

Switch reservation systems. Keep the next service clear.

A practical checklist to bring to your demo and use with the person managing your handover.

Restaurant

Current provider

Handover date / owner

01 Get the right records

- ☐ Request the guest directory and note any filters or exclusions.
- ☐ Request past booking outcomes and a separate list of future reservations.
- ☐ Keep original exports unchanged, with their export date.

03 Protect future bookings

- ☐ Reconcile each future reservation and its seating requirements.
- ☐ Agree how existing guest links and messages will be handled.
- ☐ Confirm deposit, prepaid experience and refund arrangements separately.

02 Review a sample

- ☐ Check names, contacts, notes, tags and communication preferences.
- ☐ Confirm date order, local times, party sizes and booking outcomes.
- ☐ Agree what transfers and what needs separate handling.

04 Prepare the restaurant

- ☐ Review tables, hours, dining durations and party-size rules.
- ☐ Set staff access and brief the host team on the new workflow.
- ☐ Check the guest booking path on a phone before sharing it.

05 Make one clear handover

- ☐ Choose a quiet point between services and name the person responsible.
- ☐ Agree when new bookings stop entering the old system and start entering the new one.
- ☐ Reconcile bookings and changes made since the last export.
- ☐ Update website and Instagram links, then open each one to check the destination.

Guest and history imports do not automatically recreate future reservations. Confirm transfer scope for your account and actual exports before the handover.

Discuss your switch → yourturn.to/contact

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