

SOCIAL MEDIA BRANDING

CHECKLIST

BEFORE POSTING ANYTHING, MAKE SURE YOU HAVE ALL OF THE FOLLOWING POINTS CHECKED:

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PROFESSIONAL PROFILE PHOTO

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BRANDED COVER/BANNER

☐

BIO/ABOUT SECTION COMPLETED

☐

PHONE NUMBER LISTED

☐

EMAIL LISTED

☐

WEBSITE LISTED

☐

OFFICE LOCATION (IF APPLICABLE)

☐

CALL TO ACTION BUTTON

☐

BUSINESS HOURS

☐

SERVICES LISTED

☐

MESSENGER TURNED ON

☐