LOCATION LEADER REFERENCE · LEVELS 1–10

When a Tech Levels Up

Every level-up is a milestone worth celebrating. Use this checklist to prepare ahead of each level, then make it official once the tech levels up in the Level-Up App.

LEVEL 01

1 Within 2 weeks of finishing internship

- Send confirmation text to **Location_Owners_and_Office**
- Order Blundstones #585, Chelsea Boot, Rustic Black
- Order Belt RW Leather Belt in Vegan, Regular Width 1.5"
- Order 3 Pants Carhartt, style #102291, Gravel
- Collect 2 Company T-Shirts
- Start assembling gift bag

2 Officially hired (Level-Up App)

- Ensure they get Modern Plumbing textbook
- Submit raise
- Add to Slack
- Add to Level-Up App
- Create email
- Add to Sunwave OS
- Add to Auto Insurance
- Send meeting leader the technician’s level-up date
- Finalize and prepare gift bag

LEVEL 02

1 Within 2,000 points of next level

- Send confirmation text to **Location_Owners_and_Office**
- Order Keychain Black, 2 sides, Block font · Front: tech name · Back: Level 2 Sunwaver
- Start assembling gift bag

2 Officially leveled up (Level-Up App)

- Confirm level-up in app
- Submit raise
- Send meeting leader the technician's level-up date
- Finalize and prepare gift bag

LEVEL 03

1 Within 2,000 points of next level

- Send confirmation text to **Location_Owners_and_Office**
- Order Jacket Wyldefire Jacket, Raven
- Embroider jacket
- Collect socks
- Start assembling gift bag

2 Officially leveled up (Level-Up App)

- Confirm level-up in app
- Submit raise
- Send meeting leader the technician's level-up date
- Finalize and prepare gift bag

LEVEL 04

1 Within 2,000 points of next level

- Send confirmation text to **Location_Owners_and_Office**
- Order credit card

2 Officially leveled up (Level-Up App)

- Confirm level-up in app
- Submit raise
- Send meeting leader the technician’s level-up date
- Finalize and prepare gift bag

LEVEL 05

1 Within 2,000 points of next level

- Send confirmation text to **Location_Owners_and_Office**
- Order 3 Pants Vidda Pro Lite Trousers M, Dark Grey
- Order Keychain Brown · Level 5 Sunwaver
- Start assembling gift bag

2 Officially leveled up (Level-Up App)

- Confirm level-up in app
- Submit raise
- Send meeting leader the technician’s level-up date
- Finalize and prepare gift bag

LEVEL 06

1 Within 2,000 points of next level

- Send confirmation text to **Location_Owners_and_Office**

2 Officially leveled up (Level-Up App)

- Confirm level-up in app
- Submit raise
- Send meeting leader the technician’s level-up date

LEVEL 07

1 Within 2,000 points of next level

- Send confirmation text to **Location_Owners_and_Office**
- Order 2 Pants Vidda Pro Lite Trousers M, Dark Grey
- Start assembling gift bag

2 Officially leveled up (Level-Up App)

- Confirm level-up in app
- Submit raise
- Send meeting leader the technician’s level-up date
- Finalize and prepare gift bag

LEVEL 08

1 Within 2,000 points of next level

- Send confirmation text to **Location_Owners_and_Office**

2 Officially leveled up (Level-Up App)

- Confirm level-up in app
- Submit raise
- Send meeting leader the technician’s level-up date

LEVEL 09

1 Within 2,000 points of next level

- Send confirmation text to **Location_Owners_and_Office**

2 Officially leveled up (Level-Up App)

- Confirm level-up in app
- Submit raise
- Send meeting leader the technician’s level-up date

LEVEL 10

1 Within 2,000 points of next level

- Send confirmation text to **Location_Owners_and_Office**
- Order Keychain Cinnamon, double-sided · Front: logo · Back: tech name
- Start assembling gift bag

2 Officially leveled up (Level-Up App)

- Confirm level-up in app
- Submit raise
- Send meeting leader the technician’s level-up date