



Hours of Operation
 M-TH: 5 am - 9 pm
 FRI: 5 am - 8 pm
 SAT: 7:30 am - 1 pm
 SUN: 8:30 am - 12:30 pm

Holiday Schedule
 CLOSED Christmas & Easter
 Saturday OR Sunday Schedule runs for:
 Memorial Day, Fourth of July, Labor Day,
 Thanksgiving Eve/Day, Christmas Eve,
 New Years Eve, & New Years Day

TITLE Boxing Club Milford
 169 Cherry Street • Milford CT
203-693-3838
 www.titleboxingclub.com



Please connect with us on Social Media for up to date info; including weather related delays or cancellations and

WEEK of April 17, 2017 — April 23, 2017

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	17	18	19	20	21	22	23
Morning							
5:30 AM	60 BOXING NICK	60 BOXING COSTA/ ZACH	60 BOXING NICK	60 KICKBOXING EMILY	60 KICKBOXING COSTA/ PIERRE		
6:45 AM	30 KICKBOXING NICK				30 BOXING COSTA/ PIERRE		
8:00 AM						60 KICKBOXING EMILY	
9:00 AM							60 BOXING MIKE M
9:15 AM	60 BOXING MOE	60 KICKBOXING COSTA/ NICK	60 BOXING MOE	60 KICKBOXING COSTA/ ZACH	60 BOXING MOE		
9:30 AM						60 BOXING PIERRE	60 BOXING MOE
10:30 AM							
11:00 AM						60 BOXING JONATHAN	
Afternoon							
12:00 PM	60 BOXING NICK	60 BOXING MIKE	60 BOXING MIKE	60 BOXING NICK	60 KICKBOXING JESSE		
4:30 PM	60 BOXING JONATHAN	60 BOXING MOE	60 KICKBOXING COSTA/ MIKE B	60 BOXING MOE	60 BOXING JONATHAN		
Evening							
5:45 PM	60 BOXING MOE	60 KICKBOXING MIKE B	60 BOXING JONATHAN				
6:00pm	TRAINER JAMBOREE!			60 KICKBOXING JESSE	60 BOXING MOE		
7:00pm	60 KICKBOXING JESSE	60 BOXING JONATHAN	60 KICKBOXING JESSE				
7:15pm				60 BOXING COSTA/ JONATHAN			

For additional class schedule information;
 Please contact TITLE Boxing Club : 203-693-3838

TRIAL CLASS - Bring a Buddy to TITLE Boxing Club Milford!
 Suggestions, Comments or Questions?

Please submit feedback at the front desk. We value your opinion!

INTRODUCING - Power Hour Fundamentals

Designed to acclimate members to the Power Hour format, focusing on proper form and technique. Highly recommended to all so you can get the most out of your Power Hour and punch your way to health!

rk with team/MITTS

1030-1130

WEEK of November 14 — November 20, 2016

Greg MONDAY 7-9am allocated 2 hours a day

- CLEAN/Disinfect free weights, medicine balls, racks, cardio equipment, and underneath racks.
- Make sure medicine balls and free weights are organized and straightened out.
- Empty vacuum cleaner bag

- Check garbage in vestibule and Bring out to dumpster.
- Call 5 new members to schedule free session
- Lockers cleaned inside and out
- zoho up to date
- Check one row of bags to assure they are ready to rock - fix/change anything if needed
- check paper supplies in bathrooms -make sure the paper supply is full (TP/PT)

Greg TUESDAY 7-9am allocated 2 hours a day

- Call 5 new members to schedule free session
- Check garbage in vestibule and Bring out to dumpster.
- zoho up to date
- Check one row of bags to assure they are ready to rock - fix/change anything if needed
- mop boxing ring
- clean mirrors
- Event in Stratford 515-615 be there by 5

Greg WEDNESDAY 7-9am allocated 2 hours a day

- Check garbage in vestibule and Bring out to dumpster.
- zoho up to date
- check paper supplies in bathrooms -make sure the paper supply is full (TP/PT)
- Call 5 new members to schedule free session
- Make sure all bags are tightened and ready to rock
- Check one row of bags to assure they are ready to rock - fix/change anything if needed

