



Launch Checklist

Fast Track to Launching Your Healthcare Staffing Agency

MODULE 1

(8 Weeks Prior to Launch)

MARKETING		COMPLETED
<input type="checkbox"/>	Interview with storyteller	
OPERATIONS		COMPLETED
<input type="checkbox"/>	Confirm receipt of welcome box	
<input type="checkbox"/>	Confirm receipt of required and recommended vendors from HQ	
<input type="checkbox"/>	Reach out to all required vendors for initial call, set up, and training	
<input type="checkbox"/>	Confirm receipt of print on demand vendor contact info and access to QM Staffing brand items; Review manual to determine acceptable logo and branding usage	
<input type="checkbox"/>	Set up a virtual office including phone system, professional email, and fax service; must do this is 4 weeks after signing FA;	
TRAINING		COMPLETED
<input type="checkbox"/>	Launch Week 1 Videos	
<input type="checkbox"/>	Coaching Call #1: Welcome Orientation Meet & Greet	
COACHING		COMPLETED
<input type="checkbox"/>	Weekly check-in with Accountability Coach: Discuss vendors	
<input type="checkbox"/>	Submit this module's completed Launch Checklist form from Hubspot	