Client Industry Date

STEP 1: DEFINE AND DISCOVER				
Universe name	(e.g. men's lifestyle)			
Influencers	(e.g. @NikSpeller; @Mat_Buckets)			
Shared keywords	(e.g. men's lifestyle blogger)			
Social channels	(e.g. Twitter; Instagram)			

Influencer Relevance Score Quality Score 1 (e.g. out of 10) (e.g. out of 10) 2 3 ...

STEP 3: PLAN						
Influencer	Best Fit	Good Match	Promo aim	Incentive		
1			(e.g. Instagram ad)	(e.g. pay)		
2			(e.g. product review)	(e.g. gifting)		
3			(e.g. creative collab)	(e.g. pay)		

STEP 4: ENGAGE							
Influencer	Influencer type	Approached	Response	Promo type	Fee	Work scheduled	Work created
1			(e.g. interested)	(e.g. ad)	(e.g. £)	(y/n)	(y/n)
2							0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
3							

STEP 5: WORK							
Content	Influencer	Promo type	Date	Brand promo*	Partner promo*	Associated promo*	Response
1		(e.g. ad)		(y/n)			(e.g. sign-ups)
2						0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
3							

^{*}Brand promo = promotion of content by your brand | Partner promo = promotion of content by partner brands | Associated promo = promotion of content by channels specifically relevant to the content.

STEP 6: REVIEW							
Content	Influencer	Promo type	Date	Brand promo*	Partner promo*	Associated promo*	Response
1		(e.g. ad)		(y/n)			(e.g. sign-ups)
2							
3						0 0 0 0 0 0 0 0 0 0 0 0 0	

STEP 6: REVIEW					
	Actual	%			
Universe	(e.g. 1,000)	100%			
Best match	(e.g. 100)	10%			
Engaged	(e.g. 50)	5%			
Work	(e.g. 10)	1%			
Good fit	(e.g. 200)	20%			
Engaged	(e.g. 100)	10%			
Work	(e.g. 20)	2%			

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