

YOUR TOUCH POINT ADVANTAGE



DIRECT MAIL WORKSHEET

INDIVIDUALS INVOLVED IN PLANNING		TARGET DATES
Name: _____	Date Planning Started: _____	
Name: _____	Date Plan Review: _____	
Name: _____	Date Plan Completion: _____	
Name: _____	Date Activity Starts _____	
Name: _____	Date Activity Completed: _____	

YOUR GOALS FOR DIRECT MAIL:

YOUR ANTICIPATED BUDGET:

YOUR ANTICIPATED SCHEDULE:

SPECIFIC TARGETED GROUPS:

STAFF MEMBERS RESPONSIBLE FOR OVERALL DIRECT MAIL ACTIVITIES:

[illegible]

[illegible][illegible]