PARAPLANNING PROCESS

1. **Initial setup & documentation:**
    - Create a Spring/Fall meeting folder in the shared drive (e.g. Dropbox) with subfolders for collected documents, investment planning data, presentation materials, etc.
    - Configure the meeting workflow in the CRM (e.g. create a new "Meeting Workflow" in Redtail).
    - Copy or update core documents from the prior review into the new folder (e.g. Asset Summary, Assets Details & History, Insurance Summary, Values & Goals worksheet, Client Update Report with previous action items).
    - Schedule the first internal prep meeting (roughly 5 weeks before the client meeting) and invite the team.
2. **Client scheduling & communication:**
    - Email the advisor's team to announce the planned meeting timeline and key deadlines.
    - Create and send the client meeting invitation (e.g. via Calendly/Zoom or Outlook) with the agreed date and time.
    - Contact the client to confirm the meeting time and request any needed documents/information (this outreach can be delegated to a team assistant if desired).
    - Set up a Client Update Call ~5 weeks before the meeting: create the activity in Redtail/CRM and send a Calendly/Zoom invite.
3. **Document collection & data confirmation:**
    - If the client has not returned documents in time, send a reminder email requesting the missing information (delegate if needed).
    - Save all received client documents into the "Collected Documents" subfolder of the meeting folder.
    - Confirm with the client that you have received the key documents and reconfirm the meeting and client update call dates/times.
    - Update the Client Update Report or CRM notes with the current status of document collection.

4. **Plan analysis & drafting:**
    - Conduct the client update call as scheduled, record any relevant notes (in Redtail or the Client Update Report), and flag any new to-dos.
    - Compile financial data: generate investment statements (e.g. Investigo, Yodlee) and update any holdings reports.
    - Prepare or update the Assets Summary, Assets Details and History using the latest account data.
    - Complete the Insurance Summary and the Values & Goals worksheets with any new information provided.
    - Label these documents as "FINAL" and email the team to notify them that the key analyses are ready for review.
5. **Team review & final preparation:**
    - Hold the scheduled team prep meetings (e.g. Prep Meeting #2 and #3) to review draft findings, refine recommendations, and assign remaining tasks.
    - Finalize the client presentation and packet: complete the slide deck (Keynote/PowerPoint) and assemble the meeting materials (cover sheet, insurance summary, etc.).
    - If the meeting is in-person, print all reports and compile the binder; if virtual, prepare digital materials or plan to mail the binder contents afterward.
    - Create or update any CRM tasks for advisor review (for example, have the advisor proof the presentation slides).
    - *Spring only:* Arrange for a client appreciation gift (e.g. order a restaurant gift card if the annual fee threshold is met).
6. **Final reminders & logistics:**
    - One week before the meeting, email the client a reminder of the date/time and any items they should bring.
    - One day before, send a quick reminder to the client (and re-send the calendar/Zoom invite if needed).
    - Prepare the meeting space or virtual setup: reserve the conference room, test audio/video equipment, and ensure any needed handouts are printed.
7. **Conduct the meeting:**
    - Attend the client meeting alongside the senior advisor to manage logistics and ensure the agenda is covered.
    - Support the advisor during the meeting (e.g. keep time, handle presentation navigation).
    - After the meeting, collect the advisor's handwritten notes and any client-signed documents for follow-up.

8. **Post-meeting follow-up & next steps:**
    - In the next team meeting (usually the Monday after), review the meeting outcomes and create tasks for any new action items.
    - Finalize and send the meeting deliverables to the client: include the presentation PDF, the updated financial plan or reports (MGPro Plan, Morningstar report, etc.), and – *for Fall meetings* – the signed tax questionnaire.
    - Save the final Assets Summary and all supporting documents (client reports, analysis PDFs, etc.) to the client's correspondence file/folder for the meeting date.
    - Mail a personalized thank-you note and gift card to the client (Spring reviews: restaurant gift card; other reviews: Starbucks card) (update the gift log accordingly; this task can be delegated).
    - Schedule the next annual review: create placeholders in the CRM for the following Spring and Fall meetings.