

Relocation Checklist

- Secure Real Estate Broker & Office Space
- Create a Space Plan
- Identify Internal Relocation Team & Date
- Assess Needs: *IT - Voice and Data / Furniture - Keep or Replace*
- Create Relocation Budget
- Devise Construction Schedule with: **Building Mgmt, Contractor, & Designer**
- Hire Vendors: **Furniture, IT, Movers**
- Contact Phone Company & Order Lines
- Notify Current Landlord
- Contact Insurance Companies w/Policy Changes
- Prepare/Publish Media Release - **Electronic and Hard Copies**
- Contact Utility Companies
- Order New Stationary and Signage
- Forward Mail
- Hire Shredding Company

NOTES:
