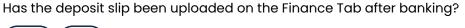
## Salon Afternoon Operations Checklist(2-3 PM)

## Hospitality







Is the cash register maintained as per SOP?



## **MANAGER BRIEFING & COMMUNICATION**

Was the 1:00 PM team briefing conducted? (Review MTD performance, daily targets, contests, offers, and key updates)



Was special recognition given for previous day's performance?



Are there any pending client complaints or HO follow-ups (invoices, reconciliation, inventory deviations) to be resolved?



Are all marketing collaterals (including TV sliders) updated and relevant?



Has the 2nd shift team completed self-grooming and punch-in?



