

**CITY:**

**COMPANY:**

# Company:

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Address:

Website:

Awards:

Clients:

Specialties:

Social Media Handles:

Phone Number

Tier: 1 Tier: 2 Tier: 3

# Owners/Directors:

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Creative Director or CEO Title (if not C.D):

C.D. Phone Number:            C.D. Email:

C.D. Social Media Handles (LinkedIn also):

Art Director or Other Title (if not A.D):

A.D. Phone Number:            A.D. Email:

A.D. Social Media Handles (LinkedIn also):

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**CITY:**

**COMMUNICATION  
JOURNAL**



# Social Media

Each Contact:

# Communication Journal

Date to Contact:

To Whom:

Platform:

When Sent:

Reply:

Further Action:



# Email

Each Contact:

# Communication Journal

Date to Contact:

To Whom:

Platform:

When Sent:

Further Action:



# Phone

Each Contact:

- Be in a quiet area with no distractions.
- If (when) you are transferred to voice mail, know what you are going to say.
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- SMILE when you talk.
- Begin with your name and that they should have received your package.

# Communication Journal

Date to Contact:

- Don't say too much. People are too busy and they won't listen.
- Say when you will call back and invite them to call you at your phone number.
- Say your number again.
- Wish them a great day.
- SMILE. CALL BACK AT THE TIME YOU TOLD THEM.

To Whom:	Number:	When Called:	Voice Mail or Conversation:	Further Action:
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## Tangible Letters/Notes

Each Contact:

## Communication Journal

Date to Contact:

To Whom:

Address:

When Sent:

Reply:

Further Action:





# Interviews

# Communication Journal

Each Contact:

With Whom:

Date:

F2F/Zoom Phone/Other:

Summarize:





## Follow Up

## Communication Journal

Under each of these shops that you may land an interview, list information about thank-you notes you send on branded media. Note that research has proven an email sent within a day of the interview is always a good idea, but sending a tangible thank you card that is hand-written is extremely valuable.

With Whom:                      Date:                                      Follow Up to What?                      Medium/Format:

Explain:





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**COMPANY:**



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**CITY:**

**COMMUNICATION  
JOURNAL**

# Social Media

# Communication Journal

Each Contact:

Date to Contact:

To Whom:

Platform:

When Sent:

Reply:

Further Action:





## Email

Each Contact:

## Communication Journal

Date to Contact:

To Whom:

Platform:

When Sent:

Further Action:



# Phone

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To Whom:	Number:	When Called:	Voice Mail or Conversation:	Further Action:
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## Tangible Letters/Notes

Each Contact:

## Communication Journal

Date to Contact:

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Explain:





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# Social Media

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Each Contact:

Date to Contact:

To Whom:

Platform:

When Sent:

Reply:

Further Action:





# Email

Each Contact:

# Communication Journal

Date to Contact:

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