger Chai Latte (Hot, Iced)

● **Prices:**

- Seasonal Lattes (8oz: \$4.75//12oz: \$5.25//16oz: \$5.75//20oz: \$6.50)
- Seasonal Sweet Foam Iced Chai Lattes (12oz: \$5.50//16oz: \$6.00//20oz: \$6.50)
- Seasonal Frozen Lattes (12oz: \$6.00//16oz: \$6.50//20oz: \$7.00)
- Sweet Foam Cold Brew (12oz: \$4.75//16oz: \$5.75//20oz: \$6.75)
- Frozen Cookie Lattes (12oz: \$7.50//16oz: \$8.00//20oz: \$8.50)

● **Syrups/Ingredients to order:**

- Peanut Butter Syrup
- London Fog Concentrate
- Rishi Turmeric Ginger Chai Concentrate

● **Vinyl boards:**

- We will be sending each cafe a new seasonal menu board(s). Keep in a safe spot until night before launch. Please install new board(s) when noted below and send back old board WITH ORANGE TAPE ON IT STATING YOUR CAFE NAME also when noted below. If you have not received your new menu board by 1/6 please reach out to Harmony hkrafttakacs@stonecreekcoffee.com and Bryan bkraft@stonecreekcoffee.com



LAUNCH INFO

Seasonal Drink Prep for Rishi Turmeric Ginger Chai and Updated Lavender London Fog:

- **First Order Quantity/Other Notes for London Fog and Rishi Turmeric Ginger Chai Concentrate:**
 - Pay careful attention to the new recipe guides coming with launch.
 - The two new tea concentrates will be ordered through your Live catalog with your ops orders. Please carefully review the ordering schedule below.
 - DF, GL, HWD, OCON, SHR, TOSA - Order 2 cases of each Tea Concentrate
 - DWN, FCT, WFB - Order 2 cases of London Fog Concentrate and 4 cases of Rishi Turmeric Ginger Chai Concentrate
- **12/31:** Order Tea Concentrates (*TOSA, DF*)
- **1/1:** Order Tea Concentrates (*HAR*)
- **1/2:** Tea Concentrates arrive (*TOSA, DF*), Order Tea (*WFB, FCT*)
- **1/3:** Tee concentrate arrives (*HAR*)
- **1/4:** Order Tee Concentrates (*SHR, OCN*)
- **1/4:** Tea Concentrates arrive (*WFB, FCT*)
- **1/5:** Order Tea Concentrates (*GLN, DWN*)
- **1/6:** Tea Concentrates arrive (*SHR, OCN*)
- **1/7:** Tea Concentrates arrive (*GLN, DWN*)

- **12/28:** The Bakery will set tasting pars for peanut butter syrups in Bakery Order Matrix in Live so they are set to arrive by 1/2, one week before Launch. These pars will be low and should be enough for tasting and filling syrup bottles only.
- **12/31:** All cafes begin lowering pars for, Candied Cashew, in Bakery Order Matrix in Live. Keeping in mind that January really slows down.
- **1/2:** Launch Materials arrive in the cafe with your marketing materials. Look for syrup labels, cheat sheets, and laminated drink recipe guides.
- **1/6:** In advance of launch Coaches should look ahead to the syrup pars set in Live and make updates to the upcoming weekend to be sure they will have adequate supply to restock after launch.
- **1/8 & 1/9:** Bakery will be sending out the second order of syrup to prepare cafes for a strong launch and opening weekend. These have been set by the Bakery and Master Coaches. Do not update launch numbers (any seasonal syrup numbers leading up to the day of launch).
- **1/8:** Prep squeeze bottles. Replace syrup cheat sheets for frozen and regular lattes.
- **1/8:** Hang up new Menu boards at EOD. **Make a note next to the PB Mocha that says, “**Made with real Peanut Butter**”**
- **1/9: Launch Winter Drinks**
- **1/9:** Send Back Montana Cookie Jars with a Factory Return Slip.

A NOTE ON BLENDERS & ALLERGENS

- We've got a very fun new syrup, but we know peanut butter is a notable allergen. **Please keep an allergen blender for making blended peanut butter bevies!**
- HOW TO CLEAN: Use a small amount of dish soap and warm water to remove syrup from your blender pitcher.
- HOW TO DIFFERENTIATE: Please allocate one standard vitamix blender cup and affix a "peanut butter" label to the pitcher.



