**Checklist for Store Closing/Changing Hours of Operation**

From Avid Bookshop in Athens, Georgia

One of the temporary store closure to-dos checklists Avid Bookshop uses, their “***Places to update when changing hours or closing/opening to browsing list”:***

* Facebook
* Website: Contact Us page
* Website: Change checkout messaging
* Website: Change FAQ/Help page
* Twitter
* Instagram
* Google listing
* Security system
* Answering system
* After Hours message
* Answering system Outgoing greeting
* POS: settings for special order email
* Website: change pick up workflow emails
* Website: change pic up order template
* Change store open sign (electronic / paper)
* Website: change store hours
* Website: change holiday hours
* Website: announcement banner
* Notify UPS / FedEx drivers