# 5 Star Opening Checklist

# Some items on this checklist may not pertain to all 5 Star locations.

## TWO TO THREE MONTHS AHEAD

* Order and coordinate installation of 5 Star logo signage for reception area

# Order, frame and hang 5 Star Property photos (sizes may vary; frames should be black wood with glass, white matting and name plates at the bottom).

# Order, purchase or rent conference center artwork

# Select and order conference center plants

# Select and order 5 Star Logo engraved items:

# Note Pads

# Pens

# Cups & Mugs

# Flash drives

# Order Coffee Maker

# Create Conference Room Calendar

## ONE MONTH AHEAD

# Attend Tenant Meetings to Market 5 Star

# Confirm budget and get Management and Ownership approval

* Work with AV Company for Quick Sheets of Conference Room Equipment (See Sample)
* Purchase linens (good to have these on hand for future events)

# Create marketing materials and coordinate printing of materials

# Plan promotion and publicity

# Create & Promote Axis 5 Star Panel

# Select florist and execute contract for weekly flower deliveries

# Schedule Lunch & Learns

## TWO TO THREE WEEKS AHEAD

# Order any stations for signage or sign holders

# Order Office Supplies (if needed)

# Paper

# Files / folders, etc.

# Order Kitchen Supplies (if needed)

# Plates (different sizes)

# Napkins

# Disposable Cups, etc.

# Coffee Pots / Carafes

# Water pitchers

# Purchase additional small meeting items to have on hand for tenants use:

# Wireless Mouse

# Wireless presentation clicker

# Extra extension Cords

## WEEK OF OPENING

# Test Video Conference Room Equipment

# Test all AV equipment

# Test all phones

# Change Voicemail Greeting on Phone

# If Conference room has Laptops for loan, insure laptops are equipped with necessary software (Microsoft Office, Adobe Acrobat Reader, etc.)

# Test WiFi connections

# Create 5 Star Information Packages

## OPENING DAY

# Display 5 Star Information Packages

# Relax and smile