

CHECK LIST - INITIAL MEETING - DATE: _____

- ESTABLISHMENT NAME: _____
- PHY. ADDRESS: _____
City State Zip
- PHONE # _____ ALTERNATE PHONE # _____ FAX # _____
- DATES ESTABLISHMENT WORKED: _____
- DATE ESTABLISHMENT OPENS: _____
- ATTENDEES: _____
- # OF GUEST GUIDES LAST YEAR _____ REMAINING FROM LAST YEAR _____
- # OF GUEST GUIDES FORMULA
- ESTABLISHMENT AGREEMENT
- ESTABLISHMENT'S COPY FORM
- GUEST GUIDE CHANGE FORM
- INTRODUCTORY LETTER
- REVIEW APPROVAL FORM
- TYPES/SPECIFIC BUSINESSES NOT DESIRED
- COMPETING FACILITIES IN ESTABLISHMENT? PROPANE, LAUNDROMAT.
- DISPLAY OF FLYERS, MENUS, BUSINESS CARDS, ETC. OF ADVERTISERS
- DISPLAY RESTRICTED TO ADVERTISERS ONLY? (WON'T PAY IF FREE)
- EMERGENCY PHONE # _____
- REVIEW CURRENT SITE MAP FOR CHANGES
- ON NEW GUEST GUIDE, REVIEW CONTENT AND FORMAT
- ESTABLISHMENT MAY RECEIVE PHONE CALLS FOR VERIFICATION OF OUR STATUS
- REVIEW OUR WORK SCHEDULE
- RECOMMENDED SERVICES FORM (List of Businesses)
- INTERNET FORM
- QR CODE FORM
- BANNER/LAMINATION FORM
- MARKETING MATERIAL (SE EXTRA SERVICES LETTER, WE MAKE THE DIFFERENCE LETTER, SE INCLUDED SERVICES FLYER)

EXIT MEETING - DATE: _____

- DISCUSS ADVERTISERS
- SIGNATURE ON APPROVAL FORM
- DISCUSS ADDITIONAL POTENTIAL ADVERTISERS, IF ANY
- IMPORTANCE OF STAFF RECOMMENDING ADVERTISERS
- DISCUSS BUSINESSES THAT DECLINED
- REVIEW AND OBTAIN SIGNATURE ON OUTSIDE COVER
- REVIEW ACTION REQUIRED WHEN PROOF ARRIVES
- DESTROY CURRENT GUEST GUIDES WHEN NEW ONES ARRIVE
- ANY QUESTIONS?