

MARKETING CHECKLIST

Assign Out Checklist

Name: _____ Delegated to: _____

Completed By: _____ Editorial Topic: _____

Notes/Instructions: _____

Get Images and Info

Save your marketing images and descriptions in a central location. We recommend Evernote because it is always accessible.

Post to Social Media

Have a checklist of all the sites that you want to post to. Also include how to access those sites with login and password information.

