

Administration

1	Demographics	Administration
2	Do Drive-times	Administration
3	Shop Competition	Administration
4	Feasibility Study	Administration
5	Business Plan	Administration
6	Projections	Administration
7	Business Name	Administration
8	Write Mission Statement	Administration
9	Design Logo	Administration
10	Business Cards	Administration
11	Stationary	Administration
12	Hire Cleaning Company	Administration
13	Order Cleaning Supplies	Administration
14	Order office supplies	Administration

Legal/Financial

1	Research SBA	Legal/Financial
2	Talk to Banks	Legal/Financial
3	Acquire Investors	Legal/Financial
4	Acquire Financing	Legal/Financial
5	Get State Regulations for Fitness Centers	Legal/Financial
6	Attorney	Legal/Financial
7	Employee Identification Number (EIN)	Legal/Financial
8	Corporation Filing	Legal/Financial
9	DBA	Legal/Financial
10	Business License	Legal/Financial
11	Shareholder's Agreement	Legal/Financial
12	Accountant	Legal/Financial
13	Checking Account	Legal/Financial
14	Order Business Checks	Legal/Financial
15	Credit Card	Legal/Financial
16	Set Up Savings Account(accrual)	Legal/Financial

17	Checking Account for Taxes	Legal/Financial
18	Merchant Account	Legal/Financial
19	Dun & Bradstreet Number	Legal/Financial
20	Set up Quickbooks	Legal/Financial
21	Billing Company	Legal/Financial
22	Risk Management Binder	Legal/Financial
23	Insurance	Legal/Financial
24	Acquire Bond	Legal/Financial
25	Payroll Company	Legal/Financial
26	Outline Daily Deposit Procedures	Legal/Financial
27	Receipt Book	Legal/Financial

Marketing

1	Develop Marketing Concept	Marketing
2	Develop Marketing Budget	Marketing
3	Define Target Market	Marketing
4	Carrier Route Reports	Marketing
5	Develop 12-month Marketing Plan	Marketing
6	Map for Plotting Members	Marketing
7	Website Design	Marketing
8	Yellow Page Ad	Marketing

MPCs

1	Determine MPCs	MPCs
2	Choose Juice Bar	MPCs
3	Choose Nutrition Program	MPCs
4	Order Tanning Beds	MPCs
5	Order Pro-shop Stock	MPCs
6	Order Juice Bar Stock	MPCs
7	Order Supplement Stock	MPCs

Physical Plant

	Software Installation	Physical Plant
	Dsl Internet	Physical Plant
1	Determine Club Vision	Physical Plant

2	Determine Club Size	Physical Plant
3	Determine Build or Lease	Physical Plant
4	Determine Parking Needs	Physical Plant
5	Find Location	Physical Plant
6	Determine Project Budget	Physical Plant
7	Acquire Architect/Designer	Physical Plant
8	Negotiate Lease	Physical Plant
9	Sign Lease	Physical Plant
10	Determine Amenities	Physical Plant
11	Plans/Renderings	Physical Plant
12	Design Floor Plan	Physical Plant
13	Have Contractors Bid Out Project	Physical Plant
14	Determine Floor Weight Load	Physical Plant
15	Determine Electrical Load (Amperages) for Electric Equipment	Physical Plant
16	Acquire Disability Requirements from City	Physical Plant
17	Equipment Rep Nurturing Relationships	Physical Plant
18	Order Signage	Physical Plant
19	Get Equipment Bids	Physical Plant
20	Get bids for Sound System	Physical Plant
21	Order Equipment	Physical Plant
22	Order Sound System	Physical Plant
23	Front Desk Software	Physical Plant
24	Cash Register/ Scanner/Receipt Printer	Physical Plant
25	Inventory Software	Physical Plant
26	Order Computers	Physical Plant
27	Order Phone Lines/numbers	Physical Plant
28	Set up Phone System	Physical Plant
29	Solution Stop Boards	Physical Plant
30	Set up Utilities	Physical Plant
31	Buy Tools for Group Rooms	Physical Plant
32	Buy Furniture	Physical Plant
33	Buy Pictures for wall	Physical Plant

34 Buy Plants

Physical Plant

Presale

Set up Schedule	Presale
Determine Pricing	Presale
Place Orders	Presale
Create Presale Presentation Book	Presale
Set Budget	Presale

Sales

Order Welcome Guides	Sales
Print Sales Forms	Sales
Set up Goal Boards	Sales
Determine Membership Pricing	Sales
Determine Membership Types	Sales
Membership Contract	Sales
Solution Stops Boards	Sales
TI Script	Sales
Welcome Card	Sales
Pricing Sheet	Sales
Tickler File	Sales
Create Tour	Sales
Prospecting Software	Sales
Trial Passes	Sales
Forfeit Gifts Letter	Sales
Loot Wall	Sales
Tour Info Sheet	Sales
Membership Cards	Sales
Gift Certificate	Sales

Staffing

Staffing Manuals	Staffing
Hire Staff	Staffing
Job Descriptions	Staffing
Employment Contracts	Staffing

Longevity Contracts	Staffing
Education Contracts	Staffing
Non Compete Contracts	Staffing
Actions Plans	Staffing
Determine Policies for Certifying trainers	Staffing

To Post in Club

Federal 5 in 1 Forms	To Post in Club
OSHA for Small Business	To Post in Club
Worker's Comp	To Post in Club
State Unemployment	To Post in Club
State Labor Laws	To Post in Club

Tracking

Tracker Software	Tracking
Appointment Log	Tracking
TI Log	Tracking
WI Log	Tracking
Daily Report Log	Tracking
Cost per sale/Cost per lead Sheets	Tracking
Prospect Goal Board	Tracking
Closing Ratio Goal Board	Tracking
Membership \$ Goal Board	Tracking
Membership Sales Goal Board	Tracking
Renewal Goal Board	Tracking
Receivables Growth Goal Board	Tracking
MPC \$ Goal Board	Tracking