Weekly Sales & Marketing Report

Agency Name: _____

Sales Associate Name: _____ Date:_____

Input The Required Information Below Regarding Your Visits This Week. Complete one form per facility:

Facility Name: _____

Who You Talked To (Name and Title): _____

_____

What You Talked About: Veterans Program? Their family/likes/dislikes?

If you don't know how to talk to people then you need to learn your lines so you are not on stage at opening night and stumbling over your words. You need to memorize the scripts we gave you at boot camp in section 5 and 6 of your boot camp binder. Then role play until you can't role play anymore! This should be second nature to you before you go out and do it in real life! Practice makes perfect! You don't go on stage without knowing your lines and how to interact with other actors on stage.

Did One Of Your Preferred Partners Accompany You?_____

Name Of Flyer/Brochure You Gave Them: _____

What Activity Did You Perform This Week?_____

How Long Have You Been Performing The Activity?_____

Which staff have you made friends with? You should have a number of them in here. What is information you learned about them today? When is their son's soccer game? When are they taking their big exam for their additional license?

_____

Do You Have An In-Service Scheduled? _____ When? _____

Next Steps? When are you going by again, day, time? What will you discuss? What materials will you bring? What will you be following up on? There is always a reason to return and follow up - what reason did you give them?

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