

WORKING WITH STUDIO B

Understanding how our team will work with you to provide the best possible communication pieces to your employees is vital to ensuring you have a successful, efficient, and engaging experience. This document highlights the roles and responsibilities, procedures, timing, and delivery details of a project with Studio B at Businessolver.

WE ARE EXCITED TO WORK WITH YOU!



CONTACTS



Your Studio B project manager will be your primary point of contact and will coordinate with our designers, writers, and strategists. However, the entire team will be involved from start to finish.

If you have any questions, contact the [Studio B project manager](#) who will coordinate with the team.

How often will we be in touch? Per our [5-Step Approach](#), we will schedule a regular call to review the project status, discuss details, and share updates.

TIMELINES



After our discovery and analysis/communication strategy meetings, the Studio B project manager will create a project timeline tailored to your specific communication deliverables that will serve as your guide throughout the project.

We recommend you review our [5-Step Approach](#) to help you properly execute your engagement package. We will include the appropriate Studio B team members in each stage of the creation process. Please notify the Studio B Project Manager about anyone else you would like on the calls.

BRANDING, IMAGERY, & LOGOS



Send us your company branding guidelines, logo files, fonts, and sample materials to begin design.

Let us know what format and resolution we should use for logos and images. Review the [Image and Logo Requirements](#) document for system- and print-specific size and resolution guidelines for images and logos.