Seasonal Wreath Production Planner

A reusable 3-page plan for holidays, football season, shows, and made-to-order collections.

Season / collection

Selling window / key dates

1 SALES PLAN & CAPACITY

Confirmed orders

Planned ready-to-sell pieces

Last day to take orders

Shipping / event deadline

2 CUSTOMER DEMAND & DESIGN PRIORITIES

- [ ] Review last season: what sold, what sat, what customers requested.
- [ ] Pick a focused color palette and core themes (seasonal, sports, school colors, gifts).
- [ ] Prioritize confirmed orders before speculative inventory.
- [ ] Set a realistic production quantity based on time, display space, and demand.

Design / theme	Price point	Qty planned	Must finish by

3 COLLECTION NOTES

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Translate the collection into production batches and materials.

4 PRODUCTION BATCHES

Batch / design	Qty	Start	Finish	Status

5 WORKTIME & QUALITY CHECKS

Available making hours / week

Avg. hours per wreath

- [ ] Allow time for photography, listing, packing, and customer communication.
- [ ] Stage matching supplies by design before starting each batch.
- [ ] Inspect, tag, photograph, and record each finished wreath.

6 SUPPLY GAPS / PURCHASE TIMING

Material needed	Qty	Already on hand?	Order by

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Use the final page as your launch and end-of-season review.

7 RELEASE / EVENT CHECKLIST

- [ ] Confirm all custom order commitments and deadlines.
- [ ] Complete finished-wreath inspections and fix any issues.
- [ ] Photograph designs and prepare titles, pricing, measurements, and listings.
- [ ] Confirm packaging, pickup / shipping processes, and stock locations.
- [ ] Schedule collection announcements, posts, or event promotion.
- [ ] Track actual demand and avoid overproducing slower designs.

8 WEEK-BY-WEEK CHECK-IN

Week of	Planned to finish	Actually finished	Notes / blockers

9 RESULTS TO USE NEXT SEASON

Made

Sold

Remaining

Next-season decision