

## GETTING YOUR FRANCHISE STARTED CHECKLIST...

- Sign and Turn In:
  - Confidentiality
  - Non-Compete
  - Franchise Agreement
  - Signed Handbook
  - Information Page
- Made Payment for Creative Gatherings Start-Up
  
- Access Owner Training Area
  - Go to [www.CreativeGatheringsIndy.com](http://www.CreativeGatheringsIndy.com) and Login
    - Username: Your Email Address
    - Password: CreativeGatherings
  - You will now have access to a page called Owners Training-Overview. This page is linked to all the pages that will help train and prepare you to be successful. You can use the Checklist below to help you work your way through as you choose to set-up your business.
    - 1) Print this page. =)
    - 2) Join the Creative Gatherings' Facilitator Page.
    - 3) Creative Gatherings' Handbook- Email or mail the signed page back to Ann Zinyemba, 2384 Solidago Drive, Plainfield, IN 46168.
    - 4) Tour Our Website
    - Materials
      - 5) Purchase Your Kit
      - 6) Preparing Your Paint Kit and Paint Sample Boards
      - 7) Learning About Stain Colors, Staining Wood and Touch-Ups
      - 8) Recommended Wood, Wood Sizes and Cutting
      - 9) Weeding and Transferring Your Vinyl
    - How To Create the Signs From Start to Finish
      - 10) Watch the video.
    - Business Management
      - 11) Acuity Scheduling
        - Username: Your Email Address
        - Password: creativegatherings
      - Add Your Availability in Acuity Scheduling
      - Go to Business Settings and Set-Up Your Availability



- ❑ Reminder- Should be 3 weeks out to give time to for party host to advertise, process orders and prepare signs.
  - ❑ Recommend over adding availability and removing as people schedule to fit my schedule. Example: I could do 3 nights a week, but only want to do 1. Once somebody schedules 1, I remove the other 2 days.
- ❑ 12) Start Advertising Your Business
  - ❑ Schedule a Party with Your Friends to Practice and Get Pictures to Advertise
  - ❑ Word of Mouth, Social Media, Etc.
- ❑ 13) Setting-Up Facebook Events
  - ❑ Wait Until Ann Sends Google Doc Link and Due Date
  - ❑ Duplicate an Prior Event.
  - ❑ Edit paragraph. Links, dates, address, time, name
  - ❑ Invite Party Host.
  - ❑ Add Party Photos.
  - ❑ Add Creative Gatherings Video
  - ❑ Private Message Party Host
  - ❑ Post Reminders About the Due Date
- ❑ 14) Google Sheets to Process Orders
- ❑ 15) Creating a Business Facebook Page