

ICE CREAM CONFIRMATION PROCEDURES

SALES

In general, events are fully confirmed on Thursday for the following week. Here are the posting and notification parameters for the 2019 ice cream season.

Orders processed more than 14 days away:

- Place confirmed order in binder
- Change color in Google Calendar from pending (yellow) to confirmed color (usually red or green)

Orders process for the following Tuesday – Monday:

- Place confirmed order in binder
- Change color in Google Calendar from pending (yellow) to confirmed color (usually red or green)
- Print a duplicate order and place on Anna's desk with a post-it note stating the new order as confirmed. She will staff and route the event properly.

Orders processed for the current week – Monday:

- In general, these days are usually blacked out and cannot accommodate more orders
- Before sending proposal, talk with Anna, Rich, Dylan, or Alex to see if staffing and equipment is available, or other order parameters
- Immediately upon confirmation, call or text your RIC point of contact to let them know
- Place confirmed order in binder
- Change color in Google Calendar from pending (yellow) to confirmed color (usually red or green)
- Print a duplicate order and place on your RIC point of contact desk with a post-it note stating the new order as confirmed. She will staff and route the event properly.