



Launch Checklist

Fast Track to Launching Your Healthcare Staffing Agency

MODULE 5

(4 Weeks Prior to Launch)

OPERATIONS		COMPLETED
<input type="checkbox"/>	Submit payment to HQ for grand opening marketing	
<input type="checkbox"/>	Review master website to ensure agency info is listed correctly	
<input type="checkbox"/>	Order business cards	
<input type="checkbox"/>	Order flyers for marketing	
<input type="checkbox"/>	Order supplies for marketing bags	
<input type="checkbox"/>	Order all business supplies including opening furniture, fixtures and, equipment as needed in accordance with the Brand Standards Manual	
TRAINING		COMPLETED
<input type="checkbox"/>	Launch Week 5 Videos	
<input type="checkbox"/>	Coaching Call #5: Avoiding Failure (Contracts & Bill Rates)	
COACHING		COMPLETED
<input type="checkbox"/>	Weekly check-in with Accountability Coach: Review staffing agreement (must include franchise logo, updated footer information, and bill rates in Addendum A) and affirm bill rates (must include the base rate for the area, the pay rate for staff, burden, and profit)	
<input type="checkbox"/>	Submit this module's completed Launch Checklist form from Hubspot	