

Day 1 Preparation Checklist

At least two weeks prior to Day 1

Gift Bags

- ☐ Determine how to distribute gift bags so that employees get them on Day 1
- ☐ Arrange an area where gift bags can be stored until Day 1
- ☐ Consider employees who work from home

Posters/Banners

- ☐ Develop a plan for how posters/banners will be rolled out on Day 1
- ☐ Make arrangements for any additional posters/banners to be printed locally (if desired)

Event Planning

- ☐ Determine what activity or event might be appropriate for your site
- ☐ Update event form for Day 1 to let us know what you're planning
- ☐ Consider ways employees on all shifts can be included

At least 1 day prior to Day 1

Gift Bags

- ☐ Confirm distribution plan and send reminders to anyone helping with distribution

Posters/Banners

- ☐ Have posters/banners in house and ready to be put on display
- ☐ Send reminders to anyone who will be helping with posters/banners

Event Planning

- ☐ Finalize all event plans, including confirming food orders (if necessary)
- ☐ Send employee invitations

Day 1

Gift Bags

- ☐ Communicate how employees who were gone/work from home can pick up their gift bag

Posters/Banners

- ☐ Have all posters/banners on display so they are visible by the time employees arrive at work

Event

- ☐ Make sure to take photos and send them to empcomm@rockwellcollins.com