## *[INSERT SALON/SPA NAME]*

## DAILY SERVICE OPPORTUNITY SESSION

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| **Focus for the Month:** | |  | | | |
| **Salon/Spa Manager:** | |  | | | |
| **Date:** |  | | **Confirmations:** |  | |
| **Daily Salon/Spa Target:** | |  | | | |
| **Daily Retail Target:** | |  | **Daily Treatment Target:** | |  |
| **Absentee/Replacements:** | |  | | | |
| **Team/Client Special Requirements:** | |  | | | |
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| **CPC’s – Opportunities/Concerns:** | |  | | | |
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| **Training/Unique Services:** | |  | | | |
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| **Ordering/Stock Take/Out of Stock:** | |  | | | |
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| **Promotions for Clients:** |  |
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| **Incentives for staff:** |  |
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| **Lunch considerations:** |  |
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| **Jobs to be completed:** |  |
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| **TAFE Requirements:** |  |
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| **Comments** |  |
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## Designated Areas for Checklists:

* Towels, Treatment Room & Towel Warmer
* Toilets & Laundry
* Kitchen & Beverages
* Salon & EM’s
* Floors & OH&S