

WELCOME TEAM

CHECKLIST

ENVIRONMENT

- ___ Turn all lights on
- ___ Reset any furniture, tables, chairs, couches that may be out of place
- ___ Check lobby areas for trash removing any that may be found
- ___ Check trashcans to make sure liners are in place and that cans are empty
- ___ Wipe down any hard surfaces including tabletops and countertops
- ___ Make sure glass in windows is smudge free
- ___ Have your welcome team check through this list prior to each service

COMPUTERS

- ___ Turn all computers on
- ___ Make sure all screens are fingerprint free
- ___ Check all printers for labels making sure they have close to full rolls
- ___ Add an extra roll of labels by each printer for easy refill during service
- ___ Set up computers according to your software
- ___ Have your welcome team check through this list prior to each service

FORMS AND MATERIALS

- ___ Place all registration cards on counters in the Guest Check-In Area
- ___ Place pens on guest check-in counters
- ___ Have any new family gifts ready to hand to new families

AUDIO/TECH/TV'S

- ___ Turn on all Tv's
- ___ Confirm that all feeds are correct and volume levels are acceptable
- ___ Connect devices for music in lobby areas when feeds are not live