

Print Menu Production Checklist

Content proof

- Restaurant name correct
- Address and phone correct
- Hours correct
- Prices current
- Dish names consistent with online menu
- Chinese names reviewed
- Pinyin reviewed
- Descriptions reviewed
- Spice legend present
- Allergen note present
- Date/version noted

Design proof

- Readable font size
- High contrast
- Logical sections
- Prices aligned
- No orphan section headings
- QR code tested
- No stretched photos
- No tiny disclaimers

Print proof

- Bleed and margins correct
- Paper size confirmed
- Lamination or paper stock selected
- Copies ordered
- Superseded printed menus removed
- Staff told what changed