Morning watch — 4 flags

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Fictional document — demonstration example

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Fictional document, produced for demonstration. **The sending hours matter as much as the content.** None of these messages goes out during service: a flag read at 20:15 on a Saturday is not read, it is lost.

#	Flag	What triggered it	Deadline	Recipient	Sent
1	3 allergen sheets not reviewed	Supplier change on 12/06	**Dishes served daily**	**Chef, alone**	10:00
2	Table of 14 with no deposit	House rule above 10 covers	Saturday	Front-of-house manager	10:00
3	Terrace licence	Expires 26/08	**19 days**	Owner	Monday
4	Children's price differs, site vs menu	Menu change of 01/07	6 guests have mentioned it	Website administrator	Monday

> **The first flag goes to the chef alone.** An uncertain allergen sheet circulated to the whole team produces "just to be safe" answers in the dining room, which are answers all the same. Restricting the recipient is part of the measure.

Flag 3 — why it does not wait

The pavement licence is renewed through the town hall, with a processing time outside the establishment's control. Nineteen days look comfortable; they only are if the application goes this week. It is the only one of the four whose real deadline is shorter than the one displayed.

Proposed chases

Flag	Without action	Then
1	Reminder at 24 h	Owner at 48 h
2, 3, 4	Reminder at 72 h	Owner at 7 days
All	—	Summary Monday morning

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