PROGRAM ESSENTIALS CHECKLIST

These items must be completed in the order listed below before submitting any content to the marketing department.

- [ ] **1. Cost Analysis/Timeline Complete**

- [ ] **2. Approved by Program Director**

- [ ] **3. Approved by Executive Director**

- [ ] **4. Approved by Program Cabinet if Necessary**

- [ ] **5. Daxko Input Complete**

- [ ] **6. Website Updated***

- [ ] **7. Draft 1 of Flyer/Handout Complete***

- [ ] **8. Notify Membership Director**

Thank you for following these steps!

*If you need help with the website or flyer, you can request for support in the Marketing Request Form.