

Dewey's Bakery Holiday Store Partner Pre-Opening Checklist

Administration

- Complete/Submit Partner Holiday Store Contract
- Complete/Submit Holiday Partner Pre-Opening Questionnaire
- Review Dewey's Holiday Store Portal
- Complete Online Partner Training Tools

Pre-Opening

- Hang Coming Soon Sign at Location
- Check Water at Location is Operational
- Check Electricity at Location is Operational
- Check HVAC at Location is Operational
- Identify and Mark Lights on Electrical Panel (if applicable)
- Ensure all Lights in Customer Area are Operational and Working (replace lights if necessary)
- Hang Key Box and Submit Code and Location on Portal (be sure to update code if changes are made throughout season)

Operational Preparation

- Windows Washed
- Hard Floors Mopped/Carpeted Floors Swept
- Corners/Ledges Dusted
- Bathroom(s) Cleaned (sink, toilet, floors)
- Locate Dumpster or Means of Trash Disposal

Load-In Day

- Ensure All Carts/Shippers in Building
- Cash Bar in Building
- Back Up Inventory in Building
- Freezer Plugged In (check that temperature is appropriate)
- All Customer Area Carts/Shippers are Neat and Organized
- Shelves Labeled with Shelf Label Set

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- iPad Set Up (confirm charging and all peripherals working)
- Open Sign Hung
- All Set-Up Trash Removed from Building
- Print and Hang Hours of Operation Sign