Station :WJAP -TV

Market :Clearwater, FL

Jeff Arthur
PRODUCTIONS

Date: Day - Date

Time	Account/Type	Decision Maker Name and Phone #	AVI Info Form Completed	Manager
08:00 AM				
09:45 AM				
11:30 AM				
01:15 PM				
03:00 PM				
04:45 PM				
06:30 PM				
08:15 PM				

A/E and Manager each need to confirm the appointment one week prior and then one day prior.
8:00 A.M. appointments should be picked up. **GET THEIR CELL PHONE NUMBER**
Revisits or resigns do not need to be written down as an appointment. We will do those while we are there.
Each A/E should have a stand-by list of 2 clients (for filling cancellations.)
If 2 clients are with the same agency, only one schedule block is needed for creative.
Scheduling should be handled by one person to avoid confusion.
Please direct all creative inquires to Cary at 727-224-1791 or fax client profiles to 727-573-0980