**New Locations Checklist for Screen Location Contract**

**Step 1**: Scout Potential Locations

Objective: Identify suitable venues for display placement.

Details: Look for high-traffic areas such as bars, restaurants, doctor/dental offices, etc., where tabletop displays could be effectively placed.

Action Items:

Research local businesses that fit the criteria.

Make initial visits to assess suitability.

Create a shortlist of potential locations.

**Step 2**: Schedule Meeting with Business Owner

Objective: Discuss the benefits, including financial gains, of adding tabletop displays to their venue.

Details: Arrange a formal meeting to go over the number of displays requested, verify the availability of Wi-Fi for unit connectivity, and discuss potential financial benefits for the business.

Action Items:

Prepare a presentation outlining the pros of display placement, including financial advantages.

Confirm the meeting date and time.

Create a list of points to discuss, including Wi-Fi availability and financial benefits.

**Step 3**: Have Contract Signed

Objective: Formalize the agreement for display placement.

Details: Ensure that both parties understand and agree to the terms of the contract, including the duration.

Action Items:

Prepare the contract document.

Review contract terms with the business owner.

Obtain signatures from both parties.

**Step 4**: Install Displays

Objective: Set up the displays at the venue.

Details: Coordinate with the business owner to install the displays at a time that is convenient for them.

Action Items:

Schedule the installation date and time.

Prepare all necessary equipment and tools.

Complete the installation.

**Step 5**: **Leave Instructions for Screen Care**

Objective: Educate the business owner on how to maintain the displays.

Details: Provide guidelines on charging timetables, cleaning, and other aspects of screen care.

Action Items:

Prepare a care instruction manual.

Review the manual with the business owner.

Leave a copy of the manual at the venue.

**Step 6**: Maintain Daily Checks

Objective: Ensure the displays are active and functioning well.

Details: Conduct daily checks to verify that the displays are operational and resolve any issues promptly.

Action Items:

Create a daily checklist for monitoring display status.

Assign a team member to conduct daily checks.

Address any issues or concerns immediately.

This comprehensive checklist should guide you through each step of obtaining a screen location contract in a professional manner.