**THE BETTER PLANNING PROCESS**

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| **A Local Area Marketing Brief**  Deliverables   * Connections framework. * Connections plan. * Measurement framework.   Process  At UM we believe in creating true behaviour change for our clients. We do this by combining the power of intelligence, with the art of insight, to drive better outcomes.  We’re a curious bunch at UM. That’s because we believe that curiosity fuels creativity and strategic thinking. It’s only by better understanding your business, your consumers and your goals we can begin to identify unique connection opportunities. We ask plenty of questions below, but rest assured everyone is designed to ensure we get the very best result for you.    The best thinking and the most innovative solutions take time to come together. When we respond to your brief we will follow our Better Planning Process to ensure that rigour and creativity is injected at every stage. The timeline below has been put in place to enable us to deliver the highest standard of work back to you. If we seem strict in sticking to it, it’s only because we want to produce the best work for you.  Of course there are times when a tight turnaround just can’t be helped - in these instances please be aware that we will have to hurry through critical parts of the process and as such optimal performance cannot be guaranteed.  Timing: **3-4 Weeks**  **Media Buying Signoff** → Must occur 8 weeks prior to on-air/appearance dates |

**CAMPAIGN DETAILS**

|  |  |
| --- | --- |
| COMPANY | PRODUCT / CAMPAIGN |
| Company name goes here | Product or campaign goes here |
| CLIENT CONTACT | CLIENT PHONE |
| Brief owner's name goes here | Brief owner phone number goes here |

|  |  |
| --- | --- |
| BRIEF DATE | RESPONSE DATE |
|  |  |
| PEER REVIEW DATE | |
|  | |
| BRIEF CLASSIFICATION | |
| Urgent  Normal  Low | |

**SETTING THE SCENE**

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| WHAT’S THE BACKGROUND TO THIS BRIEF? |
| Is there any background information we should be aware of?  From a business and marketing POV what is driving the need for this brief? |
| WHAT IS THE CURRENT BRAND STRATEGY |
| If we don’t already have it, please provide us with the latest Brand architecture/DNA/blue print. |

**CAMPAIGN OBJECTIVES**

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| --- | --- |
| WHAT ARE YOUR BUSINESS AND MARKETING OBJECTIVES? | HOW WILL THESE BE MEASURED? |
| Detail your objectives here | Explain how you will assess whether your objectives have been met |
| WHAT MUST YOUR COMMUNICATIONS ACHIEVE TO DELIVER THESE TARGETS? | HOW WILL THESE BE MEASURED? |
| Detail your objectives here | Eg. Increased brand or advertising awareness, improvements in brand health attributes, preference/consideration, etc. |

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| IS THERE A MANDATED ROI TARGET THAT WE NEED TO CONSIDER? |
| Clearly detail your ROI goals here |
| WHAT ARE THE KEY MEASURES OF SUCCESS? |
| KPIs / Measurement Plan? |

**TARGET AUDIENCE**

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| WHO IS YOUR MOST VALUABLE PROSPECT/TARGET? |
| Eg. Demographics, psychographics, segmentation studies etc.  Consider where your growth is going to come from?  Have you done a volumetric analysis? |
| CALD/ INDIGENOUS REQUIREMENTS |
| (i.e. exempt or 7.5% required) |

**IMPLEMENTATION CONSIDERATIONS**

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| GEOGRAPHIES |
| List the market priorities that need to be taken into consideration.  Has there been any BDI/CDI analysis conducted? |
| Regional spend / area priorities: |
| PHASING & SEASONALITY |
| Provide any details around critical timings that need to be taken into consideration in developing the phasing and flighting approach. |
| ENVIRONMENT |
| Are there any environmental considerations that need to be taken into account? |
| EXISTING BRAND PARTNERSHIPS |
| Provide a list of any brand partnerships that can be leveraged or included in the response. |
| ARE THERE ANY SPECIFIC CHANNELS YOU WOULD LIKE US TO CONSIDER / ARE MANDATORY? |
| Please list any channels here |
| OTHER MARKETING ACTIVITIES THAT WILL AFFECT THE OUTCOME |
| Outline any other marketing activities and where possible provide us with a timing plan so we can account for these in the development of the communications plan.  Are you planning or have you considered stakeholder or community engagement activities in relation to CALD/Indigenous audiences? |
| OTHER AGENCIES WE SHOULD BE COLLABORATING WITH |
| Name the agencies involved, their role/responsibilities and contact details |
| KEY RESTRICTIONS |
| Anything we should not do. Eg. talent restrictions, category legislation, business sensitivities, TVC classifications |
| SPECIAL CLIENT REQUIREMENTS |
| Eg. 5 slide summary to be presented to senior executives |

**CREATIVE CONSIDERATIONS**

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| EXISTING ASSETS THAT WE SHOULD/MUST TAKE INTO ACCOUNT: |
| Provide a comprehensive list of any assets together with key contacts where relevant. |
| SPECIFIC SIZES/FORMATS (IF APPLICABLE) |
| Are there any sizes and formats that we need to stick to? |
| KEY MESSAGES AND CAMPAIGN LOOK AND FEEL |
| List any key messages and supply us with creative materials to ensure campaign consistency |
| SCOPE TO PRODUCE CREATIVE MATERIAL |
| Is any creative or content to be produced through UM or our agency or media partners? Do we have ability to recommend new formats etc.? |

**CAMPAIGN LOGISTICS & BUDGET**

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| --- | --- |
| WHEN SHOULD THE CAMPAIGN BE IN MARKET? | |
| START DATE | END DATE |
|  |  |
| WHAT IS YOU BUDGET FOR THIS CAMPAIGN? | DOES THIS INCLUDE PRODUCTION? |
|  | The production budget is : |

|  |  |  |
| --- | --- | --- |
| FINANCE CODES | | |
| PO: | Cost Centre: | Project Code: |

**AND FINALLY…**

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| IN ONE SENTENCE, WHAT DO YOU WANT US TO DELIVER? |
| Enter your sentence here |

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| IS THERE ANYTHING ELSE THAT YOU THINK COULD SPARK OUR CURIOSITY? |
| Enter information here |