

# **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
  - Self-Check-In Settings
    - List your setting step
    - List your setting step
    - List your setting step
  - Guest Check-In Settings
    - List your setting step
    - List your setting step
- 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 all New Family Bags ready to hand to new families
- Turn on wax warmer. Make sure scent is kid friendly.

## **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