

WHAT'S NEXT & OTHER HELPFUL INFORMATION

ONE TEAM FOR ONE PRICE MARKETING PROGRAMS

WHAT HAPPENS NEXT?

Phase 1: Getting to Know You - The first week we'll be getting to know your business better, receiving files and logins, as well as you'll be getting to know us better. We'll be getting to know each other better, as well as you'll be sending us requested files and logins.

Phase 2: Building a Foundation - Over the next few weeks, we'll be creating marketing assets on your behalf (such as quarterly marketing plan, social media graphics, video content, e-newsletter, cleaning up messaging, etc.). Somewhere around the 3-week mark, we'll have your quarterly marketing plan ready to review with you, we'll set a mutually convenient time to go over it in a video screen share call, answer any questions you have, or make any edits we discuss, then get your approval.

Phase 3: Implementation - Once you approve your quarterly marketing plan, we'll create the required marketing assets and implement them on your behalf over the next 3 months. At the end of each month, if you would like, we can send you a report of hours used and where your monthly hours went to, etc (*report sent by request).

Phase 4: Review and Repeat - Near the end of every quarter, we'll review with you and see where we're at, determine focus with you for the next quarter, and revise your marketing plan for the next quarter, and repeat the process each quarter.

WHAT WE NEED FROM YOU.

- Signed agreement, and first month's payment. Set up auto-pay you can, so we don't have to spend time on that and can stay focused on what's important - your marketing!
- Logo in all formats you have (preferably vector .ai., .indd or .eps).
- Brand Standards Guide if you have one.
- Logins and passwords to all social media accounts.
- For Facebook, on your company page, click Settings, Page Roles, then assign Steven Newlon as an admin. Login & password to website back end, website hosting and domain registrar.
- Login information for your newsletter program. If you don't have one, provide a list of customer & prospect emails in Excel or . CSV format so we can create one for you. Anything else we may have requested, or that you think would be helpful.

HOW TO REACH US.

We intentionally check our email twice a day at 10 am and 4 pm Central. If it is urgent or time-sensitive (ex: needs a response before 10 am or 4 pm), please call the office, or contact Steven on his cell phone during normal office hours.

You can also reach out to our executive assistant at assistant@syn3rgycreative.com who will be able to assist with any questions that might arise we're away from planned email checks.

When you know exactly who to contact, it will save time for both of us. We've made it easy with the list below.

General inquiries: assistant@syn3rgycreative.com
To email our CEO directly: steven@syn3rgycreative.com

New project requests: requests@syn3rgycreative.com
Send graphic design files to: design@syn3rgycreative.com
Send video related files to: video@syn3rgycreative.com

You can also reach us by phone

Office: (405) 265-5811
Steven Cell: (405) 306-1649

