

Launch Checklist

Fast Track to Launching Your Healthcare Staffing Agency

MODULE 3

(6 Weeks Prior to Launch)

MARKETING		COMPLETED
<input type="checkbox"/>	Order The Art of Retention book from printing company	
<input type="checkbox"/>	Take professional headshot	
OPERATIONS		COMPLETED
<input type="checkbox"/>	Submit corporate entity formation and DBA documents to HQ for record keeping	
<input type="checkbox"/>	Contact your state licensing office for an update on an application for a license	
<input type="checkbox"/>	Create candidate and client avatar	
TRAINING		COMPLETED
<input type="checkbox"/>	Launch Week 3 Videos	
<input type="checkbox"/>	Coaching Call #3: Administrative (Branding and Website)	
COACHING		COMPLETED
<input type="checkbox"/>	Weekly check-in with Accountability Coach: Discuss candidate and client avatar as well as marketing and social media strategy; LinkedIn newsletters	
<input type="checkbox"/>	Submit this module's completed Launch Checklist form from Hubspot	