

**GSR Name:**

Date:



Visual Communications Ambassador  NTG Ambassador  Instagram Salon Ambassador  Spa Conceirge Ambassador  Inventory Liason  Other

NAMETAG	FASHION FORWARD / PROFESSIONAL DRESS	FINISHED HAIR AND MAKEUP WITH REAPPLIED LIPSTICK	INFORMED OF DAILY RESPONSIBILITIES - COMPLETED DAILY EMAIL
<input type="checkbox"/> Complete	<input type="checkbox"/> Complete	<input type="checkbox"/> Complete	<input type="checkbox"/> Daily Email

Today's Promotion

<b>ARRIVAL DRAWER AUDIT (PUTTING CASH IN DRAWER)</b>	<input type="checkbox"/> Drawer Audited	<input type="checkbox"/> Drawer Payment Summary Printed and verified for zero errors
<b>PRIOR TO LUNCH - TICKET AUDITS</b>	<input type="checkbox"/> Chemical Split <input type="checkbox"/> Staff with W	<input type="checkbox"/> Add Ons <input type="checkbox"/> Employee Tickets <input type="checkbox"/> Gift Card Activations
<b>PRIOR TO LUNCH - DRAWER AUDIT</b>	<input type="checkbox"/> Drawer Audited	<input type="checkbox"/> Drawer Payment Summary Printed and verified for zero errors
<b>AFTER LUNCH - DRAWER AUDIT, IF DRAWER WAS USED WHILE AWAY</b>	<input type="checkbox"/> Drawer Audited	<input type="checkbox"/> Drawer Payment Summary Printed and verified for zero errors
<b>PRIOR TO LEAVING - TICKET AUDITS</b>	<input type="checkbox"/> Chemical Split <input type="checkbox"/> Staff with W	<input type="checkbox"/> Add Ons <input type="checkbox"/> Employee Tickets <input type="checkbox"/> Gift Card Activations
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<b>SALONSPA TOURS</b>	New to VerVe <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Returning Guests <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>NEW TO VERVE FOLLOW UP CALLS</b>	_____ out of _____	
<b>SAVE THE DATE WITH THE IPAD</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>PLUS ONE ADDED SERVICE OFFERS</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>ZONE WALKTHROUGH</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ZONE:</b>
<b>UPDATED TEXT REMINDERS/CONFIRM GUEST INFORMATION / CONNECT WITH LOYAL GUESTS</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>OPEN THE DOOR</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<b>VISUAL COMMUNICATIONS AMBASSADOR (TV'S, SHELF TALKERS, FRAMES, LAUNCHPADS, MIRROR TALKERS, ETC)</b>	
<b>INSTAGRAM SALON SUPPORT</b>	

SAVE THE DATE: 60% OR HIGHER	RPCT: \$16.50 OR HIGHER	HOME CARE DOLLAR \$ _____	TOTAL TICKETS PROCESSED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL POINTS  OUT OF 20

▶ 20/20 = 100 ▶ 19/20 = 95 ▶ 18/20 = 90 ▶ 17/20 = 85 ▶ 16/20 = 80 ▶ 15/20 = 75 ▶ 14/20 = 70 ▶ 13/20 = 65 ▶ 12/20 = 60

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<b>ZONE WALKTHROUGH</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ZONE:</b>
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<b>OPEN THE DOOR</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<b>INVENTORY LIAISON</b>	
<b>PURE PRIVILEGE AMBASSADOR</b>	

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