



MASTERFULLY
MANAGED

In the world of photography, we understand that you are an artist constantly in motion, capturing the moments that become cherished memories. You're not just a master of the lens; you're a storyteller, a visionary, and a creator of emotions. Yet, we also recognize that, in this dynamic profession, you're often pulled in countless directions, with demands coming from event planners, discerning clients, and the intricacies of your craft.

We understand the challenges that come with being the visionary behind the lens and the juggler of clients' desires, planners' visions, and your own artistic vision. And that doesn't even scratch the surface on submissions, blog posts, culling and editing.

Our goal is to alleviate the weight of your responsibilities, enabling you to immerse yourself in the world of imagery without the distractions and demands that often pull you in different directions.

Katie

TASKS

Below you will find a list of tasks we could assist you with. Please note this list is not all inclusive and if there is anything you need that is not mentioned, please let me know.

- + Inquiry Responses
- + Client Communication
- + Client Homework/Worksheet Completion
- + Vendor Correspondence
- + Gallery Sharing
- + Ghost writing emails and managing inbox
- + Appointment scheduling
- + Travel arrangements
- + Second shooter or photo arrangements
- + Document preparation (proposals, invoices, contracts)
- + Album Communication, Design & Edits
- + Social Media Management
- + Pinterest Creation & Utilization
- + Timeline Creation / Shot List
- + Image Curation
- + Print or USB Box Shipping
- + Website Maintenance
- + Blogging
- + Wedding Submissions
- + Data Entry
- + Email Marketing
- + Client or Vendor Gifting
- + Client Reviews
- + Assistance with Podcasts, Education Promotion, Mentorships, Etc.
- + Personal Travel, Appointments, Etc.

Programs: Dubsado, Honeybook, Dropbox, Google Drive, Asana, Trello, Monday, ClickUp, Stripe, Zoom, GoogleMeet, Kajabi, MailChimp, Constant Contact, Omnisend, Pixieset, Pic-Time, Instaproofs, Wordpress, ShowIt, Squarespace





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