Greg THURSDAY 7-9am allocated 2 hours a day

- Check garbage in vestibule and Bring out to dumpster.
- Make sure medicine balls and free weights are organized and straightened out.
- zoho up to date
- Call 5 new members to schedule free session
- Check one row of bags to assure they are ready to rock - fix/change anything if needed
- Clean outside mirrors

Greg FRIDAY 7-9am allocated 2 hours a day

- Check garbage in vestibule and Bring out to dumpster.
- Make sure medicine balls and free weights are organized and straightened out.

- Make sure all bags are tightened and ready to rock
- Call 5 new members to schedule free session
- Check one row of bags to assure they are ready to rock - fix/change anything if needed
- Clean outside mirrors

Greg SAT - SUN

- Check garbage in vestibule and Bring out to dumpster.
- Make sure medicine balls and free weights are organized and straightened out.

Emily MONDAY 1145-close

- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update notes
- SCHEDULE 4-6 FSFs per day

- New Member Welcome Emails TXT/EM
- Delinquents TXT/EM/CALL
- MONDAY VIDEO
- Monday Afternoon Team Meeting
- vacuum front end/matts after end of night classes
- updated schedule on board
- close out cash drawer

EMILY TUESDAY 1145-close

- Delinquents TXT/EM/CALL
- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update notes
- SCHEDULE! SCHEDULE!!!! 4-6 FSFs per day
- Post On FB/INSTAGRAM
- source new business opportunities (find groups of people to pull into club)

Emily WEDNESDAY 1145-close

- Delinquents TXT/EM/CALL
- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update notes
- SCHEDULE 4-6 FSFs per day
- clean bathrooms thoroughly - COMET toilet bowls (get behind the backside of toilet)
- vacuum front end/matts after end of night classes
- updated schedule on board
- close out cash drawer

Emily THURSDAY 2-close

- Daily report
- Delinquents TXT/EM/CALL
- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update notes
- SCHEDULE 4-6 FSFs per day

- vacuum front end/matts after end of night classes
- updated schedule on board

- close out cash drawer

Emily FRIDAY 830-1

- Daily report
 - Delinquents TXT/EM/CALL
 - 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update notes
 - SCHEDULE 4-6 FSFs per day
 - Stock retail
 - Announcements for the week coming
 - Member referral done 1st Friday of the month
-
- Birthday board 1st day of the month

Emily SATURDAY 730-close

- 10 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update notes
 - SCHEDULE! SCHEDULE!!!! 2-3 FSFs this day
-
- Daily report
 - updated schedule on board

Emily SUNDAY

OFF

Nina MONDAY 845-6 PM (outside marketing 1-2)

- Call people you mailed intro packs to
- Schedule your HOT people. Call your past FSF. Confirm we will see Marsha by 11/15/16
- DO NOT OFFER any Black FRIDAY special at all to past prospects AFTER 9/30/16
- SCHEDULE 4-6 FSFs per day
- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update nc
- Wipe down red railings.
- Restock Beverages in preparation of the week/pull them forward in fridge
- All scheduled social media posts ready for the week
- post November B-days (without last names on FB)
- source new business opportunities (find groups of people to pull into club/schedule event)
- MONDAY VIDEO
- Reach out to hospitals/wellness dept? Find a contact

Nina TUESDAY 1-7

- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update nc
- SCHEDULE! SCHEDULE!!!! 4-6 FSFs per day
- Dust retail shelves/tables/fixtures and window ledges.
- Post On FB/INSTAGRAM
- source new business opportunities (find groups of people to pull into club)

Nina WEDNESDAY 1-close

- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update nc
- SCHEDULE! SCHEDULE!!!! 4-6 FSFs per day
- source new business opportunities (find groups of people to pull into club/schedule event)
- Instagram Post/FB Post
- updated schedule on board
- 745 before leave - clean back of club (bathrooms cleaned & back area vacuummed)

Nina THURSDAY 845-2 (outside marketing 1-2)

- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update nc
- SCHEDULE! SCHEDULE!!!! 4-6 FSFs per day
- Outside marketing - 1-2 hours. (however i think we have enough leads to work with)
- Instagram Post/FB Post
- Dust all paper towel dispensers and ledges in bathroom/toilet paper accessories, etc

Nina FRIDAY 11-2

- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update nc
- SCHEDULE! SCHEDULE!!!! 4-6 FSFs per day

- Count wraps for inventory.
- source new business opportunities (find groups of people to pull into club)
- Take beverage inventory (using inventory sheet) Inform or note new order needed/ Call
- Restock Beverages in preparation of the week
- check up on social media pages (youtube/yelp/etc)

Nina SAT 830-11/12

- 10 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update nc
- SCHEDULE! SCHEDULE!!!! 2-3 FSFs this day
- Events if scheduled

Nina MONTHLY

1 internal event/2 external events min
write up and organize events for club by the 15th.

Zach MONDAY 830-12

- Bathrooms cleaned (see bathroom checklist, after each class)
- Take inventory on paper supplies: PLACE ORDER to Unifirst (Jose 203-522-9821) (order every two w
- Paper towel dispenser near spray bottles is full.
- Assure spray bottles are full
- Monday Afternoon Team Meeting
- Monday Afternoon Team Meeting
- MONDAY VIDEO

Zach TUESDAY 830-12

- daily report
- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update notes
- SCHEDULE! SCHEDULE!!!! 4-6 FSFs per day
- Post On FB/INSTAGRAM
- source new business opportunities (find groups of people to pull into club)

Zach WEDNESDAY

- Class in the morning
 - Daily report
- OFF

Zach THURSDAY (am classes/club-430-close)

- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update notes
- SCHEDULE! SCHEDULE!!!! 4-6 FSFs per day
- Outside marketing
- Instagram Post/FB Post
- Dust all paper towel dispensers and ledges in bathroom/toilet paper accessories, etc

Zach FRIDAY 1- close

- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update notes
- SCHEDULE! SCHEDULE!!!! 4-6 FSFs per day
- Count wraps for inventory.
- source new business opportunities (find groups of people to pull into club)
- Take beverage inventory (using inventory sheet) Inform or note new order needed/ Call it in.
- Restock Beverages in preparation of the week
- updated schedule on board

Zach SAT/SUN

- 10 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update notes
- SCHEDULE! SCHEDULE!!!! 2-3 FSFs this day
- Events if scheduled
- Daily report
- updated schedule on board

Nick MONDAY 4-745 Mitts

- FSF gloves are disinfected and organized hanging on the wall.
 - 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update n
 - Mitts in class
 - GLOVE inventory/plase order
-
- 745 pm before leave - clean back of club (bathrooms cleaned & back area vaccummed)

Nick TUESDAY 2-4 Club/4-7 Mitts

- FSF gloves are disinfected and organized hanging on the wall.
- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update n
- Mitts in class
- 745 before leave - clean back of club (bathrooms cleaned & back area vaccummed)

Nick WEDNESDAY

OFF

Nick THURSDAY

OFF

Nick FRIDAY 1-430

- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update n

Nick SATURDAY

OFF

Nick SUNDAY

- Mitts in class
- EMAIL past prospects to get them back into the club

Jesse MONDAY

- Med ball clean up/disinfect and straighten out
 - 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update n
 - come to the meeting with a new plan as to how to communicate with leads -
-
- completed newsletter. Designed and ready to market 11/10

Jesse TUESDAY

- Event in Stratford 515-615 be there by 5
- 30 calls MINIMUM (past prospects/current leads additional) CALL/TEXT/EMAIL/Update n

