Client-Team-Designer Workflow

1. INITIAL CLIENT MEETING
   - Team prepares for client meeting
   - Team invites client & stakeholders
   - DIRECTOR formulates team & assigns client

2. STRATEGIC PLANNING MEETING
   - COMMUNICATION TEAM prepares for planning meeting
   - Each member prepares pieces from each brief

3. Team Creates Design Pieces List
   - List of Required Design Pieces
   - 1. summarize client situation
   - 2. decide on list of design pieces (min. 3)
   - 3. assign 1 brief to each member

4. FILES PREPARED AND CHECKED
   - All briefs given to each member
   - Each member prepares pieces from each brief
   - Preparer of the Brief serves as all deliverables sent to Client

5. DIRECTOR reviews the mess and tries to make sense of it all.
   - Director checks the final files
   - Prepress
   - Other member checks the final files
   - FILES PREPARED AND CHECKED

- Director communicates goals, give expectations, and explain situation
- Initially, establish purpose and gain rapport
- CLIENT

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CAREER STRATEGIC MEETING PLANNING

1. decide on list of design pieces (min. 3)
2. give expectations
3. communicate goals.

- DIRECTOR
- CLIENT
- TEAM
- Stakeholders

- Team invites client & stakeholders
- DIRECTOR formulates team & assigns client

- COMMUNICATION TEAM prepares for planning meeting
- Each member prepares pieces from each brief

- Team Creates Design Pieces List
- List of Required Design Pieces
- 1. summarize client situation
- 2. decide on list of design pieces (min. 3)
- 3. assign 1 brief to each member

- FILES PREPARED AND CHECKED
- Director checks the final files
- Other member checks the final files
- DIRECTOR

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COMMUNICATION TEAM

- COMMUNICATION TEAM prepares for planning meeting
- Each member prepares pieces from each brief

- List of Required Design Pieces
- 1. summarize client situation
- 2. decide on list of design pieces (min. 3)
- 3. assign 1 brief to each member

- FILES PREPARED AND CHECKED
- Director checks the final files
- Other member checks the final files
- DIRECTOR