# Template for quarterly readout

# Create quarterly readout process

Accountability is core to creating impact. It's crucial to set measurement targets and goals when it comes to both talent and investment. Consistent readouts track both progress and places for improvement, creating that accountability that is so important.

# Template to track agency diversity

## Agency Staff Diversity



## Agency Staff Race/Ethnicity



**Agency Staff Gender**

X.Y%
Female

X.Y%
Male

X.Y%
Other

Legend: ●—● Caucasian  ●—● POC

Legend: ●—● AfA  ●—● Asian  ●—● Hispanic  ●—● Multi-Racial  ●—● NA/NH/PI

## Agency Gender by Position

As of Q3 2021

| Account | x% | x% | x% |
|---|---|---|---|
| Leadership | x% | x% | x% |
| Top 5 Leadership | x% | x% | x% |
| Q3 Leadership New Hire | x% | x% | x% |

## Agency Staff Race/Ethnicity by Position

As of Q3 2021

| Account | - | x% | x% | x% | x% | x% | x% | x% | x% |
|---|---|---|---|---|---|---|---|---|---|
| Leadership | - | x% | x% | x% | x% | x% | x% | x% | x% |
| Top 5 Leadership | - | x% | x% | x% | x% | x% | x% | x% | x% |
| Q3 Leadership New Hire | - | x% | x% | x% | x% | x% | x% | x% | x% |

# Template to track diverse supplier spend

## Diversity spend

### Video production

**XX%**

| Actual | Amount |
|--------|--------|
| XX% | $X.YM |

### Experiential production

**XX%**

| Actual | Amount |
|--------|--------|
| XX% | $X.YM |

### Print production

**xx%**
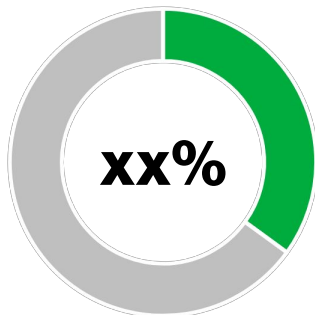
| Actual | Amount |
|--------|--------|
| XX% | $X.YM |

### AA media investment

**XX%**
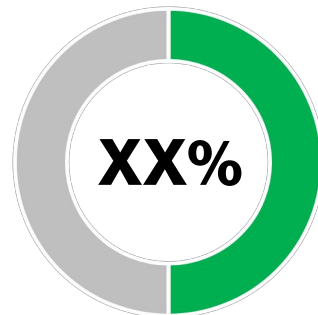
| Actual | Amount |
|--------|--------|
| XX% | |

## Video director representation

### Diverse directors

**XX%**
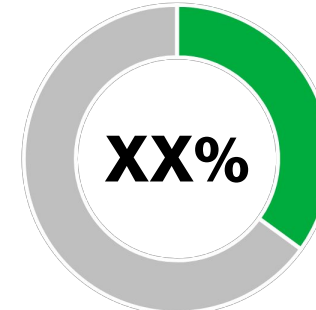
| Actual | Amount |
|--------|--------|
| XX% | $X.YM |

### Diverse directors % video production co spend

**XX%**

| Actual | Amount |
|--------|--------|
| XX% | $X.YM |