LAUNCH INFO

1/16 JASMINE MIST PERU SEASONAL LAUNCH

Seasonal Light

16oz: \$20.00

80oz: \$85.00

- Replaces: Ring of Fire, so keep this in mind when ordering.
- Order the Seasonal ID sticker and use it for this coffee. Follow your COD Board Instructions in your Marketing Binder.
- Cafes will brew this as COD on launch day! Each cafe will order 5lb bulk for COD. Brew this until you run out.
- **Ordering Quantities:**
 - **Pre-Launch Order #1 (1/9, 1/11, & 1/12):**
 - GLN, DWN, DF, FCT, HAR, OCN, SHR, TOSA, WFB:
 - Order 20lbs Total Bulk: 5lbs for COD, 5lbs for bean display, 10lbs backup
 - Order 16 prepacks for 1lb displays
 - **Order #2 (1/14, 1/15, & 1/16):**
 - All Cafes - Order to your Seasonal pars for your 2nd order (arrives within 1-2 days of launch)
- 1/7 Order Tasting Sample, 1LB, & 5LB Labels and Coffee ID sticker (TOSA, OCN, SHR, DF)
- 1/7 Marketing materials arrive in cafe with PM delivery (TOSA, OCN, SHR, DF)
- 1/8 Order Tasting Sample, 1LB, & 5LB Labels and Coffee ID sticker (GLN, HAR, DWN)
- 1/8 Marketing materials arrive in cafe with PM delivery (GLN, HAR, DWN)
- 1/9 Labels & ID Sticker delivered (TOSA, OCN, SHR, DF)
- 1/9 Marketing materials arrive in cafe with PM delivery (WFB, FCT)
- 1/9 Order pre-packs, Tasting Sample, Labels and Coffee ID sticker (WFB, FCT)
- 1/10 Labels & ID Sticker delivered (GLN, HAR, DWN)
- 1/11 Order pre-packs and bulk (TOSA, OCN, SHR, DF)
- 1/11 Labels & ID Sticker and Coffee delivered (WFB, FCT)
- 1/12 Order pre-packs and bulk (GLN, HAR, DWN)
- 1/13 Coffee delivered (TOSA, OCN, SHR, DF)
- 1/14 Coffee delivered (GLN, HAR, DWN)
- 1/15 Set-up cafe after close: Use planogram & checklist for shelves, prep COD, make Coffee ID sticker, etc.
- 1/16 **LAUNCH JASMINE MIST PERU**



LAUNCH INFO

1/23 SKULL CHERRIES COFFEE CANISTER AND TRANSCEND STICKER LAUNCH

Skull Cherries Coffee Canister \$48

- **First Order Quantity/Other Notes:** *Check planograms for each cafe's shelf pars*
 - 4 per cafe
 - Order Price Sticker: Coffee Canister \$48
 - Impact Sticker: B Corp

Transcend Sticker \$1

- **First Order Quantity/Other Notes:** *Check planograms for each cafe's shelf pars*
 - 10 per cafe
 - Order Price Sticker: Sticker
 - Impact Sticker: None
- **1/14:** Marketing materials arrive in cafe with PM delivery (*TOSA, OCN, SHR, DF*)
- **1/14:** Order Canisters and Transcend Stickers (*TOSA, DF*),
- **1/14:** Order Price and impact stickers (*TOSA, OCN, SHR, DF*)
- **1/15:** Marketing materials arrive in cafe with PM delivery (*GLN, HAR, DWN*)
- **1/16:** Order Canisters and Transcend Sticker (*HAR*)
- **1/16:** Price stickers and impact stickers (*GLN, HAR, DWN*)
- **1/16:** Marketing materials arrive in cafe with PM delivery (*WFB, FCT*)
- **1/16:** Canisters and Transcend Stickers arrives (*TOSA, DF*),
- **1/16:** Price stickers arrive (*TOSA, OCN, SHR, DF*)
- **1/17:** Order Canisters, Transcend Stickers, and price stickers and impact stickers (*WFB, FCT*)
- **1/17:** Canisters and Transcend Stickers arrives (*HAR*), price stickers arrive (*GLN, HAR, DWN*)
- **1/18:** Order Canisters and Transcend Stickers (*SHR, OCN*)
- **1/18:** Canisters and Transcend Stickers and price stickers arrive (*WFB, FCT*)
- **1/19:** Order Canisters and Transcend Stickers (*GLN, DWN*)
- **1/20:** Canisters and Transcend Stickers arrives (*SHR, OCN*)
- **1/21:** Canisters and Transcend Stickers arrives (*GLN, DWN*)
- **EOD 1/22:** Set-up cafe after close for launch using plan-o-gram & checklist for ALL displays.
- **1/23: LAUNCH SKULL CHERRIES COFFEE CANISTER AND TRANSCEND STICKER**



