

[View the Signature Pay Period Schedule](#)

EXAMPLE / EXPLANATION

Signature Concepts Event Recap Form

Brand Ambassador Full Name*

Your Full Name

Brand Ambassador Email*

Your Email

Account Name*

Example: Publix 1111 / Total Wine 999

Account Address*

Address of account where the tasting took place

Contact Person at Event (Full Name)*

Person at the Account you checked in with

Date of Event*

Date Event Took Place

Time of Event (i.e., 1-4pm)*

Example: 4-6PM

How many Products / Flavors Sampled?*

2 Choose from 1-4-Products - Each flavor is a different product
If you sample a Chard & Cab it would be 2

Product Promoted #1*

Example: Cupcake Chardonnay

#1 Bottle Prices & Sale Price if applicable*

\$8.99 - \$1 off coupon

#1 Mixers Used*

None

#1 Beginning Inventory (for each product)*

Please Check with Customer Service to give you a count of inventory

#1 Ending Inventory (for each product)*

How many bottles after your event is complete- Beginning Inventory minus
What you sold

#1 Number of Sample Bottles Used*

This will almost always be ONE

#1 Number of Customers Interactions*

How many people did you talk to and offer a sample

#1 Number of Consumer Sampled*

How many samples given of THIS product- can't be more than Interactions

#1 Number of Bottles Sold*

How many sold- of this product

Product #2

Product #2 Promoted*

Example: Cupcake Red Velvet

#2 Bottle Prices & Sale Price if applicable*

\$10.99 - \$9.99 Sale

#2 Mixers Used*

None or N/A

#2 Beginning Inventory*

How many bottles on shelf or display at start- Customer Service can give you
an exact amount of what they have in inventory

#2 Ending Inventory*

How many bottles after your event is complete

#2 Number of Sample Bottles Used*

1

#2 Number of Customers Interactions*

How many people did you talk to and offer a sample
Should be the same number as with product #1
How many samples of THIS product- can be different than product #1

#2 Number of Consumer Sampled*

#2 Number of Bottles Sold*

How many sold of this product

Brand Ambassador Feedback (positive & negative)*

Examples: Store traffic was moderate. Store staff very helpful. People enjoyed the products and the sale price. Many people familiar with this brand

Consumer Feedback (positive & negative)*

Examples:

I love cupcake wines. Great price
The Chard is crisp and tart.
The Red Velvet is smooth.

When uploading photos, please upload medium to large photos, not High Res photos. There is a maximum upload size of 5Megs for each photo. Thank you.

Please Note: The larger the images, the longer it takes to upload and verify.

Photo of the Event

Upload

Upload 1- 2 Photos of event- Table, you with table- shelf

Photo of the Event

Upload

Please do NOT upload pics of people just holding up a cup

Receipts (DATE and TIME MUST be LEGIBLE in order to be reimbursed)

Upload

Upload photo of receipt with all information visible and legible (see example on COMPLETED RECAP)

Submit