

CLIENT ONBOARDING PACKET

Here's everything you need to know
about working with me



WWW.ALLSEASONSFILMS.COM

WELCOME!

I'm so excited to work with
you!



Hola!

I have worked in the entertainment industry for 10 years in different sectors of it. From print to TV and film. Self thought individual in social media.

Today, I'm taking what I've learned in the corporate world and my own experience to your projects!

COMMUNICATION



BUSINESS HOURS

Monday-Friday

10AM-5PM **PST**

Emails response are in 24hrs (excluding weekends and holidays).

For weekend and holidays emails, will get back to them the Monday after or day after the holidays

We'll be using a shared **Google Drive spreadsheet** to check each others work status. Or our monthly call for bigger concerns.

TIMELINE

Overview

After our consultation and contract is signed we send you a folder that helps gather all your assets and content in one place. **Note:** Content Delivery (photos, video, audio) is needed one month in advance by you in order to write, edit and publish the content/ads on time.

Week 1 - Questionnaire and Setup

Client fill out Questionnaire and provides access to 3rd party software login

Week 2 - Kick off Call (30 min)

Onboarding Call to get access to client's accounts and 3rd party software so we can plan ads together

Week 3 - Custom Audience

I organize ads campaign and do all custom audience audit and targeting research

Week 4 - Strategy Call (1hr)

I provide reporting to you via Zoom call to show the status and numbers of the ads so we know up coming steps for next month.

PAYMENTS & CANCELLATIONS

PAYMENT DETAILS

- Payments are **due upon invoice terms**
- **Zelle or Paypal** are accepted
- You can click the button below to make payments

Payment Here

CANCELATION POLICY

- **3 month commitment required**
- Cancellations can be made **30 days after the 3 month period has ended**
- Late payments are subject to a **10% fee per cancellation policy**

TOOLS

GOOGLE DRIVE

1. Google Drive: Where your photos, videos, and branding goes, and or client avatar
2. Google sheets (where our reporting and status)
3. Google docs (where our notes will go)



[Learn more](#)

ZOOM

Schedule a Zoom call with me to discuss the changes to your video. I can share my screen.



[Learn more](#)

FACEBOOK BUSINESS SUIT

We'll be creating and running ads on Facebook Business Suite. If you are new to Facebook Business Suite you can simply sign up here: business.facebook.com



[Learn more](#)

CHECK LIST

Here is what I will need in order to get started with your social media accounts:

- Share access in FB/Instagram and Planoly password
- Add branding, pictures and videos to the Drive
- Fill out client questionnaire
- Instruction for video content see below
- Invoice has been sent out and is due on the: (date)
- Set up your Planoly account (TBD)



WHAT'S NEXT

THE KICK OF CALL
IN THIS CALL I'LL DEBRIEF
WHAT OUR SCHEDULE WILL BE

SCHEDULE A CALL



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