WHAT'S COMING UP

- TBD 20oz For Here Glasses
- 1/30 Juicy Pom Rwanda Reserve, 16oz Fellow Mountain Mug
- 2/6 Jasmine Mist Peru as Seasonal 'Spro, Raspberry Glaze Decaf Peru, Bree's My Brew, Forests Have Eyes Can Glass Launch
- 2/13 Northern Lights Dark Peru
- 2/20 Honey Cream Rwanda Small Batch
- 2/27 TBD Colombia Reserve
- 3/6 Honey Cream Rwanda Small Batch as Seasonal 'Spro, Flaming Peaches Colombia Small Batch, Tricia's My Brew
- 3/20 Seasonal Drinks, Bakery, Kitchen, Tea, and Bloom Seasonal Launch

AB Poster Schedule	1/2: Mushroom Knit Hat and Ivory Knit Hat 1/16: Crimson Pear Burundi 2/6: Forest Have Eyes Can Glass				
<table border="1"> <tr> <td data-bbox="123 1052 371 1297"> Liquid Toffee Grind Size: 18 Rinse Water: 200g Coffee In: 24g Bloom: 70g Brew Water: 360g Brew Time: 3:00-3:40 </td> <td data-bbox="371 1052 621 1297"> Yellow Colombia Grind Size: 14 Rinse Water: 200g Coffee In: 24g Bloom: 70g Brew Water: 360g Brew Time: 2:55-3:15 </td> </tr> <tr> <td data-bbox="123 1297 371 1543"></td> <td data-bbox="371 1297 621 1543"> Bright Chirosso Grind Size: 17 Rinse Water: 200g Coffee In: 24g Bloom: 70g Brew Water: 360g Brew Time: 3:00-3:40 </td> </tr> </table>	Liquid Toffee Grind Size: 18 Rinse Water: 200g Coffee In: 24g Bloom: 70g Brew Water: 360g Brew Time: 3:00-3:40	Yellow Colombia Grind Size: 14 Rinse Water: 200g Coffee In: 24g Bloom: 70g Brew Water: 360g Brew Time: 2:55-3:15		Bright Chirosso Grind Size: 17 Rinse Water: 200g Coffee In: 24g Bloom: 70g Brew Water: 360g Brew Time: 3:00-3:40	1/2: Bright Chirosso Colombia, Liquid Toffee Colombia, Yellow Colombia (use Green Dragon once the Reserve is out) 1/9: Liquid Toffee Colombia, Yellow Colombia, Crimson Pear Burundi (use Green Dragon once the Reserve is out)
Liquid Toffee Grind Size: 18 Rinse Water: 200g Coffee In: 24g Bloom: 70g Brew Water: 360g Brew Time: 3:00-3:40	Yellow Colombia Grind Size: 14 Rinse Water: 200g Coffee In: 24g Bloom: 70g Brew Water: 360g Brew Time: 2:55-3:15				
	Bright Chirosso Grind Size: 17 Rinse Water: 200g Coffee In: 24g Bloom: 70g Brew Water: 360g Brew Time: 3:00-3:40				
Cafe Seasonal 'Spro Menu	12/5: Liquid Toffee Colombia <ul style="list-style-type: none"> • In: 18.9-19.3 grams • Out: 44-48 grams • Time: 23-27 seconds 1/9: Crimson Pear Burundi <ul style="list-style-type: none"> • In: 18.8-19 grams • Out: 38-42 grams • Time: 23-28 seconds 				
Online Only Promotions	2/27 - 2/28: 20% off Beans and Merch (when spending \$40 online)				
Online Only Launches	2/13: Valentine's Day Mystery Box				