MANYMADESTUDIO

Holiday preorder checklist.

A calm, one-page planning check for a home bakery season. Work through the menu, capacity, payment, production, and pickup details before orders get busy.

Use this for Thanksgiving, Christmas, Hanukkah, New Year, or any limited seasonal menu.	**Keep it practical** This is a workflow checklist, not food-safety, tax, or legal advice. Check your local rules.

STEP 1

Set a menu you can repeat.

- ■ Limit flavors, formats, sizes, and customization.
- ■ Cost every menu item before announcing a price.
- ■ Note ingredients, packaging, and processes items share.
- ■ Set an order cutoff and a sold-out rule.

STEP 2

Set capacity before taking orders.

- ■ Count oven, cooling, storage, decorating, packaging, and pickup limits.
- ■ Use the smallest practical capacity as the maximum order count.
- ■ Keep recovery space for a failed batch, correction, or delay.
- ■ Decide which orders stop being available first.

STEP 3

Make payment and pickup unambiguous.

- ■ Write one confirmation rule: deposit or full payment required.
- ■ Record customer, order, total, paid amount, balance, and status together.

- ■ Offer controlled pickup windows with a limit for each slot.
- ■ Include pickup instructions and late-pickup expectations in confirmation.

STEP 4

Plan the final production week.

- ■ Group shopping, prep, baking, decorating, packaging, labels, and pickup staging.
- ■ Reconcile confirmed payments before ordering perishables.
- ■ Build a pickup list sorted by time and stage orders in that order.
- ■ Send one clear pickup reminder during the final 48 hours.

Keep every order out of your DMs.
The Bakery Order Tracker keeps customer names, payments, due dates, order status, and pickup slots in one editable workbook. Find it on Etsy: etsy.com/listing/4581206725