

- **Order Received by Staffing Manager**

- The order will come via email.
 - Read the entire email chain as there may be important event information that will need to be put in the announcement that you will build later in the steps.
 - The order will have all the information necessary to build the announcement to staff.
 - Response- "Got it"
 - Reply to the sender of the order email to let them know you received it.
 - Contact client to verify details (Private Events only)
 - Send **Verify Details Email (found in templates)** within 24 hours of the order being received.
 - Call client when you are 7 days away from their event
 - Always call client the day before the event for a final check in
 - CC David on all email communications with the client