At Gloomhaven

Level	Anyone with enough XP must level up. Anyone below the Prosperity level may level up to Prosperity level. Choose a new perk. Choose a new card. Increase Health.
Personal Quest	Anyone who has completed their personal quest must retire. If this is the first time the character class retires, check the character mat for road and city event card numbers to be added to the respective deck. If the Personal Quest allows content to be unlocked - do so, if this content is not locked anymore unlock a random item design and a random side scenario.
New Character	New characters may start at any level up to Gloomhaven's prosperity starting gold is (level+1)*15. The player adds an extra perk for every retire-ment.
Shop	Optional: Check the shop for items to buy.
Enhance Cards	Optional: If this is available you can Enhance your cards.
Sanctuary	Optional: Donate 10 Gold to the Sanctuary and receive 2 Bless Cards for your next Scenario. Mark the donation on the tracker.
Town Records	Open / Update this book when a character Retires.
City Event	Optional: Select a City Event Card and choose what happens. Note any effects / outcomes.
Select Scenario	Choose a Scenario and travel to that location.

Starting A Scenario

Road Event	When travelling to a Scenario that is not linked from the current party location, take a Road Event Card. Take a note of effects / outcomes.
Scenario Effects	Read the Scenario Introduction and note any effects / outcomes.
Battle Goals	Take two battle goals and choose one.
Choose Items	If you have more items/potions than you are able to equip/carry you can choose which ones you want to use for the scenario
Hand	Depending on the scenario/-monsters, you may decide to change the cards you have in your hand (higher damage, more movement etc)
Start	Apply any effects from Scenario and City/ Road events. Place the characters on the starting grid, choose two cards and state your intentions.

Completing A Scenario

Gold	Add the amount of Gold received to your Character Sheet (Looted + Scenario Rewards)
Experience	Add XP from character tracker and if the Scenario was successful also add (4+twice Scenario Level) XP
Battle Goals	If you completed your Battle Goal apply skill ticks to your Character Sheet
Modifiers Deck	Remove any Bless / Curse cards in your modifier deck
Achiev-ements	Add Party achievements to the Party Sheet. Add Global achievements to the Map

Completing A Scenario (cont)

New Locations	Note any new locations in the tracker, add stickers to the Map
Scenario Rewards	Apply any other listed rewards (new Shop Items, town Prosperity, Party Reputation etc)
Decide what's next	Back to Gloomhaven? or onwards for another Scenario?

Attribution

Taken from this Reddit Discussion