

Employee Appreciation Events Tracking Log

Company _____ Date of Lecture _____ Page ____ of ____

Employees Expected _____ # At Luncheon _____ # Emails Obtained _____ # Paid for Consult _____

**Marketing Director fills in italicized columns (first 5 columns) listing names in order of first to last appointment.*

**Front Desk fills in the last 3 columns and uses the back or additional sheets to add follow up notes. (Highlight in GREEN when they show.)*

<i>Name</i>	<i>Phone #'s</i>	<i>Date Of Appt.</i>	<i>Time Of Appt.</i>	<i>Email Campaign Started</i>	Confirm Appt. Y/N	Showed Y/N	F/U Notes: Give as much detail as possible. Result of appointment, reschedule date, etc., etc.

Filled out by Marketing Director: Total # of Email Campaigns Started from this Luncheon _____