Jesse WEDNESDAY

OFF

Jesse THURSDAY

715 Class

Jesse FRIDAY

12 pm Class

Jesse SATURDAY

Events if scheduled

Jesse SUNDAY

Events if scheduled

Moe MONDAY

Unavailable Monday Morns

Moe TUESDAY

Unavailable Tues eves

Moe WEDNESDAY

915 Mitts

Moe THURSDAY

915 Mitts

Moe FRIDAY

430 Mitts

6pm Class

Moe SATURDAY

Unavailble Morns

Moe SUNDAY

Flexible but prefers to have it off

TITLE Boxing Club Milford Daily Log



DATE: _____

EMPLOYEE NAME: _____

TASK COMPLETED

	Time allocated
MONDAY	
730 AM -9 AM	
Update Morning Announcements	0,25
Make a new Weekly Challenge	0,25
Empty Vacuum cleaner	0,25
Clean Lockers (inside/out/top) (dust/wipe down)	1
clean elliptical	0,25
clean treadmill	0,25
clean mirrors	0,5
Take inventory on paper supplies: PLACE ORDER to Unifirst (Jose 203-522-9821) (order every two weeks)	0,25
Take beverage inventory after weekend (using inventory sheet) Inform or note new order needed	0,25
Restock Beverages in preparation of the week	0,25
check paper supplies in bathrooms	0,5
mop boxing ring	
THURSDAY	
Count retail inventory	3
wraps	
bags	
retail clothing	
gloves	
Take beverage inventory (using inventory sheet)	0,25
Empty Vacuum cleaner	0,25
FRIDAY	
730 am-? when it's done	
Clean Bathrooms:	0,75
Dust down bathrooms (toilet paper ledges)	0
Clean toilets with comet	0
Clean mirrors in bathrooms	0
clean water fountain with comet	0
Clean outside windows and ledges	1
Clean Trainers circle:	0,5
wipe down benches	0
Clean red rails with spray and towel. (see cleaning list)	0
Realign beverages for weekend classes/restock if necessary	0,25
Take beverage inventory (using inventory sheet)	0
clean back fridge inside and out	0,15
clean microwave inside and out	0,15
mop boxing ring	0,5
dust bag stand	2
dust retail shelves and fixtures	0,25
dust free weights	0,25
dust down medicine balls - (1x a month pull out rack and then dust floor)	0,5
fill up soap bottles in bathrooms	0,25
Empty vacuum cleaner bag out	0,25

CHECK WEEKLY

- new guest forms need highlighting
- highlight agreements

TITLE Boxing Club Milford Daily Log



DATE:

EMPLOYEE NAME: _____

	DAILY !!!! NO EXCUSES
	FACEBOOK POSTS
	CALL BACK PPL That were no shows
TASK COMPLETED	AFTER EVERY CLASS GARBAGES GET EMPTIED/FSF GLOVES SPRAYED & HUNG/SPRAY BOTTLES ALI
	DAILY MON - FRI
	9:00 AM-11:00 AM
	Be ready for 9am class when members & FSFs come in
	Call any FSFs (prospects) to confirm attendance for either tomorrow or later in the day
	Call prospects who came in over the weekend/day before to follow up with them
	CALL/EMAIL/TEXT prospects
	Offer all (2 mos ago) OLD/PAST PROSPECTS an offer to get them back into club (EMAIL/PHONE)
	Check paper in bathrooms and refill if it needs it!
	11:00 AM-2:00 PM
	Be ready for 12 pm class when members & FSFs come in
	Call any FSFs (prospects) to confirm attendance
	Call prospects who came in over the weekend to follow up with them
	EMAIL/TEXT prospects
	Offer all past prospects an offer to get them back into club
	2:00 PM - 4:00 PM
	If possible: Call or head out to any local businesses for relationship building.
	This is the time that needs to be spent networking in the community OR creating retention ideas
	4:00 - close
	Be ready to sell - these are the prime time hours
	Call FSFs for the next day (especially 530am early morning prospects)
	Call any leads that need to come in - evening time is a good time to get people on the phone too
	wraps pulled forward and refilled
	retail inventory in good order (check shelves - everything neat?)
	CAL BACK PPL That were no shows
	7pm
	Closing duties
	One front desk member starts the cleaning process
	Bathrooms/vacuum/garbage/mop (cash out when class is over - not before.)
	last class over: if 2 front desk people - one vacuums the other mops if no one to sell
	trainer goes home

