(New) Launch Timeline
Fort Worden Hospitality Start-up Plan

FWH Board Seated
- Highly qualified and motivated to succeed
- Working with attorney, demonstrating due diligence in plan development
- Recruiting additional members

Cultural Foundation
- Working on Philosophy, Training Guides, Employee Infrastructure
- Strategic Plan

Hiring
- Updating staffing plans, determining how to operate more efficiently

Looking Forward to Future
- Engagement with new PDA Board and with Partners
- First Open Public House as FWH – 9/26

Successful Launch
- Operating as FWH this Fall, meeting benchmarks, full separation 1/1/2022

Fort Worden Hospitality
(New) Launch Timeline Detail
Fort Worden Hospitality Start-up Plan

July
- Execute Concessionaire Contract
- Secure Bridge Funding
- Set up new bank accounts at Kitsap
- Finance and Cash Handling Policy
- 2021 Budget Update
- Business Insurance
- Begin 2022 FWH Budget
- Secure CPA
- 501c3 Application
- Service Statements & Philosophy and Training Guides Developed
- Employee Handbook Update
- Benefits Package Selection

August
- Backlog Purchasing
- Deposits for 2022+ Events in FWH Accounts
- Receive Bridge Funding
- FWH Company Identity Finalized
- Order Employee Apparel
- Aislinn and Natalie hired by FWH
- Cloud Systems Launched
- Hire key roles

September
- Move PDA Hospitality employees to FWH
- FWH begins operating key business units
- FWH Open House for Public 9/26
- Updated Partner Sales Policy Presented

October
- Liquor License Apps submitted as FWH
- Transition Restaurant Point of Sale System / Inventory Management Software
- New Merchant Account and Processing Equipment
- Website Work
- 2022 FWH Budget Submitted to PDA

November
- DOH Applications for Outlets
- Rebranding Work Focus
- Transition Maestro
- Contract Revisited against Commencement Clauses

December
- Contract Amendments Approved by PDA/FWH/State Parks (if needed)
- Full administrative separation PDA/FWH on 1/1/2022