

# Sales and Operations Collaboration Work Sheet:

Event:

Event Date:

Client Expectations:

What is the role of the Sales Manager:

What is the role of the Operations Manager:

What information should we share – to make this a successful event.

Time line for planning event:

When are you meeting as a team?

When are you introducing Operations and Client?

When can Operations expect specs?

When will you let Sales know of any Operational Hurdles?

When will Operations send out an operational overview (run of show, manager schedule)?

When is the Jump Start Meeting?

Feel free to reach out to Jen ([jbertolino@levrestaurants.com](mailto:jbertolino@levrestaurants.com)) or Thomas ([twhelan@levyrestaurants.com](mailto:twhelan@levyrestaurants.com)) for help, questions, or success stories!

Feel free to reach out to Jen ([jbertolino@levrestaurants.com](mailto:jbertolino@levrestaurants.com)) or Thomas ([twhelan@levyrestaurants.com](mailto:twhelan@levyrestaurants.com)) for help, questions, or success stories!