

# Opening

Week: \_\_\_\_\_

Site: \_\_\_\_\_

India

Area	S. No.	Activity	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Supervision	1	Tech. Sale briefing by Supervisor							
	2	All Cinepolite Properly groomed and Uniformed							
	3	Cinepolite aware about Targets, Promotions & Upcoming movies							
	4	Enough ticket and EDC roll available							
	5	Sufficeint Float issued to all POS Holders							
HK	6	Floor Mopped							
	7	Chairs Should be in good condtion							
	8	Table Top Cleaned							
	9	POS Clean and free of Dust							
	10	EDC machine Free of Dust							
	11	Drawers Clean and Free of dust							
	12	Signage Clean							
	13	Front Counter Clean							
	14	Kiosk Clean and Free of Dust							
	15	LCD Clean and Free of Dust							
	16	Dustbins with liners available							
IT	17	Turn on the POS and check the working							
	18	Check there is no difference between time as per wall clock and system clock							
	19	Check Schedule and Pricing in POS is correct							
	20	Check any Promotion Tab (if applicable) is available at POS							
	21	Printer in Working Condition							
	22	EDC Machines Switched On & In Working Condition							
	23	Loudspeakers and MIC working							
	24	Ticket and EDC Roll available							
	25	Kiosk Working							
	26	LCD Display Working							
	27	Correct Information DIsplayed in LCD & Kiosk							
Administrative	28	Carry Ticket Sold Register							
	29	Carry Manual Ticket Register							
	30	Carry Wastage Register							
	31	Ticket Roll Signed by designated Authority (if applicable)							
	32	Synopsis file is available and up to date							
Dispaly	33	Check Poster Box/Current or Upcoming poster with proper headers footers							
	34	LCD Display is clear and legible							
	35	Signages Kept at Inactive POS							
Club Cinepolis Card Manual Ticketing Cleaning Kit	36	Loyalty Forms and Cards Available							
	37	Stamps and Stationary Available for manual ticketing							
	38	Cleaning Kit with Multi-Surface cleaner and blue microfiber cloth available							

Signature      Signature      Signature      Signature      Signature      Signature      Signature