

Holiday Technology Checklist

Christmas 2022

Update Business Hours - Socials

- Google Business Page
- Facebook Business Page
- Website Contact Page

Update Communications

- Update Email Signature
- Update Phone System On-Hold Music, Messages & Hours
- Set an Email Auto Responder
- Send a Christmas Email to Customers

IT Systems

- Test Backups
- Test UPS
- Test Remote Access
- Share Alternate Contact Details with IT
- Share Availability with IT Team
- Perform an Annual Offline Backup