



Print and laminate:

BLOGGING *best practices* Check List

- Consistent voice
- Killer headline
- Personal story
- Edit edit edit
- Visuals
- Links & Quotes
- Comment & Follow

NEWSLETTER *best practices* Check List

- KISS
- Bullets, lists
- Clear call to action
- Manage subscribers

daily facebook Check List

- 1-2 posts
 - Blogs (ours & others)
 - Quote
 - Announcement
- "Like" 10 posts
- Comment on 2 posts

daily twitter Check List

- 3-5 original tweets
 - Blogs (ours & others)
 - Quote
 - Tip
- 2 program reTweets
- Follow 3-5 accounts

weekly BLOGGING Check List

- 1 post
 - Fundraising & events
 - News & action
- Comment on 3 posts
- Follow 1 new blog
- Solicit future posts

daily feedly Check List

- Check posts from member programs
- Scan topics
- Add/remove topics
- Schedule social media

weekly Instagram Check List

- 1-2 photos
- "Like" 40-50 photos
- Comment on 5 photos
- Follow 3-5 accounts
- Evaluate hashtags

weekly Pinterest Check List

- Add 40-50 pins
- Follow 2-3 new boards or pinners
- Pin blog posts
- Create a new board