 n r hands 

Contractor’s position CHECKLIST

|  |  |  |
| --- | --- | --- |
| Insurance qualification |  | Background Qualification |
|  | Liability Insurance |  |  | Local background History |
|  | Car Insurance  |  |  | FDLE / FBI Background History  |
|  |  |  |  |  |
| Application Qualification |  | Certification for position |
|  | Driver’s License / ID card |  |  | CPR & First Aide |
|  | Social Security Card |  |  | HIPAA |
|  | Vehicle Insurance & Registration |  |  | Infection Control |
|  | Resume |  |  | Diploma, GED, CNA, HHA & Medication Administration |
|  |  |  |  |  |
| Other Items  |  |  |  |
|  | Affidavit Of Good Moral Character |  |  |  |
|  | Fraud & Abuse Form |  |  |  |
|  | Sparklers  |  |  |  |
|  | Noisemakers  |  |  |  |
|  | Gifts |  |  |  |



|  |  |  |
| --- | --- | --- |
|  | 2021 |  |
|  | NEW YEAR’S EVE CHECKLIST |  |
|  | INVITATIONS |  | DECORATION |  |
|  |  | Make guest list  |  |  | Confetti / streamers  |
|  |  | Send invitations  |  |  | Lights  |
|  |  |
|  | Entertainment |  | FOOD & DRINKS |
|  |  | Music playlist  |  |  | Lots of ice  |
|  |  | Photo booth |  |  | Assorted beverages |
|  |  |  |  |  | Appetizers / snacks |
|  |  |  |  |  | Champagne |
|  |  |
|  | Other Items |  |
|  |  | Buy balloons  |  |  | Sparklers  |
|  |  | Utensils / plates / cups |  |  | Noisemakers  |
|  |  | Games |  |  | Gifts |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

2021

NEW YEAR’S EVE CHECKLIST

|  |  |  |
| --- | --- | --- |
| INVITATIONS |  | DECORATION |
|  | Make guest list  |  |  | Confetti / streamers  |
|  | Send invitations  |  |  | Lights  |
|  |  |  |  |  |
| Entertainment |  | FOOD & DRINKS |
|  | Music playlist |  |  | Lots of ice |
|  | Photo booth |  |  | Assorted beverages |
|  |  |  |  | Appetizers / snacks |
|  |  |  |  | Champagne |
|  |  |  |  |  |
| Other Items |  |  |  |
|  | Buy balloons  |  |  | Sparklers  |
|  | Utensils / plates / cups |  |  | Noisemakers  |
|  | Games |  |  | Gifts |
|  |  |  |  |  |