

# 6 Week Wine Club Pre-Processing Framework



WINE **DH** RECT

The Winery's Champion

# 6 Pre-Processing Week Outline

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

	A Week Spent Building	First Announcement Email and Start making Calls	Open Seasons to the Public and Keep making those Calls	Check Inventory and Keep making those Calls	Move Inventory, Close the Club, and Finish your Calls	Last Updates
Activities	Clear out any processing tools from previous club runs	Make sure all current club seasons are marked as 'Active'	Check all current club seasons 'Display on Web' button	Pull new 'Users Choice Club Seasons' and 'Inventory Summary' Reports	Un-Check all current club seasons 'Display on Web' button	Make last minute Changes to Members Selections
	Build Club Shipment Seasons.	Send out 1 <sup>st</sup> Announcement Email	Send out 2 <sup>nd</sup> Announcement Email	Send out 3 <sup>rd</sup> Announcement Email	Update your 'Users Choice Club Seasons' report	Review the Confirmation Emails
	Build Club Email Documents	Pull Customized Club Member Report	Pull Customized Club Member Report	Begin to make inventory movements	Pull 'Inventory Summary' report	Review the Club processing tool
	Build Confirmation Email Documents	Start updating accounts and making calls, use Call calculator.	Work on Calling your top 20%	Work on Calling your top 20%	Work on Calling your top 20%	Process the clubs
	Build All Club Processing Tools	Work on Calling your top 20%			Send out Final Notice Email	DRINK WINE!!!
		Time to call members - respond to emails - adjust selections				

# Weekly Outcomes

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Outcomes	Week 1 Outcomes Goals	Week 2 Outcomes Goals	Week 3 Outcomes Goals	Week 4 Outcomes Goals	Week 5 Outcomes Goals	Week 6 Outcomes Goals
	Got the busy work done	Opened admin customizations	Made customizations public facing	Got a hold on club inventory needs	Got all Inventory moved where it is needed	Got accounts up to date as possible
	Have your tools built and ready	Got all the processing tools ready	Made lots and lots of Calls	Made calls until you had Cauliflower Ear	Opened the flood doors (final email)	Double checked everything
	Got your work area cleaned up.	Made all updates based on 'Club Source'	Controlled your Inbox		Finished up with the top 20% calls	Processed the Club
	Mentally prepared for the coming weeks.	Got your list together and made calls	Made updates in the moment		Finished up with even more calls?? :)	Celebrated, you deserved it!! Whoop whoop!