Daily Checklist - Email Example

From:

Sent: Friday, October 1, 2021 9:49 AM

To: Cc:

Subject: Status Update 10/1

Good morning,

team,

Happy Friday!

Our manufacturing partners are open and operational, some with differing levels of flexibility and output as they manage reduced capabilities and leaner staff. We are working hard to minimize the impact. We will inform you immediately if any disruptions occur to any of your campaigns.

Schedule Updates -



Current Mailings:

08.21 Planned Giving

Mail Date: 8/6 – TBC with

• Budget Specs Due: 6/30 – received 6/30

- Art Due: 7/8 received 8/10 Proofs are with for approval 8/18 All approved
- Data Due: 7/8 Received 7/22 Counts with for Approval
- NOTE: Waiting on actual MD that wants to drop this on
- ATP Approval Rec'd 9/8
- Lapel Pin tracking sent 9/14 Lapel pins delivered 9/15 We will need to resize before production

09.21 Acquisition

Multis Pickup Date: 10/1

Lives approved 9/21 – Drop 1 complete 9/22

10.21 Appeal

Pickup Date: 10/6

- Budget Specs Due: 8/23 received 8/26
- Art Due: 8/30 received 9/1; proof approvals due 9/13
- Data Due: 8/30- received 9/2- counts sent 9/10 approved 9/13
- Postage Due 9/17- Received 9/15
- Setups approved 9.20 insertions approved 9/28

10.21 Acquisition

Pickup Date: 10/11

Multis Pickup Date: 10/25

Budget Specs Due: 8/26 – received 9/1
Art Due: 9/2 – completed with gang

• Data Due: 9/2 – received 9/3 -Counts sent 9/10 – Approved 9/13

Postage Due 9/17 – received 9/15

Setups approved 9.20

Insertions with
 for review 9/23 approved 9/24

10.21 Renewal

Pickup Date: 10/13 - TBD

• ATP Sent: 9/30; Signed ATP Due: 9/4

• Postage Request Sent: 9/30; Postage Due: 10/8

Data Due: 9/23; Revised Data Rec'd: 9/24

Upcoming Mailings:

11.21 Appeal & MidLevel Appeal

Pickup Date: 11/1

Envelope & Specialty Items w/ Print Counts: 9/13 – Envelope art received 9/29

Budget Specs Due: 9/20 - received 9/9

Art Due: 9/27

Informed Delivery Art Due (if applicable): 10/18

Data Due: 9/27

11.21 Reinstate

Pickup date: 11/1

Envelope & Specialty Items w/ Print Counts: 9/13 – Placeholder counts received 9/13 while art is finalized

Budget Specs Due: 9/22 - received 9/16

Art Due: 9/29 Data Due: 9/29

11.21 Acquisition

Pickup Date: 11/12; Multis: 11/26

Envelope & Specialty Items w/ Print Counts: 9/20 – envelope art received 9/15 – For the control replies. Will they be the

same art as September and October? Is it possible to have Reply art released as well?

Budget Specs Due: 9/28- received 9/15

Art Due: 10/5

Informed Delivery Art Due: 10/29

Data Due: 10/5

11.21 Renewal

Pickup Date: 11/12 Art Due: 10/19

Data Due: 10/25 10/19 by noon