



CUSTOMER	CONTACT PERSON
PROJECT	DATE
1. OFFER/ Which product/ service do we want to offer?	
2. GOALS/ What goal are to be achieved? (short-term, medium-term, long-term)	
3. ACTIVATE/ What action(s) do we want to trigger in the customer?	
4. TARGET GROUP/ Who do we want to adress primarily/exclusively?	
5. CONSUMER INSIGHTS/ What do we know about the consumer behavoir of our target group?	



6. STENGTHS/ What are the strengths, weaknesses or special features (USP?) of our offer?
7. ERROR/ Which mistakes should be avoided?
8. MEDIA/ Do we already know which media we want to use?
9. PRODUCTION/ Do we already have wishes regarding formats, print, runs, scope?
10. TIMING/ When do we want to finish/release what? (Flight 1, Flight 2)
11. BUDGET/ How much is the planned budget?
12. OTHER/ Are there any further information or questions?

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