



# Setup Concierge — Master Action Items Dashboard

**Last Updated:** February 8, 2026

**Owner:** Justice · J4AFoundation LLC



## This Week — Feb 10-14

#	Action	Area	Priority	Owner
1	Confirm WNQ photo session invoice was sent (\$400)	WNQ	●	Justice
2	Follow up with WNQ re: event dates, board member #4, photos	WNQ	●	Justice
3	Update hero subheadline on setupconcierge.com	SC Website	●	Justice
4	Add 4th service pillar — "Ongoing Brand Support"	SC Website	●	Justice
5	Create /event-photography page (\$600/\$2K/\$6.5K packages)	SC Website	●	Justice
6	Add navigation link for Event Photography under Services	SC Website	●	Justice
7	Update client intake form with new service options	SC Website	●	Justice
8	Present event photography packages to WNQ board	WNQ	●	Justice



## Full Tracker by Area



### WNQ (Warriors Never Quit) — 32 items

- ▶ **Phase 1: Foundation Polish** — ● Week of Feb 10 (8 items)
- ▶ **Phase 2: Tribute & Scholarship** — ● Week of Feb 17 (6 items)
- ▶ **Phase 3: Engagement & Membership** — ● Week of Feb 24 (4 items)
- ▶ **Phase 4: Growth & Launch** — ● Week of Mar 3+ (6 items)
- ▶ **Invoicing & Admin** — ● Immediate (1 item)

**Source:** [WNQ Action Items](#) · [Client Gameplan](#)



### Setup Concierge Website (setupconcierge.com) — 10 items

#	Task	Priority	Status
1	Update hero subheadline	●	■
2	Add 4th service pillar — "Ongoing Brand Support"	●	■
3	Create /event-photography page (full copy ready)	●	■
4	Add Event Photography to Services nav	●	■
5	Add WNQ case study — "Our Work in Action"	●	■
6	Update intake form with Event Photography + Brand Support	●	■
7	Preview & test all changes (mobile + desktop)	●	■

8	Update service agreement template with photography clauses	●	■
9	Add booking lead time + cancellation policy	●	■
10	Competitive pricing scan (5 Chicago photographers)	●	■

Source: [Implementation Guide](#) · [Panel Refinement](#)

### ⚡ Black Nexus LLC — 20 items

- **Phase 1: Entity Formation** (8 items)
- **Phase 2: Branding & Identity** (5 items)
- **Phase 3: Operations Setup** (5 items)
- **Phase 4: Go-to-Market** (4 items)

Source: [Master Task Tracker](#)

### 🔧 Backlog — Cross-Cutting

#	Task	Area	Priority
1	Add Black Nexus as featured client on setupconcierge.com	SC Website	●
2	Create service package pricing tiers	SC Growth	●
3	Document WNQ case study (before/after)	SC Website	●
4	Determine V8 Engine IP ownership	Legal	●
5	V8 Engine beta launch strategy	Black Nexus	●
6	Launch "Creator Tech" content series	Content	●
7	Build partner's social media skills	Content	●
8	Install Hotjar/Clarity for heatmaps	SC Website	●

### 📊 Scorecard

Area	Total	Done	In Progress	Blocked	Remaining
WNQ Website	25	1	0	2	24
WNQ Admin	1	0	0	0	1
SC Website	10	0	0	0	10
Black Nexus	22	0	0	0	22
Backlog	8	0	0	0	8
<b>Total</b>	<b>66</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>65</b>

### 🚦 Items Blocked on Client

Item	Waiting On	Client	Since
Event dates (Sneaker Ball, Career Workshop, Youth Clinic)	WNQ team	WNQ	Feb 6
<del>Board member #4 — name or removal</del>	✅ <b>Resolved</b> — 3 members confirmed	WNQ	Feb 9
Additional Coach/team photos	WNQ team	WNQ	Feb 6
Scholarship award amounts & # of awards	WNQ board	WNQ	Feb 6
Testimonials (quotes, stories, photos)	WNQ community	WNQ	Feb 6
Membership pricing approval	WNQ board	WNQ	Feb 6
Impact statistics (# youth, # events, etc.)	WNQ team	WNQ	Feb 6
Brand refinement input (colors, fonts, mascot)	WNQ team	WNQ	Feb 6

## 💰 Revenue

Month	Invoiced	Collected	Pending
Feb 2026	\$400	TBD	\$400

Update this tracker as items are completed. Mark ✅ for done, 🔄 for in progress, 🟡 for not started.