

# NAVIGATE HOLIDAY PLANNING

## CHECKLIST #1



### Update online

- Hours of operation
- Return/exchange policy
- Phone numbers/contact information

### Communicate with staff

- Schedule staff meetings
- Create chain-of-command
- Contact platform (text, call or group-me chat)

### Order extra stock

- Consider stocking up on holiday favorites in advance to avoid running out

### Follow BBB on Social

- Check online for new holiday planning resources
- Look for additional tips on our social media @BBBCentralOK

### Check wireless

- Partner with your IT Vendor to ensure it will run smoothly
- If you don't have an IT vendor, check our site for vendors you can trust
- Check all links you provide on printed materials like coupons or on your social media posts
- Update your POS system to ensure reliability

### Collaborate with other local businesses

- Consider partnering with neighboring businesses by providing coupons or handouts at surrounding stores

<https://BBBCentralOkHolidays.com>

Find us on social media @BBBCentralOK

