

HOLIDAY CHECKLIST

A PREPARED STORE IS A SUCCESSFUL STORE



- ☐ Estimate December sales.
- ☐ Do physical inventory count.
- ☐ Estimate December inventory needs.
- ☐ Place inventory orders.
- ☐ Estimate and budget December labor and other expense items.
- ☐ Send preparation list to stores, if you are a multi-store owner.
- ☐ Order carrier supplies and other items needed from prep list.
- ☐ Arrange any community service involvement.
- ☐ Arrange advertising.
- ☐ Order any greeting cards and/or gifts for customers and vendors.
- ☐ Arrange holiday employee hiring advertising.
- ☐ Stock employee hiring forms.
- ☐ Stock plenty of Federal, State, and INS (Immigration and Naturalization Service) forms.
- ☐ Post holiday hiring signs.
- ☐ Post holiday hours.
- ☐ Sign and address greeting cards to customers and vendors (all employees sign).
- ☐ Have maintenance performed on fax, copiers, and other equipment.
- ☐ Arrange employee holiday party.
- ☐ Arrange employee meeting; do agenda.
- ☐ Buy any employee extras, such as juices and sodas, and put in stores.
- ☐ Do work schedules for the upcoming weeks. Post each week at least five days in advance.
- ☐ Begin posting carrier delivery time signs at beginning of season.
- ☐ Send greeting cards and/or gifts to customers and vendors.
- ☐ Purchase any special drivers' gifts for UPS, Federal Express, USPS, or other regular carriers.
- ☐ Towards end of season, decide on employee bonuses.
- ☐ Have closing signs ready for Christmas and New Year's Day.
- ☐ Schedule year-end physical inventory.
- ☐ Send preparation list to stores.
- ☐ Order carrier supplies and other items needed from prep list.