

LC Concierge Service Menu Options

LEADERSHIP CIRCLE PROFILE

1

PROFILE MENU 1, \$100 PER PROFILE

- Create Project
- Send Participant Pre-Survey Emails
- Enter Participants (Participants add own Evaluators)
- Check Status and Send Reminder Emails
- Follow-up on Rejected Emails
- Send Weekly Status Report
- Send Status Report Day Before Completion Deadline
- Send FedEx tracking number or confirm individual and/or group report availability to download from Project Center



2

PROFILE MENU 2, \$145 PER PROFILE

- Everything from Option 1
- Plus we will enter Participant's Evaluators.
 - *Participants send pre-survey information to their Evaluators
 - *All evaluator information must be received before project launches

1

SELF-ASSESSMENT PROFILE MENU 1, \$50 PER PROFILE

- Create Project
- Enter Participants
- Check Status and Send Reminder Emails
- Follow-up on Rejected Emails
- Send Weekly Status Report
- Send Status Report Day Before Completion Deadline
- Alert Practitioner when Reports are available to download from Project Center