

CHIEF EXECUTIVE OFFICER												
COMPANY GOALS	MARKETING & PLANNING	SOFT WARE	DOCUME NTATION	FINANCIA L	LEGAL	DEVELOP MENT	EMPLOYEES					
Weekly	Corporate	Website	Employee Handbook	Coordinate with CFO	Lease Negotiation	Coordinate with COO	HOUSE MANAGER					
Monthly	Individual	Booking	Training Manuals	Financial Statements	Contract Negotiation	Game Design	Operations	Customer Service	Staff			
Quarterly		Payment	Game Manuals	Budgeting	City Compliance		Off-Hrs Ph. Book	Corp & Lg Grp Book	Hiring	STAGE MANAGER		
Yearly		Game	Tech Manuals				Purchasing	Customer Resolution	Training	Daily Operations	Customer Service	GAME MASTER
							Cash Drawer	Reviews Response	Scheduling	Daily Checklists	Out-Game Cust. Serv.	In-Game Cust. Serv.
	Post Social Media			Timesheet Review	General Cleaning	Phone Bookings	Game Maintenance					
	Dly/Wkly To-Dos			Manuals	Training	Walk-in Bookings	Game Inventory					
	Maintenance Checks				Assist GM & HM	Promo Codes	Cleaning					
Inventory Checks		Social Media Content	Customer Resolution	Replacement Props								
General Inventory		To-Dos		Assist SM & HM								
Cleaning Checks		General Maintenance		Social Media Content								
										To-Dos		

CHIEF OPERATIONS OFFICER		
TECH	BUILDING	CONTRACTORS
Install Maintenance Purchasing	Maintenance Build outs	Purchasing

CHIEF FINANCIAL OFFICER	
ACCOUNTING	HUMAN RESOURCES
Weekly cash drawer Payroll Tax filings Record keeping	Compliance Employee records