



Hot Market Checklist

Category	Task	Assigned To	Due Date	Status	Comments
Medium & Large Hot Market					
Review Hot Market Best Practices					
	Review the Hot Market Best Practice.				
	Review the Hot Market Customer Order Picking Best Practice.				
	Review the Super Flex Best Practice.				
	Review Store Map for Hot Market set-up with District Manager.				
People & Hiring					
	Write Hot Market Schedule (need Regular and IF WIN).				
	Hire to meet hours and shifts needed.				
	Plan for driver(s) from the store for on-site pickups. Travelers can be utilized for additional drive help if needed.				
Order Processing Area					
	Ensure Customer Order Picking Cart(s) are set up correctly.				
Merchandising Area					
	Set up Hot Market Merchandising Area per the Store Map, if provided.				
	Tables for most initial shipment – as it sells it moves to baker.				
	Free up bakers racks, 5Gs and 4 ways				
	Locate size ring indicators for big and tall and women plus fixtures.				
	Create a plan on which 4-ways, 5Gs and Bakers Racks can be freed up as needed for merchandising.				
Large Hot Market ONLY listed below					
Order Processing Area					
	Build and label 250 ordering picking bins. Place 20 bins on the picking cart. A double z-rack can hold 100 bins (50 on top row and 50 on bottom row).				
	Locate a salesman/AHC rack to make available to place complete orders for packing.				
Receiving Area					
	Set up Hot Market Receiving Area per the Store Map, if provided.				
	2 -3 banquet tables for receiving.				
	Set 4x6 printer, wireless 2x1 printer, and Zebra when they arrive on shelf on wall and plug in.				
	Set up printers and connect wireless 2x1 printer to Zebras.				

	Set up sharpies and box cutters on shelf.				
People & Hiring					
	Ensure Ordering Picking Team is scheduled 2-3 hours before open with a win.				
	Strong MOD scheduled daily for each shift with a win?				
	Party Host scheduled daily for each shift with a win?				
	Cashiers scheduled daily for each shift with a win?				
	Create Zone Charts for a win.				
	Work with Field Leader if Temps are needed. If approved, enter supplemental hours for Temps. Temps should Price, Place, Hang and Fold.				
	Daily review and call applicants from 2-3 PM.				
Supplies <i>Have you ordered the following key supplies for hot market?</i>					
Warehouse	Register Tape				
	Medium Red Retail Bags				
	Large Red Retail Bags				
	Medium Paper Retail Bags (If you are a paper bag only store, order accordingly)				
	Lanyards				
	Name Tags				
Amazon	2x1 Labels				
	Clear Badges for Name Tags				
	Box Knives				
	Bubble Wrap				
Shorr	Butcher Paper				
	Small Polymailer				
	Medium Polymailer				
	Hat Box				
	9x7 Box				
	6x6x6 Box (1-2 Pint Glasses)				
	5x5x5 Box (coffee mugs)				
Packing Tape					
UPS	UPS Shipping Labels				
MUL Request	6' Banquet Tables				
	Bakers Racks				