

FIRST TIME GUEST FOLLOW UP

SUNDAY

CONCIERGES

CONNECTION CARDS ARE PUT ON SEATS

WELCOME VIDEO

THE WELCOME VIDEO INSTRUCTS GUESTS TO TURN IN CARDS

GUEST SERVICES

CARDS ARE EXCHANGED FOR A SWAG BAG

CARDS GO IN DESIGNATED BIN FOR RAYNA

RAYNA

RAYNA CREATES GOOGLE DOC

JON

JON EMAILS ALL FIRST TIME GUESTS SUNDAY NIGHT

MONDAY

CHRISTIAN

CHRISTIAN EMAILS ALL GUESTS

IAN

IAN EMAILS ALL GUESTS

RAYNA

PREPRINTED THANK YOU CARDS ARE ADDRESSED

INFO IS ENTERED INTO PCO

EMAILS ARE ENTERED INTO MAILCHIMP

COMPLETED CONNECTION CARDS ARE PUT IN THE BIN FOR VOLUNTEERS

VOLUNTEER

VOLUNTEERS HANDWRITE THANK YOU CARDS ON MONDAY OR WEDNESDAY NIGHT

COMPLETED THANK YOU CARDS GO IN DESIGNATED BINS TO MAIL OUT

FINISHED CONNECTIONS CARDS GO IN JON'S BIN

MAILCHIMP

MONDAY NIGHT - MAILCHIMP EMAIL GOES OUT

WEDNESDAY

RAYNA

EMAILS + POSTCARDS TO GUESTS FROM 2 WEEKS AGO